

NOTICE OF ISSUANCE OF REQUEST FOR PROPOSALS
FOR FISCAL AGENT FOR LIVINGSTON PARISH PUBLIC SCHOOLS

Livingston Parish Public Schools hereby invites proposals for a fiscal agent to provide financial services to the school system.

Proposals shall be submitted according to the terms and conditions and on such forms as provided in the Request for Proposal packet, which may be obtained from Livingston Parish Public Schools between 8:00 a.m. and 4:00 p.m. on any business day at its office at 13909 Florida Boulevard, Livingston, Louisiana 70754, at www.lpsb.org/Business/purchase.htm, or at www.centralauctionhouse.com.

Completed proposal packets may be mailed to Livingston Parish Public Schools at P.O. Box 1130, Livingston, Louisiana 70754, hand-delivered to its office at 13909 Florida Boulevard, Livingston, Louisiana, or submitted electronically at www.centralauctionhouse.com but however conveyed, sealed proposals must be received no later than Wednesday, April 13, 2011 at 2:00 p.m., at which time, proposals will be opened and the names of the proposers read aloud. Any proposal received after the stated deadline will not be considered and will be returned unopened.

Upon acceptance of the most favorable proposal, a written fiscal agency contract will be entered into for a term of three (3) years from July 1, 2011 through June 30, 2014.

All proposals and the resultant fiscal agency contract shall be in strict compliance with La. R.S.39:1211 through 39:1235.

For further information, please contact Terry Hughes, Business Manager, at (225) 686-4235 or via email at terry.hughes@lpsb.org.

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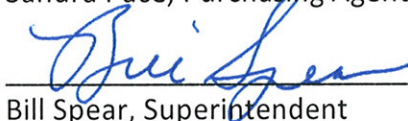
Thursday, March 31, 2011

Livingston Parish Public Schools

By:



Sandra Pace, Purchasing Agent



Bill Spear, Superintendent

SECTION 1

INSTRUCTIONS TO PROPOSERS

Proposals for Livingston Parish Public Schools fiscal agent are to be submitted in accordance with the following instructions:

- 1.1 USE OF TERMS - The term "proposal" as used herein means a response to Livingston Parish Public Schools' request for proposals specifications for fiscal agent.

"Proposer" refers to any bank submitting a response to Livingston Parish Public Schools' request for proposals specifications.

- 1.2 REVIEW OF SPECIFICATIONS FOR PROPOSALS - By submitting a proposal, each proposer stipulates and represents that it has carefully reviewed the conditions of the specifications for proposals as set out by Livingston Parish Public Schools as well as the applicable laws, statutes and regulations pertaining thereto.

- 1.3 QUALIFICATION OF PROPOSER - The proposer must be qualified by experience, personnel, financing and equipment to provide the services described in the specifications.

Livingston Parish Public Schools shall have the right to take such action as deemed advisable and necessary in determining the ability of the proposer to provide the services satisfactorily and to disqualify or reject the proposal of any proposer deemed to be unqualified or unable to satisfactorily provide the services.

- 1.4 INTERPRETATION OF DOCUMENTS - A proposer in doubt as to the meaning or interpretation of any part of the specifications or other proposed contract documents shall submit to Livingston Parish Public Schools a written request for interpretation thereof at least ten (10) working days prior to the deadline for submitting a response to proposals. Interpretation of the proposed documents will be made by written addenda. Proposers shall not rely upon any interpretation not issued by written addenda.

- 1.5 PREPARATION OF RESPONSE TO PROPOSAL - The proposer shall respond to each numbered or lettered specification in the Specification for Proposals and Proposal Form either by indicating for each numbered or lettered item, "Accepted as Stated," or by explaining any modification or difference in the specified service that the proposer offers with respect to that item. The failure to respond to each and every item will be considered an incomplete proposal and shall be grounds to reject the proposal.

