



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T

Memorandum

To: Banking Institutions
From: Dr. Jaret Tomlinson, Deputy Superintendent
Date: 8/21/2017
Re: **Annual Depository Services**

Enclosed is a Request for Proposal (RFP) for Annual Depository Services of District Funds. The proposed Agreement calls for an initial three-year award period, with two optional one-year renewals. The responsive Proposal will comply with all federal, state and local regulations. Information regarding the services to be provided, information which must be submitted as part of the Proposal, and related details are included in the accompanying RFP.

All interested parties must submit Proposals by **Tuesday, October 3rd, 2017**, before 2:00 p.m., CST. **No late submittals will be accepted.** The Board of Education reserves the right to accept or reject any or all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the District. The award for Annual Depository of District Funds will be considered by the Board at its regular meeting on October 9, 2017.

Interested banking institutions are to submit two (2) copies of their response to the RFP. Proposals shall be delivered in sealed envelopes clearly marked as indicated below.

Excelsior Springs School District
ATTN: Dr. Jaret Tomlinson, Deputy Superintendent
300 W. Broadway
Excelsior Springs, MO 64024
RE: Annual Depository Services

All communications by the banking institution concerning this RFP, including requests for additional information or clarification, or arrangements to visit the District to review its financial records prior to preparing its Proposal, must be directed to Dr. Jaret Tomlinson, Deputy Superintendent, via phone at (816) 630-9200 or via email at jtomlinson@ga.essd40.com.

Any explanation of or questions regarding the RFP or its related documents must be requested in writing by **4:00 p.m., September 26th, 2017**.

Excelsior Springs #40 School District
**REQUEST
 FOR
 PROPOSAL**

Title: Annual Depository Services
 Issue Date: 8/21/2017

Contact Person: Dr. Jaret Tomlinson
 Phone #: (816) 630-9200
 Email: jtomlinson@ga.essd40.com

RETURN PROPOSAL NO LATER THAN: October 3rd, 2017, at 2:00 p.m. CST

RETURN PROPOSAL AND ADDENDA TO:

Excelsior Springs #40 School District
 ATTN: Dr. Jaret Tomlinson, Deputy Superintendent
 300 W. Broadway
 Excelsior Springs, MO 64024

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

SIGNATURE REQUIRED

Authorized Signature		Date	
Printed Name		Title	
Company Name			
Mailing Address			
City, State, Zip			
Phone Number	Fax Number	E-mail Address	

Important Dates

ISSUE DATE..... August 21st, 2017

QUESTIONS DUE TO DISTRICT.....September 26th, 2017, before 4:00 p.m.

RETURN DATE and TIME..... October 3rd, 2017 prior to 2:00 p.m. local time

All proposals submitted must be delivered to the District Office **before 2:00 p.m. on October 3rd, 2017** to be considered for evaluation. **Proposals received after this time may not be accepted and may be returned to the vendor unopened.**

GENERAL CONDITIONS

1. The Board of Education of the Excelsior Springs School District (hereafter “District”) will receive sealed Proposals from qualified certified public banking institutions for providing **Annual Depository Services** for the 2017-2018, 2018-2019, and 2019-2020 fiscal school year with options to renew for the 2020-2021, and 2021-2022 school years respectively.
2. The purpose of this Request for Proposal (RFP) is to establish the requirements for Annual Depository Services, and to solicit Proposals from banking institutions (hereafter “Company”) for providing such depository services. The RFP requests a great amount of detail to avoid delays, misunderstanding, and to simplify the evaluation of the Proposals. The Company is requested to respond to each specification.
3. The Company must submit a complete Proposal covering all requirements identified in this RFP package in order to be considered. All Proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the Company.
4. The Company must submit two (2) original copies of the Proposal in sealed envelopes plainly marked with the name “Annual Depository Services.” Proposals should be delivered to:
Excelsior Springs #40 School District
ATTN: Dr. Jaret Tomlinson, Deputy Superintendent
300 W. Broadway
Excelsior Springs, MO 64024
5. Proposals will be received until **2:00 p.m., CST, October 3rd, 2017**. Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
6. The District is not responsible for lateness or non-delivery by the US Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt.
7. Proposals may be modified or withdrawn by written notice or in person by the Company or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the deadline.
8. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.
9. All Proposals must be submitted on the District forms as attached with this specification. Proposals submitted on forms other than the enclosed may be rejected. No alternate Proposals that significantly deviate or modify the concept and ultimate objectives of this Proposal will be considered. Noncompliance with RFP specifications will disqualify Proposals from further consideration.
10. Any explanation or statement that the Company wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Company so indicates, it is understood that the Company has proposed in strict accordance with the RFP requirements.

