



# CENTRAL TEXAS FOOD BANK REQUEST FOR PROPOSAL, FINANCIAL SERVICES

April 15<sup>th</sup> 2021

Central Texas Food Bank, Inc. (CTFB) is seeking proposals for a primary relationship with a financial institution operating in Austin, Texas. Our goal is to obtain quality service from a financial institution that has continuously supported charitable organizations within the Central Texas community.

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## I. BACKGROUND OF CENTRAL TEXAS FOOD BANK

The Food Bank incorporated as a Texas nonprofit corporation in March 1982 and was recognized as a 501(c)(3) organization in July 1982 under the name Capital Area Food Bank. In June 2016, our name changed to reflect our 250+ Partner Agencies in a 21 county area. CTFB's mission is to nourish hungry people and lead the community in the fight against hunger. In fiscal year 2019-2020, the organization provided over 64 million pounds of food to clients. CTFB currently employs about 150 people.

## II. PROPOSAL INSTRUCTIONS

a. Questions submitted in writing due by 5pm CST on 05/07/21:

Christina Harding

[charding@centraltexasfoodbank.org](mailto:charding@centraltexasfoodbank.org)

b. Electronic Submissions due by 5pm CST on 05/21/21:

Alan Robinson, [arobinson@centraltexasfoodbank.org](mailto:arobinson@centraltexasfoodbank.org)

Thomas Foster, [tfoster@centraltexasfoodbank.org](mailto:tfoster@centraltexasfoodbank.org)

Christina Harding, [charding@centraltexasfoodbank.org](mailto:charding@centraltexasfoodbank.org)

c. Physical Submissions (optional) due by 5pm CST on 05/21/21:

Christina Harding

Central Texas Food Bank, Inc.

6500 Metropolis Dr. Austin, TX 78744



- d. Please use Attachment A to provide Treasury Services pricing information. Attachment B shows treasury service usage by month and Attachment C shows purchase card payments processed by month.

### III. SERVICES

Proposals will be evaluated based on the primary and secondary functions listed. Please see section V. *Evaluation Criteria* for further details.

a. **TREASURY MANAGEMENT** – provide detail about:

- i. *Range of Service*
- ii. Pricing and rates
- iii. Ease of Use
- iv. Technology/Platform
- v. Data Security
- vi. *Purchase Cards*
- vii. *Reporting*
- viii. *Remote Check Deposit*
- ix. *Zero Balance Account (ZBA)*

b. **CUSTOMER SERVICE**

- i. *Quality/Experience of Team*  
Provide a brief history of the financial institutions and service team
- ii. *Branch Locations*  
Provide a list of all locations within the Greater Austin area
- iii. *References*  
Provide a minimum of three references of similar size
- iv. *Implementation Process*  
Describe the process and propose a timeline



c. SECONDARY FUNCTIONS

i. *Lending Services*

CTFB does not require any lending at this time. We are interested in available options for future consideration. Describe options you have for this service.

ii. *Merchant Services*

Credit cards are processed online and with a mobile credit card reader at offsite events. Describe any in-house or third party service you offer and pricing information.

iii. *Lock Box*

Provide information on service, location, and fees

d. CHARITABLE SUPPORT

i. Describe the financial institution's efforts in supporting charitable organizations.

e. BANK HEALTH

i. Demonstrate the financial institution's overall health.

IV. SCHEDULE OF EVENTS

RFP Opening	April 15 <sup>th</sup>
Questions Submitted	May 7 <sup>th</sup>
Questions Answered	May 14 <sup>th</sup>
RFP Closed Initial - Submit	May 21 <sup>st</sup>
Follow-up	June 4 <sup>th</sup>
Review – Staff	June 25 <sup>th</sup>
Review – Finance Committee	July 15 <sup>th</sup>
Review – Board of Directors	July 20 <sup>th</sup>
Award Response	July 21 <sup>st</sup>



V. EVALUATION CRITERIA

Treasury Management	40%
Customer Service	40%
Secondary Functions	10%
Charitable Support	5%
Bank Health	5%

VI. LEGAL REQUIREMENTS

Vendor status is reviewed by CTFB through the Office of Federal Contract Compliance Programs Debarred Companies List.

a. LIABILITY

- i. CTFB is not liable for any expense resulting in the preparation of the respondent's proposal. Materials submitted will not be returned.
- ii. Review of proposal does not indicate contractual award to the respondent. CTFB reserves the right to cancel or otherwise not award should it be in the best interest of the Food Bank.
- iii. The RFP is for primary banking services and is not an exclusive relationship.

b. CONFLICT OF INTREST

- i. Respondents shall not lobby or offer incentives to CTFB or its staff; including monetary items, gifts, favors or actions that otherwise may potentially influence the selection process.
- ii. Respondents may not hire Board members, managers, or support staff involved in the evaluation/selection process.
- iii. The use of lobbying by any respondent will result in immediate rejection of the bid or termination of the agreement.