The Specification for Proposals and Proposal Form may be re-typed to accommodate the response, or upon proposer's written request to Livingston Parish Public Schools, the Specification for Proposals and Proposal Form may be provided via email in a word processing format so that the proposer can more conveniently respond to each numbered

and lettered specification. However, the specifications, themselves, cannot be altered by proposer, and any alteration of the specifications shall be grounds to reject the proposal. However, all proposals must be submitted to Livingston Parish Public Schools in paper form or via secure electronic submission using Central Bidding from Central Auction House at www.centralauctionhouse.com. No email or any other form of electronic response will be accepted or considered.

Proposers must respond to all items and must be sure to fill in all blanks with respect to interest rates and/or basis points where called for in the Specifications for Proposals and Proposal Form.

The proposer shall sign the proposal and provide such information as is called for in the Instructions to Proposers and on the Specifications for Proposals and Proposal Form. Written authorization for the person signing the proposal shall be appended to the proposal. All forms required by the Instructions to Proposers and Specifications for Proposals and Proposal Form must be attached to the proposal and the failure to attach such documents shall be grounds to reject the proposal.

Proposals will be accepted from only those firms who obtained a Proposal Packet from Livingston Parish Public Schools or via Central Auction House as stated above.

- 1.6 REQUIRED ATTACHMENTS TO PROPOSAL - A list of attachments that each proposer must provide with its proposal include:
- A) Written authorization for individual signing the proposal. [Instructions to Proposers, Paragraph 1.5];
 - B) Sworn Statement of Conditions. [Specifications for Proposals, Paragraph 2.11];
 - C) Profile [Specification for Proposals, Paragraph 2.14].
- 1.7 DELIVERY OF PROPOSALS - Each proposal shall be submitted to Livingston Parish Public Schools in a sealed envelope on which the proposer shall indicate the bank's name and address or via secure electronic submission using Central Bidding from Central Auction House at www.centralauctionhouse.com. Proposals shall be submitted no later than the time and at the place specified in the notice inviting proposals. Proposals received after the time stated will not be considered and shall be returned unopened.
- 1.8 REVISION OF PROPOSAL BEFORE PROPOSAL OPENING - A proposer may withdraw or revise its proposal after it has been deposited with Livingston Parish Public Schools provided the request for such withdrawal or revision is received by Livingston Parish Public Schools in writing at least forty-eight (48) hours before the time set for opening proposals.
- 1.9 WITHDRAWAL OF PROPOSAL AFTER PROPOSAL OPENING - A proposer may withdraw a proposal after proposals are opened if it contains obvious, unintentional and substantial

mechanical, clerical or mathematical errors. However, the request to withdraw the proposal and written evidence of the error(s) must be received by Livingston Parish Public Schools within forty-eight (48) hours after proposals are opened (excluding Saturdays, Sundays and state holidays), and the written evidence must be sworn before a Notary. If the evidence shows, to the satisfaction of Livingston Parish Public Schools, that such error(s) was made, the proposal may be withdrawn, and Livingston Parish Public Schools can proceed to the next most favorable proposal.

- 1.10 PUBLIC OPENING OF PROPOSALS - Proposals will be opened and the names of the proposers will be read publicly at the time and place indicated in the Request for Proposals. Upon opening, all proposals will be checked for irregularities, and then tabulated for review and recommendation. Tabulation of all proposals received shall be available for public inspection after final review and approval by Livingston Parish Public Schools.

Livingston Parish Public Schools reserves the right to reject proposals, to waive technicalities and/or to re-advertise for proposals as circumstances dictate and State law allows.

- 1.11 AWARD OF CONTRACT - The most favorable proposal will be determined within sixty (60) days after opening of proposals, and the successful proposer will be notified of acceptance of its proposal by letter at the address shown on the proposal within five (5) days thereafter. A fiscal agent contract incorporating the terms and conditions set forth in the proposal will then be executed by and between Livingston Parish Public Schools and the successful proposer in accordance with the following.