GENERAL CONDITIONS

11. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
12. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal.
13. All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.
14. Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until the time when the District takes official action on the Proposals.
15. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.
16. The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.
17. No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification.
18. Requests for interpretation must be made in writing to the Deputy Superintendent of the Excelsior Springs #40 School District no later than 4:00 p.m. on September 26th, 2017. Any information given to a Company concerning the RFP will be furnished to all Companies as an addendum to the RFP if, in the District's sole discretion, such information is deemed necessary to all Companies in submitting Proposals on the RFP, or the lack of such information would be prejudicial to uninformed Companies. The Company should rely only on written statements issued by the District in the form of an addendum to the RFP.
19. The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.

GENERAL CONDITIONS

20. Due regard will be given for the protection of proprietary information contained in all Proposals received. However, vendors should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting there from. Proposals containing data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal may be restricted, provided the Company marks the cover sheet of the Proposal with the following legend: **“Technical data contained on pages _____ and _____ in this Proposal furnished in connection with the Request for Proposals of the Excelsior Springs #40 School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, Excelsior Springs #40 School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”**
21. The above restriction does not limit the District’s rights to use or disclose without the Company’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
22. The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
23. No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company’s Proposal.
24. The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.
25. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.
26. To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Company will be contacted to arrange a time for an interview.
27. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
28. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal.

GENERAL CONDITIONS

29. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.
30. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
31. The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.
32. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
33. All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into a final Agreement between the District and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the District and shall be deemed to be incorporated into the final Agreement.
34. The successful Company must not at any time assign any portion of its contract with the District nor shall it assign the contract without the written permission of the District. The successful Company must not, at any time, change sub-consultants approved by the District without written permission of the District, other than as listed in the bid submission.
35. The District reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful Company fails to meet the terms and conditions of the RFP. Notwithstanding the termination of the contract, the successful Company shall remain responsible for its obligations under this contract up to the date of termination. The District reserves the right to commence an action in a court of competent jurisdiction against the successful Company for damages that result from the breach of the terms and conditions of the contract, by the successful Company.
36. The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.

GENERAL CONDITIONS

37. In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Company and the District will thereby be relieved from all further obligations under the Agreement.
38. Initial Proposals may not be withdrawn for 90 calendar days from the due date for Proposals except with the express written consent of the District.
39. Per Board policy, each eligible bidder is required to deliver to the secretary of the Board a sealed bid stating the rate of interest or method by which interest will be determined for the term of up to five years as specified in the RFP. Each bid must be accompanied by a certified check drawn upon a county bank or a bank in an adjoining county made out to the District in the amount of no less than two thousand five hundred dollars. The bidder's certified check is required as a guaranty of good faith that if selected as depository, it will deposit the required security. Upon award of the depository bid(s), the security checks will be returned to all bidders. The Board reserves the right to reject any and all bids.
40. In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
41. The District shall not be responsible for any pre-Agreement expenses of any Company, including the successful Company, incurred prior to the commencement of the Agreement.
42. Although the District cannot bind future governing bodies, it is anticipated that the Company selected to serve as the District's Depository will be retained for a 5-year period with annual evaluations made of its services.

