

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** March 23, 2017

**TO:** Procurement File

**FROM:** Kevin Startt,  
Director of Purchasing

**Subject:** Executive Summary - Request for Proposal No. 18-01-22  
Banking and Payroll Paycard Services

**Dept:** Finance

**Date Issued:** January 26, 2017

**Pre-Proposal Date:** NA

**No. of Individuals Attending:** NA

**Proposal Due Date:** February 22, 2017

**No. of Proposals Received:** Five (5)

### BACKGROUND

RFP No. 18-01-22 was issued to procure Banking and Payroll Paycard Services. Banking Services are utilized by various department and school sites, including but not limited to: Finance, Student Finance, Human Resources, Student Activities, Auxiliary Operations, Insurance Trust, Community Schools and Food Services. Payroll Paycard Services are typically utilized by Payroll on behalf of District staff.

The District may limit the eligibility on submission of proposals to only those approved public depository banks with collateral requirements as described in A.R.S 35-325 and 323, Public Finances - Servicing Bank of Public Monies/Security, where applicable.

In order to fulfill our fiduciary responsibility to protect public funds, all banks/financial firms submitting proposals will provide as part of their proposal:

- Audited financial statements for the last two years
- Collected fund schedules/funds availability policies and procedures
- Statement regarding any recent or forseen merger or acquisitions
- A description of your firm's qualifications and experience in providing banking/financial services to public agencies (preferably school districts)

The Request for Proposals was electronically sent to 103 vendors using the District on-line bidding service, AZPurchasing.org. Five (5) vendors submitted proposals for consideration and twenty-one (21) vendors submitted no-bids. The Request for Proposals was also posted on the AZPurchasing.org website during the solicitation period in addition to being posted on two separate dates in the legal notice newspaper for Pima County.

This is a multi-term contract beginning July 1, 2017, with yearly renewal options through June 30<sup>th</sup>, 2022, for a term no longer than five (5) years. The estimated cost to the District for Banking Services is based on the volume of funds administered to. Banking Services costs are estimated at \$72,000 per year. There is no anticipated cost to the District for Payroll Paycard Services.

**EVALUATION**

The District received five (5) proposals – two (2) of which were specified for Part 1 – Banking Services:

BMO Harris Bank  
Wells Fargo Bank

All five (5) proposals were specified for Part 2 - Payroll Paycard Services:

BMO Harris Bank  
Wells Fargo Bank  
US Bank  
Rapid Paycard  
Global Cashcard

**Bidder Map**

	<b>BMO Harris Bank</b>	<b>Wells Fargo Bank</b>	<b>US Bank</b>	<b>Rapid Paycard</b>	<b>Global Cash Card</b>
Part 1. Banking Services	X	X			
Part 2. Payroll Paycard Services	X	X	X	X	X

Prior to releasing the proposals to the committee, Purchasing conducted an initial review of the proposals to ensure that all requested information had been submitted. A committee of six staff members and one community finance resource person was formed for the purpose of evaluating and ranking the proposals. Committee members are listed below.

- Rene Weatherless, Director of Finance – Committee Chairperson
- Christina Cruz, Senior Accounting Manager
- Sabra Castle, District Cashier
- Gideon Hart, Senior Payroll Processor
- Judy Hurley, Food Service Accountant
- Gillian Wettstein, Business Director - City Center for Collaborative Learning
- Mike Dunn, Financial Systems Analyst (non-voting)

On February 27, 2017, I met with the evaluation committee and discussed their role and the evaluation process. Each committee member received copies of the Conflict of Interest and Confidentiality Statement for Procurement Evaluations, the District’s Procedures For Evaluation of Proposals By A Committee, a copy of the RFP document and a copy of the proposals. The committee reconvened on March 6 and March 9 during the evaluation process. Using the specific criteria and the numerical weighting established prior to receiving the proposals, the committee members reviewed and scored each proposal individually, as group scoring is not allowed. Committee members then convened for a group review of the proposals. Scores then were submitted individually to the Purchasing Department Representative. A summary of the scoring is listed below.

**18-01-22 Banking and Payroll Paycard Services**

**Scoring Summary - Banking Services**

<i>Points Ranking</i>	Committee Member A	Committee Member B	Committee Member C	Committee Member D	Committee Member E	Committee Member F	Total	Average	Rank
BMO/Harris Bank	3.75	2.9	3.7	3.6	3.9	3.5	21.35	3.558333	2
<b>Wells Fargo</b>	<b>4.9</b>	<b>3.9</b>	<b>5</b>	<b>4.6</b>	<b>4.9</b>	<b>4</b>	<b>27.3</b>	<b>4.55</b>	<b>1</b>

<i>Ordinal Ranking</i>	Committee Member A	Committee Member B	Committee Member C	Committee Member D	Committee Member E	Committee Member F	Total	Average	Rank
BMO/Harris Bank	2	2	2	2	2	2	12	2	2
<b>Wells Fargo</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>1</b>

**Scoring Summary - Payroll Paycard Services**

<i>Points Ranking</i>	Committee Member A	Committee Member B	Committee Member C	Committee Member D	Committee Member E	Committee Member F	Total	Average	Rank
<b>Rapid</b>	<b>4.9</b>	<b>3.75</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4.4</b>	<b>27.05</b>	<b>4.508333</b>	<b>1</b>
Global	3.95	3.65	4.3	3.6	4.5	4	24	4	2
US Bank	4.35	3.1	4.3	3	4.7	3.7	23.15	3.858333	3
Wells Fargo	3.25	2.5	2.85	2.9	2.9	3.5	17.9	2.983333	5
BMO/Harris Bank	3.9	3.35	3.75	2.7	3.35	3.6	20.65	3.441667	4

<i>Ordinal Ranking</i>	Committee Member A	Committee Member B	Committee Member C	Committee Member D	Committee Member E	Committee Member F	Total	Average	Rank
<b>Rapid</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>1</b>
Global	3	2	2	2	3	2	14	2.333333	2
US Bank	2	4	2	3	2	3	16	2.666667	3
Wells Fargo	5	5	5	4	5	5	29	4.833333	5
BMO/Harris Bank	4	3	4	5	4	4	24	4	4

A formal recommendation letter has been submitted by Committee Chairperson, Rene Weatherless, Director of Finance for the District.

All information contained in the proposal file must remain CONFIDENTIAL until Governing Board award. This is in compliance with Arizona Administrative Code R7-2-1045(B).

**AWARD RECOMMENDATION:**

Contract award is recommended to the following firms for the indicated services:

Banking Services:                    ***Wells Fargo Bank***

Payroll Paycard Services:        ***Rapid Paycard***

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Competitive Sealed Proposals) and all applicable Tucson Unified School District policies and procedures.

*Kevin Startt*

Kevin Startt, Director of Purchasing