- 1.12 EXECUTION OF CONTRACT - Duplicate originals of the fiscal agent contract will be enclosed with the notice of acceptance of the proposal. The successful proposer shall sign the originals within thirty (30) days after delivery of the contract. The contract will be dated upon execution by Livingston Parish Public Schools and a fully executed original returned to the fiscal agent bank.

- 1.13 FAILURE TO EXECUTE CONTRACT - The failure to execute the contract within thirty (30) days after the contract has been delivered to the successful proposer shall be cause for cancellation of the award, and an award may then be made to the second most favorable proposer or the request for proposals may be re-advertised within Livingston Parish Public Schools' discretion.

Livingston Parish Public Schools of Livingston Parish, Louisiana

SECTION 2

SPECIFICATIONS FOR PROPOSALS & PROPOSAL FORM

The following constitute the conditions for proposals, the specifications for proposals and the Proposal Form for Livingston Parish Public Schools fiscal agent:

- 2.1 Deposits of all funds and checks by Livingston Parish Public Schools shall be received at par with next day availability for checks deposited and immediate availability for incoming wire transfers.

PROPOSER'S RESPONSE:

- 2.2 Fiscal Agent Bank will provide two (2) Remote Deposit Capture Systems to Livingston Parish Public Schools without charge for this service.

PROPOSER'S RESPONSE:

- 2.3 Monthly, the bank will provide to Livingston Parish Public Schools an acceptable format or equivalent electronic recording of cleared check items without charge for this service.

PROPOSER'S RESPONSE:

- 2.4 All cancelled checks will be imaged and retained in the bank's vault. A diskette or equivalent electronic recording will show the front and back of all cancelled checks and will be provided monthly to Livingston Parish Public Schools without charge for this service.

PROPOSER'S RESPONSE:

- 2.5 Fiscal agent bank shall provide banking online services to enable Livingston Parish Public Schools in real time to make deposits, make transfers, balance and check inquiry, receive online activity reporting (including EDI addenda), view cleared checks and other online activity via the Internet. No charge of any kind shall be made to Livingston Parish Public Schools for online banking services.

PROPOSER'S RESPONSE:

- 2.6 Electronic Funds Transfers of checks shall be in accordance with procedures established by the National Automated Clearing House Association (NACHA). No charge of any kind shall be made to Livingston Parish Public Schools for this service.

PROPOSER'S RESPONSE:

- 2.7 Should Livingston Parish Public Schools choose to use Payroll Cards, the Fiscal Agent Bank shall provide the cards to replace checks for those employees who do not have a bank account. No charge of any kind shall be made to Livingston Parish Public Schools for this service.

PROPOSER'S RESPONSE:

- 2.8 Fiscal agent bank will furnish night depository services including locking night depository bags and one large safety deposit box free of charge.

PROPOSER'S RESPONSE:

- 2.9 It shall be the responsibility of the fiscal agent bank to provide security for the deposited funds in accordance with La. R.S. 39:1221 through 39: 1226, inclusive, as any or all of said statutes may hereafter be amended or repealed. The marked value of securities shall at all times be one hundred ten (110%) percent of the amount of funds being secured less the applicable federal deposit insurance. A listing of securities pledged by and the market value assigned to each security as well as the deposits held by the bank will be supplied to Livingston Parish Public Schools within five (5) working days of each month. The source of assigned market values is to be identified and shall be in accordance with La. R.S. 39:1221 - 1226. Any shortfall will be covered immediately by the pledge of additional securities.

The pledged securities, as required by La. R.S. 39:1224, shall be deposited with Livingston Parish Public Schools or with an unaffiliated bank or trust company, or Federal Reserve Bank, or any Federal Home Loan Bank or its successor. The depository bank or trust company or Federal Reserve Bank must be acceptable to both Livingston Parish Public Schools and the fiscal agent bank, and if they cannot agree, the commissioner of financial institutions shall designate a depository. Banks or trust companies which are subsidiaries of a bank holding company shall not be considered affiliated. The pledged securities shall clearly indicate that they are pledged to the account of Livingston Parish Public Schools.