SCOPE OF SERVICES

1. The depository will be selected to receive funds for the district for a period from November 1, 2017 to June 30, 2020 with options to renew for the 2020-2021, and 2021-2022 school years respectively.
2. The annual depository service shall conform to all Missouri State Statutes, all requirements of the Department of Elementary and Secondary Education, and District Board Policy.
3. A requirement of the Depository receiving the school district's funds will be the availability of normal banking services including those listed below. During the 2016-17 school year, the District:
 - a. Issued approximately 5,500 checks
 - i. Approximately 4,250 accounts payable checks
 - ii. Approximately 1,000 payroll checks
 - iii. Approximately 150 petty cash check.
 - b. Made approximately 2000 deposits
4. Funds so deposited **must** be fully secured as required by law.
5. The district will reserve the right to invest surplus funds and securities to its advantage. Bids may include investments in certificates of deposit in other financial institutions for periods of thirty (30) days or more.
6. It will be the responsibility of the Depository to adhere to all State of Missouri Statutory provisions applicable to public school districts in addition to furnishing securities as stipulated.
7. Bank Statements for each account will be necessary on a monthly basis. Checks should be returned to the District in numerical order and a list of cleared checks should be included.
8. Interest on funds deposited will be computed on the daily balance and will be payable on the first day of each month to the treasurer of the District for credit of the District.
9. No later than the fifth day of each month, the District's depository(s) will provide to the secretary of the Board a written accounting of the interest paid by the depository on District funds.
10. District funds will be deposited in the name of the District. No funds may be withdrawn except by a legally drawn check bearing the signatures of the president and the treasurer of the Board or by wire transfers executed by a person designated by the Board to execute such transfers.
11. Registration with Missouri Secretary of State: Contract Awards are contingent upon the Company providing the District, prior to the execution of the contract, a current Annual Registration Report from the Missouri Secretary of the State's Office, showing the company is in good standing to conduct business in Missouri.

GENERAL DISTRICT INFORMATION

1. The District Depository has been National Bank of Kansas City since 2007.
2. The District maintains four major funds: General, Special Revenue, Capital Projects, and Debt Service.
3. The school district budget for the 2017-2018 school year is approximately \$32,000,000 in revenue.
4. The District receives state aid payments each month. Major local revenues are received in December and January. Both major payment systems are made via wire transfer.
5. Payroll checks are issued on or about the 15th and 27th day of each month to approximately 350 employees and almost all of those are direct deposited.
6. Accounts payable checks are issued after they have been approved by the Board of Education at the regular meeting on the second Monday of each month. Approximately 350 accounts payable checks are issued monthly.
7. The District generally issues 15+ stop payments per year.
8. The District's budgeted operating expenditures for FY17 totaled \$32,000,000 for all funds (includes bond expenditures).
9. The District's budgeted operating revenue for FY17 totals \$32,000,000, including \$2,500,000 of Federal awards.
10. The District's assessed valuation is approximately \$220,000,000.
11. The District's current tax rate is \$4.2224, including \$0.95 for the debt service levy.
12. The District's total enrollment is approximately 2,976.
13. The District issues approximately 1,000 payroll checks.
14. The District issues approximately 6,000 accounts payable checks each year.
15. The District uses Tyler school information systems financial software.
16. The modified cash basis of accounting has been and will be used for all funds and accounts.
17. Budgeted revenues and expenditures are incorporating into the general ledger systems and encumbrances are recorded in the accounting records as funds are committed.
18. The District maintains several bank accounts: general account, debt service account, self-insured medical account, accounts for payable and payroll accounts.

PROPOSAL EVALUATION CRITERIA

1. Each Proposal will be reviewed and rated. The areas will include, but not limited to:
 - a. Prior banking experience
 - i. Missouri public school districts depository services
 - ii. Local government depository services
 - iii. Depository services for entities of similar nature and size
 - b. Organization, size, and structure of depository and depository coverage
 - i. How well the Proposal meets the District's requirements
 - c. The Company's understanding of the work
 - i. Depository coverage
 - d. Depository Bid(s) associated with Attachment 4
 - i. Cost of the depository services
 - ii. Products, services, prices, etc. contained in the Proposal.
 - iii. Interest rates
2. The District may conduct interviews with selected firms in connection with its evaluation of the Proposals.
3. The contract will be awarded to the Company whose offer conforming to the RFP is determined to be most advantageous to the District, price and other factors considered. The District reserves the right to act as sole undisputed judge of what is most advantageous to the District.

PROPOSAL FORMAT, CONTENTS, AND SUBMITTAL SCHEDULE

It is the purpose of this RFP to obtain as complete a set of data as possible from each Company. This will enable the District to determine which Company is best able to meet all the criteria which are to be considered in the award of Annual Depository Services.

