

# Marion County Board Of Education

755 East Main Street  
Lebanon, KY 40033

## Request for Proposal High School Bank Facilitator

Closing Time to Receive Proposals: 11:00 a.m., E.S.T., September 27, 2018

### General Conditions and Specifications

1. **TERM OF AGREEMENT**– The intent of this invitation is to receive proposals from any financial institution (“bank”) to serve as a Facilitator for High School Bank (“Facilitator”) for the Marion County High School (“MCHS”). The initial term of the agreement shall be **from October 1, 2018 to June 30, 2020**, and may include subsequent extension periods of one (1) year at a time. This contract may be renewed without the requirement to bid, quote, or request a proposal. The High School will officially appoint one (1) High School Bank Facilitator. Other local banks may participate and donate to the high school for purposes of educating students in the area of banking.
2. **BANK OR CREDIT UNION** – The bank shall be licensed to conduct banking, investment, and other financial business in the Commonwealth of Kentucky and all school banks are to be created and operated under the federal employer identification number (FEIN) of the supporter bank or credit union. National banks that seek to set up school-based bank savings programs in nonbank branch settings must meet the conditions in 12 CFR 7.1021. National banks that have student banker school based savings programs that do not meet the conditions in 12 CFR 7.1021 must submit branch applications to the Office of the Comptroller of the Currency.
3. **REQUEST FOR PROPOSAL**— This is a request for proposal (RFP) rather than a bid since it is for professional services. Please consider all statements as such. Proposals from banks shall be submitted in writing in a sealed envelope clearly marked “**High School Bank Facilitator**” on or before 11:00 a.m. Thursday, September 27, 2018. All banks wishing to make a proposal are required to submit a signed copy of these General Conditions and Specifications.
4. **OPENING OF PROPOSALS**— A representative of the bank may be present at the opening of the proposals on the date, time, and location stated above, although this is not required. MCHS reserves the right to negotiate any or all of the terms of the proposals that are submitted.
5. **PROPOSAL ISSUES** —MCHS reserves the right to waive defects and informalities in any proposal, to reject any or all proposals, or to accept any proposal as may be deemed to be in its best interest. All proposals shall be effective from the date of opening for a period of sixty (60) days, and no proposal may be withdrawn prior to that time.
6. **SIGNATURE**— An officer of the proposing bank, authorized to legally bind the bank, must sign the proposal as well as a copy of these General Conditions and Specifications.
7. **SERVICES** – The High School Bank Facilitator will offer support time from an employee for a minimum of 60 hours support time, allow the ability to deposit and issue savings accounts, contribute \$2,500 in financial support or startup costs, provide banking curriculum and support, offer the ability to offer Certificates of Deposit up to \$1,000, and provide higher interest rates than current market.

8. The High School Bank Facilitator and MCHS Administration will comply with the following regulations in the School Activity Fund Redbook:

## **SCHOOL BANKS**

School banks should be used as a learning tool for students where they will be taught the fundamentals of banking. It is a positive and valuable experience for students. The following are general guidelines for the school banks which are usually located at the high school.

- Supporters will be an important component of a school bank. District level supporters shall include the local board of education, high school principal and Education to Career Program Leader (sponsor).
- The Financial Supporter of the school bank may be a bank or credit union. Ask federal and state regulatory agencies for suggestions on institutions that meet the criteria you have established. Federal regulators can give you a list of local institutions that have “outstanding” [Community Reinvestment Act \(CRA\)](#) ratings and a reputation for being active in the community. (A bank’s location near the school facilities would be ideal.)
- A financial institution that participates in school banking shall be licensed to conduct banking, investment, and other financial business in the Commonwealth of Kentucky.
- All school banks are to be created/operated under the federal employer identification number (FEIN) of the supporter bank or credit union.
- National banks that seek to set up school-based bank savings programs in nonbank branch settings must meet the conditions in 12 CFR 7.1021. National banks that have student banker school based savings programs that do not meet the conditions in 12 CFR 7.1021 must submit branch applications to the Office of the Comptroller of the Currency.
- Determine whether to institute a nonbank branch or a school bank branch. See [ABA.com](#) “[Starting a school bank](#)” for more information. Notify the state and federal regulators once a determination is made.
- In a nonbank branch setting the school bank is not considered a branch of a bank but a financial literacy program. The school premises or facility is not considered an authorized branch of the Financial Supporter.
  - Bank employees work at the site only to participate in the program.
  - No services are provided to the general public.
  - The principal purpose is educational.
  - If the program does not lend money or cash checks but merely collects deposits and processes them at the host bank, then the facility is not considered a branch and no branch application is required.
- In a School Bank Branch setting the school bank can be considered a branch depending, in part, on which regulator supervises the bank. Generally speaking if any of the following

functions are performed on site, a branch application and prior notice to the state and federal regulators is required:

- Deposits are received.
  - Checks are paid.
  - Money is lent.
- If the Financial Supporter chooses to establish an authorized bank branch in a school, the necessary applications to apply for an additional branch must be submitted by the Financial Supporter. Banks must follow the branching requirements of both their federal regulatory authorities and of the state where the bank is chartered and where the in-school bank branch will be located.
  - Any dividends/interest for school bank accounts shall be subject to IRS Form 1099 reporting requirements.
  - Before opening a school bank a written partnership agreement must be obtained between the Financial Supporter and the local board.
  - The school must obtain written permission forms from the parent or guardian of each student before the student may participate in the school bank. Parents must agree to be responsible for any financial obligations incurred by the student through the student's participation in the school bank.
  - Account balances and cash must be reconciled daily.
  - School activity fund money shall not be deposited into a school bank.
  - School bank sponsors shall not have a personal account in the school bank.
  - The school bank is not included in the district's annual financial audit.
9. **NON-DISCRIMINATION**—The Marion County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, creed, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504. The Depository shall be expected to have these same standards.
10. **CONFLICTS OF INTEREST**—KRS 45A.455 prohibits conflicts of interest, gratuities or kickbacks to employees of the Board of Education in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees, which are designed to secure a public contract for supplies or services.

**If you cannot comply with, or agree to, any of these general terms and conditions, please identify and explain here or on a continuation page if you want to be considered:**

It is understood that, unless otherwise noted, the bank identified below agrees to these general terms and conditions and that they are hereby incorporated into any proposal submitted.

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Bank Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Marion County High School Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_