Original safekeeping receipts issued by the depository shall be held by Livingston Parish Public Schools and can only be released with the signed authorization of a designated representative of Livingston Parish Public Schools.

PROPOSER'S RESPONSE:

- 2.10 Fiscal agent bank agrees to provide Livingston Parish Public Schools with interest bearing checking accounts as follows:

A. Interest to be paid on daily balances (collected balances) and computed monthly.

PROPOSER'S RESPONSE:

- B. Interest is to be posted at month-end when a statement is generated.

PROPOSER'S RESPONSE:

- C. Interest to be paid shall be _____ basis points plus one hundred (100%) percent of the thirty (30) day U.S. Treasury bill yield as published in the Wall Street Journal as of the last business day of the prior calendar month or the bank's current money market rate in effect, whichever is higher, and shall be determined monthly. (Proposer should insert a rate in the blank.)

PROPOSER'S RESPONSE:

- D. There shall be no monthly activity charges. No charge of any kind shall be made to Livingston Parish Public Schools for bank money orders, cashier's checks, certified checks, wire transfers (in or out), safekeeping services, safety deposit box, overdrafts, stop payments, returned items, bank drafts, and account confirmation requests. No service charge of any kind shall be made to Livingston Parish Public Schools on any interest-bearing checking account, nor shall the number of interest-bearing checking accounts be limited.

PROPOSER'S RESPONSE:

2.11 Any money on deposit with the fiscal agent bank which Livingston Parish Public Schools determines can be invested under Louisiana law may be invested at any time or place within the complete discretion of Livingston Parish Public Schools. However, any funds placed with the fiscal agent bank in the form of Certificates of Deposit will be subject to the following stipulations:

- A. Interest to be paid on all Certificates of Deposit shall be _____ basis points plus one hundred (100%) percent of the U.S. Treasury Bill yield published in the Wall Street Journal for similar maturity dates. (Proposer should insert a rate in the blank.) Interest will be calculated for the actual number of days the funds are on deposit using a 365 day year. Any investments or deposits directed by Livingston Parish Public Schools to any other financial institution, stock broker, or any other firm not represented in the fiscal agency contract shall be the sole responsibility of Livingston Parish Public Schools. The fiscal agent bank will not be responsible for maintaining securities pledged or certifying same.

PROPOSER'S RESPONSE:

- B. Interest will be paid on the maturity date of the Certificate of Deposit and shall be available at the beginning of the business day on the maturity date. It is understood that the funds will be made available by Livingston Parish Public

Schools on the day such a Certificate of Deposit is issued no later than 11:30 a.m. Interest shall be earned from date of issuance to the date of maturity.

PROPOSER'S RESPONSE:

- C. An early withdrawal of any Certificate of Deposit, or any portion thereof, shall be subject to no penalty of any kind. Interest shall be paid based on earnings from date of issuance until date of withdrawal. However, it is understood that this stipulation is based on Federal Regulation presently in force, and is subordinate to the laws, rules and regulations of federal and state regulatory authorities governing early withdrawals of Certificates of Deposit of that term.

PROPOSER'S RESPONSE:

- 2.12 Printed deposit tickets will be provided at no cost, whatsoever, to Livingston Parish Public Schools for all accounts. Livingston Parish Public Schools will furnish its own checks for its accounts payable and payroll clearing accounts.

PROPOSER'S RESPONSE:

- 2.13 The most recent sworn Statement of Condition of the bank shall be attached hereto. At no time shall the deposits of Livingston Parish Public Schools exceed the capital stock, declared surplus and undivided profits of the bank. The bank shall provide a sworn Statement of Condition within thirty (30) working days of each calendar quarter during the period of this agreement.