PROPOSAL FORMAT AND CONTENTS

The Company's proposal package shall contain the following items in the order listed below and utilize the forms provided in the Attachment Section of the RFP. The Company is urged to be concise yet thorough in its presentations. Pertinent supplemental information should be referenced and included as attachments. All Proposals must be organized to comply with the following sections:

1. The Proposal shall include a **Letter of Transmittal** that provides an introduction to the Company and includes an expression of the Company's ability and desire to meet the requirements of the RFP. The Letter of Transmittal must be signed by an authorized individual able to bind the Company to all items in the Proposal including products, services, prices, etc. contained in the Proposal.
2. The Proposal shall include an **Executive Summary** that briefly describes the Company's approach to meeting the District's requirements as outlined in the RFP, indicates any major requirements that cannot be met, and highlights the major features of the Proposal. The reader should be able to determine generally how well the Proposal meets the District's requirements by reading the Executive Summary.
3. **Company Identification Form (Attachment 1)**
This cover sheet identifies the Company's name, mailing address, telephone, fax, and contact persons. The Company identification Form must be signed by an officer of the Company.
4. **References and Experience (Attachment 2)**
Each Company must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders, or partners.
5. **Company Résumé and Personnel Commitment (Attachment 3)**
The Company shall complete the Company Résumé.
6. **Proposed Depository Bid(s) (Attachment 4)**
The Company shall indicate the cost for providing depository services by completing the Depository Bid(s) Form. A separate form shall be completed for each of the three years of the Proposal.

ATTACHMENTS

Attachment 1: Company Identification Form

Designate one individual as the Company's representative to the District during the term of the contract. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal Name	Representative's Name	Title	
Address	City/State/Zip	Phone #	Fax #

Email Address: _____

Years in Operation	Years under current structure and/or under previous structure
--------------------	---------------------------------------------------------------

1) Name of Company's Officers:

NAME	TITLE

2) The undersigned hereby acknowledges the receipt of the following addenda (if applicable):

Addendum Number	Date Issued	Date Acknowledged	Signature

3) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals.

Company Officer's Name	Company Officer's Signature	Date
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ATTACHMENTS

Attachment 2 Reference and Experience

Each Company must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders or partners.

List as primary references any contracts currently in force with public school districts; include contracts and telephone numbers for each reference. Use Additional pages for additional contracts.

- 1) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 2) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 3) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 4) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 5) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

ATTACHMENTS

References and Experience (continued)

All Contracts terminated for default within the last five (5) years should be noted below. Termination for default is defined as notice to stop performance due to Company's nonperformance or poor performance. Submit full details of all terminations for default experienced. The District will evaluate the facts and may at its sole discretion reject the Company's Proposal if the facts discovered indicate that the completion of a contract resulting from this RFP may be jeopardized by selection of the Company. If the Company has experienced no such terminations for default in the past five (5) years, so indicate.

TERMINATED CONTRACTS WITHIN THE LAST FIVE (5) YEARS.

	#1	#2	#3
Company Name			
Business Address			
Name of Contact			
Title of Contact			
Telephone Number of Contact			
Contract Length			
Contract Value			

ATTACHMENTS

Attachment 3: Company Résumé and Personnel Commitment

Part A-Résumé

1. Name of Company: _____
2. Local Office Location: _____
3. Year Company was Established: _____
4. State whether the Company is local, national, or international: _____
5. State whether the Company meets all regulatory requirements and is in good standing as a financial institution: _____
6. Please included a separate sheet listing the name(s), location(s), and phone number(s) of all Depository Representatives that will be responsible for the district's accounts.
7. The District will require a Depository Agreement, a Pledged Security Agreement and A board of Directors Resolution authorizing collateral to be pledged. Please supply a copy of said documents with your proposal.
8. Collateral, per state statutes, for all District deposits over \$100,000 will be required. Please describe the type of collateral to be pledged, where and how this collateral will be held and the Bank's procedures for regular valuation of said collateral.
9. Briefly describe, on a separate sheet of paper, the Company's quality control policies and procedures. State whether or not those policies and procedures are subjected to the professional's "peer review" program to provide for an independent review of its effectiveness.
10. Submit a copy of the report on the Company's most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
11. Briefly provide, on a separate sheet of paper, information on the results of any federal or state desk reviews or field reviews of Company audits during the past three (3) years. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the Company during the past three (3) with state regulatory bodies or professional organizations.

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part A – Proposed Depository Bid – FY 2017-2018

DEPOSITORY BID FORM

Please check each service the institution will provide at no cost and costs of other services:

<i>SERVICES</i>	<u>Volume</u>	<u>Per Item Fee</u>	<u>No cost to Dist.</u>	<u>Annual Cost of</u>
1. Checking Account	2	_____	_____	_____
2. Petty Cash Accounts	1	_____	_____	_____
3. Savings Account	0	_____	_____	_____
4. Furnish all checks	10,500	_____	_____	_____
5. Check sorting (numerical order)	10,500	_____	_____	_____
6. Stop Payment Service	15	_____	_____	_____
7. Process Tax Payments	All	_____	_____	_____
8. Coin/Currency bags, And Coin Wrappers	All	_____	_____	_____
9. Printed Deposit slips	3000	_____	_____	_____
10. Monthly Bank Statements (ea. Acct.)	12	_____	_____	_____
11. Daily Statements on-line	12	_____	_____	_____
12. Safe Deposit Box	1	_____	_____	_____
13. Wire Transfer of Funds	1	_____	_____	_____
14. Incoming Wire Transfer	5	_____	_____	_____
15. FDIC Fee (\$.04/\$1,000)	All	_____	_____	_____
16. Overdrafts	0	_____	_____	_____
17. Return Items (Insufficient)	175	_____	_____	_____
<u>OTHER ITEMS & ASSOCIATED CHARGES</u>				
1. Redeposit of Return Items	175	_____	_____	_____
2. Automated Repo. Sweep	12	_____	_____	_____
3. Inter Account Transfers	40	_____	_____	_____
4. Checks Deposited	25,000	_____	_____	_____
5. Safekeeping		_____	_____	_____
6. Locked Bags for Coin and Currency	30 (at least 4 red, 4 blue, 4 yellow) 10	_____	_____	_____
7. Vendor Checks for all Accounts		_____	_____	_____
8. 24-hour Night Depository		_____	_____	_____
9. Cashier's Checks	10	_____	_____	_____
10. Endorsement Stamps	0	_____	_____	_____
11. CPA Confirmations	20	_____	_____	_____

Total all-inclusive maximum price for the 2017-2018 Services \$ _____

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part A – Proposed Depository Bid – FY 2018-2019

DEPOSITORY BID FORM

Please check each service the institution will provide at no cost and costs of other services:

		<u>Volume</u>	<u>Per Item Fee</u>	<u>No cost to Dist.</u>	<u>Annual Cost of</u>
<u>SERVICES</u>					
1.	Checking Account	2	_____	_____	_____
2.	Petty Cash Accounts	1	_____	_____	_____
3.	Savings Account	0	_____	_____	_____
4.	Furnish all checks	10,500	_____	_____	_____
5.	Check sorting (numerical order)	10,500	_____	_____	_____
6.	Stop Payment Service	15	_____	_____	_____
7.	Process Tax Payments	All	_____	_____	_____
8.	Coin/Currency bags, And Coin Wrappers	All	_____	_____	_____
9.	Printed Deposit slips	3000	_____	_____	_____
10.	Monthly Bank Statements (ea. Acct.)	12	_____	_____	_____
11.	Daily Statements on-line	12	_____	_____	_____
12.	Safe Deposit Box	1	_____	_____	_____
13.	Wire Transfer of Funds	1	_____	_____	_____
14.	Incoming Wire Transfer	5	_____	_____	_____
15.	FDIC Fee (\$.04/\$1,000)	All	_____	_____	_____
16.	Overdrafts	0	_____	_____	_____
17.	Return Items (Insufficient)	175	_____	_____	_____
<u>OTHER ITEMS & ASSOCIATED CHARGES</u>					
1.	Redeposit of Return Items	175	_____	_____	_____
2.	Automated Repo. Sweep	12	_____	_____	_____
3.	Inter Account Transfers	40	_____	_____	_____
4.	Checks Deposited	25,000	_____	_____	_____
5.	Safekeeping		_____	_____	_____
6.	Locked Bags for Coin and Currency	30 (at least 4 red, 4 blue, 4 yellow) 10	_____	_____	_____
7.	Vendor Checks for all Accounts		_____	_____	_____
8.	24-hour Night Depository		_____	_____	_____
9.	Cashier's Checks	10	_____	_____	_____
10.	Endorsement Stamps	0	_____	_____	_____
11.	CPA Confirmations	20	_____	_____	_____