PROPOSER'S RESPONSE:

- 2.14 In accordance with La. R.S. 39:1220, the bank hereby certifies that it has not received two (2) consecutive ratings of less than satisfactory under the Community Reinvestment Act of 1977, 12 U.S.C. 2901, et seq. The bank further agrees to immediately notify Livingston Parish Public Schools should the bank receive at least two (2) consecutive ratings of less than satisfactory and the bank understands that it shall not accept additional public funds.

PROPOSER'S RESPONSE:

- 2.15 Should Livingston Parish Public Schools choose, the fiscal agent bank agrees to provide ACH Debit Block services which safeguards accounts from unauthorized ACH debit activity. This will block all ACH debits against a designated bank account or accept only debits from specified trading partners.

PROPOSER'S RESPONSE:

2.16 Should Livingston Parish Public Schools choose, the Fiscal Agent Bank agrees to provide Purchasing Cards which offers a more efficient way to purchase goods and services. The Fiscal Agent Bank will provide automatic assignment of cost center and general ledger codes to card transactions for upload to the School System's accounting software (automated posting). Transactions and reports will be made available real-time via internet for monitoring and auditing purposes. No charge of any kind shall be made to Livingston Parish Public Schools or its employees for Purchasing Card services.

PROPOSER'S RESPONSE:

2.17 Should the School System choose, the Fiscal Agent Bank agrees to provide "positive pay" services for the School System accounts whereas the Fiscal Agent Bank will match all checks presented for payment against the log provided by the School System (Note: The Fiscal Agent Bank should provide as a separate attachment to this agreement a list of requirements of the School System to facilitate this service) and notify the School System via email any discrepancies for School System consideration prior to payment.

PROPOSER'S RESPONSE:

2.18 Should the School System have a need to enter into a short-term loan agreement, the Fiscal Agent Bank shall loan to the School System, when it has been legally authorized to borrow, an amount not to exceed seventy-five percent (75) of the average deposit which it may have kept in the bank during the three (3) months immediately preceding its application for the loan. The loan shall bear interest at _____ percent. (Proposer should insert a rate in the blank or show calculation of the applicable rate if based on variables.) Loans, if any, to the School System shall be secured by a pledge of anticipated and uncollected taxes and other revenues for the then current year.

PROPOSER'S RESPONSE:

2.19 Proposer shall attach a document titled "Profile for Livingston Parish Public Schools" giving the following information:

- A) Domicile of bank or institution;
- B) Location of all branches in Livingston Parish with a brief description of services provided at each branch;
- C) Total number of employees in Livingston Parish;
- D) Whether bank has public/government funds section or department;
- E) Total number of employees with primary responsibilities in public/government funds services;
- F) Total number of employees in Livingston Parish with primary responsibilities in public/government funds services;

- G) Total public/government funds held or administered for Livingston Parish public/government agencies - on average for 2009-2010; on average for 5 years preceding 2009-2010.

PROPOSER'S RESPONSE:

- 2.20 The fiscal agent shall designate in writing to Livingston Parish Public Schools no fewer than one (1) and no more than (3) individuals to act as "contact persons" for Livingston Parish Public Schools accounts.

PROPOSER'S RESPONSE:

- 2.21 If at any time any provision contained herein is deemed to be in violation of any existing of future federal, state or banking law or regulation, that provision shall be declared null and void. Livingston Parish Public Schools and the fiscal agent bank shall then mutually develop an amended provision should one be required.

PROPOSER'S RESPONSE:

- 2.22 Livingston Parish Public Schools shall, at its option and in its sole discretion, have the right to extend this agreement upon the same terms and conditions as contained herein, for successive periods of three (3) years. Livingston Parish Public Schools shall notify the Fiscal Agent Bank, in writing, by April 1st of the year the contract or any extension thereof ends if it intends to renew the contract.

PROPOSER'S RESPONSE:

Proposed By:

Signature

Position or Title

Name of Bank

Date