Total all-inclusive maximum price for the 2018-2019 Services \$ _____

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part A – Proposed Depository Bid – FY 2019-2020

DEPOSITORY BID FORM

Please check each service the institution will provide at no cost and costs of other services:

		<u>Volume</u>	<u>Per Item Fee</u>	<u>No cost to Dist.</u>	<u>Annual Cost of</u>
<u>SERVICES</u>					
1.	Checking Account	2	_____	_____	_____
2.	Petty Cash Accounts	1	_____	_____	_____
3.	Savings Account	0	_____	_____	_____
4.	Furnish all checks	10,500	_____	_____	_____
5.	Check sorting (numerical order)	10,500	_____	_____	_____
6.	Stop Payment Service	15	_____	_____	_____
7.	Process Tax Payments	All	_____	_____	_____
8.	Coin/Currency bags, And Coin Wrappers	All	_____	_____	_____
9.	Printed Deposit slips	3000	_____	_____	_____
10.	Monthly Bank Statements (ea. Acct.)	12	_____	_____	_____
11.	Daily Statements on-line	12	_____	_____	_____
12.	Safe Deposit Box	1	_____	_____	_____
13.	Wire Transfer of Funds	1	_____	_____	_____
14.	Incoming Wire Transfer	5	_____	_____	_____
15.	FDIC Fee (\$.04/\$1,000)	All	_____	_____	_____
16.	Overdrafts	0	_____	_____	_____
17.	Return Items (Insufficient)	175	_____	_____	_____
<u>OTHER ITEMS & ASSOCIATED CHARGES</u>					
1.	Redeposit of Return Items	175	_____	_____	_____
2.	Automated Repo. Sweep	12	_____	_____	_____
3.	Inter Account Transfers	40	_____	_____	_____
4.	Checks Deposited	25,000	_____	_____	_____
5.	Safekeeping		_____	_____	_____
6.	Locked Bags for Coin and Currency	30 (at least 4 red, 4 blue, 4 yellow) 10	_____	_____	_____
7.	Vendor Checks for all Accounts		_____	_____	_____
8.	24-hour Night Depository		_____	_____	_____
9.	Cashier's Checks	10	_____	_____	_____
10.	Endorsement Stamps	0	_____	_____	_____
11.	CPA Confirmations	20	_____	_____	_____

Total all-inclusive maximum price for the 2019-2020 Services \$ _____

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part A – Proposed Depository Bid – FY 2020-2021

DEPOSITORY BID FORM

Please check each service the institution will provide at no cost and costs of other services:

<i>SERVICES</i>	<u>Volume</u>	<u>Per Item Fee</u>	<u>No cost to Dist.</u>	<u>Annual Cost of</u>
1. Checking Account	2	_____	_____	_____
2. Petty Cash Accounts	1	_____	_____	_____
3. Savings Account	0	_____	_____	_____
4. Furnish all checks	10,500	_____	_____	_____
5. Check sorting (numerical order)	10,500	_____	_____	_____
6. Stop Payment Service	15	_____	_____	_____
7. Process Tax Payments	All	_____	_____	_____
8. Coin/Currency bags, And Coin Wrappers	All	_____	_____	_____
9. Printed Deposit slips	3000	_____	_____	_____
10. Monthly Bank Statements (ea. Acct.)	12	_____	_____	_____
11. Daily Statements on-line	12	_____	_____	_____
12. Safe Deposit Box	1	_____	_____	_____
13. Wire Transfer of Funds	1	_____	_____	_____
14. Incoming Wire Transfer	5	_____	_____	_____
15. FDIC Fee (\$.04/\$1,000)	All	_____	_____	_____
16. Overdrafts	0	_____	_____	_____
17. Return Items (Insufficient)	175	_____	_____	_____
<u>OTHER ITEMS & ASSOCIATED CHARGES</u>				
1. Redeposit of Return Items	175	_____	_____	_____
2. Automated Repo. Sweep	12	_____	_____	_____
3. Inter Account Transfers	40	_____	_____	_____
4. Checks Deposited	25,000	_____	_____	_____
5. Safekeeping		_____	_____	_____
6. Locked Bags for Coin and Currency	30 (at least 4 red, 4 blue, 4 yellow) 10	_____	_____	_____
7. Vendor Checks for all Accounts		_____	_____	_____
8. 24-hour Night Depository		_____	_____	_____
9. Cashier's Checks	10	_____	_____	_____
10. Endorsement Stamps	0	_____	_____	_____
11. CPA Confirmations	20	_____	_____	_____

Total all-inclusive maximum price for the 2020-2021 Services \$ _____

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part A – Proposed Depository Bid – FY 2021-2022

DEPOSITORY BID FORM

Please check each service the institution will provide at no cost and costs of other services:

<i>SERVICES</i>	<u>Volume</u>	<u>Per Item Fee</u>	<u>No cost to Dist.</u>	<u>Annual Cost of</u>
1. Checking Account	2	_____	_____	_____
2. Petty Cash Accounts	1	_____	_____	_____
3. Savings Account	0	_____	_____	_____
4. Furnish all checks	10,500	_____	_____	_____
5. Check sorting (numerical order)	10,500	_____	_____	_____
6. Stop Payment Service	15	_____	_____	_____
7. Process Tax Payments	All	_____	_____	_____
8. Coin/Currency bags, And Coin Wrappers	All	_____	_____	_____
9. Printed Deposit slips	3000	_____	_____	_____
10. Monthly Bank Statements (ea. Acct.)	12	_____	_____	_____
11. Daily Statements on-line	12	_____	_____	_____
12. Safe Deposit Box	1	_____	_____	_____
13. Wire Transfer of Funds	1	_____	_____	_____
14. Incoming Wire Transfer	5	_____	_____	_____
15. FDIC Fee (\$.04/\$1,000)	All	_____	_____	_____
16. Overdrafts	0	_____	_____	_____
17. Return Items (Insufficient)	175	_____	_____	_____
<u>OTHER ITEMS & ASSOCIATED CHARGES</u>				
1. Redeposit of Return Items	175	_____	_____	_____
2. Automated Repo. Sweep	12	_____	_____	_____
3. Inter Account Transfers	40	_____	_____	_____
4. Checks Deposited	25,000	_____	_____	_____
5. Safekeeping		_____	_____	_____
6. Locked Bags for Coin and Currency	30 (at least 4 red, 4 blue, 4 yellow) 10	_____	_____	_____
7. Vendor Checks for all Accounts		_____	_____	_____
8. 24-hour Night Depository		_____	_____	_____
9. Cashier's Checks	10	_____	_____	_____
10. Endorsement Stamps	0	_____	_____	_____
11. CPA Confirmations	20	_____	_____	_____

Total all-inclusive maximum price for the 2021-2022 Services \$ _____

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part B – Proposed Depository Bid

1. On a separate sheet of paper, please list any other services you may offer that may be of value to the district.
2. District is interested in P-Cards, is this available? If so, please include a separate sheet with any and all fees associated as well as potential benefits to the district.
3. The bidder shall provide the following information:
 - a. State the rate of interest to be paid on demand deposit.
Example---
Type of Account: _____ (Super Now Account)
Minimum Deposit: _____ (if any)
Daily Balance Required: _____ (if any)
 - b. State the rate of interest guaranteed, if any for certificates of deposit in amounts equaled to or exceeding \$100,000 for thirty days or more.
Interest Rate Guaranteed: _____
 - c. State whether this banking institution would be willing to provide short-term loans against anticipated tax revenues for an interest rate not to exceed the 6% maximum permitted by Section 165.131,RSMo.

Yes _____ Guaranteed Bank rate _____
No _____ Guaranteed Bank rate _____
4. Please list the location of the Bank's closest branches to the district.
5. If the Bank and the District agree, what would be the amount of peg balance required to serve this account?
6. Does the Depository offer on-line computer access to accounts? Please describe this service and the charges that apply.
7. Is the Depository equipped to service Electronic Federal Tax Payment Systems for payroll? If so, what would the district need to do if the Depository is changed to your Bank?
8. Does the depository offer investment services? Are the individuals providing this service experienced in handling Public Funds? Is there a charge for investment transactions? Is there a charge for safekeeping of securities?
9. What is your policy on cashing payroll checks for non-customers on drafts not affiliated with your institution

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part C-Proposed Depository Bid-2017-2018

Utilize interest amortization schedule to complete for each year

<i>Date Earned</i>	<i>Amount Daily Investment</i>	<i>Interest</i>
<i>June.01,2017</i>	\$2,000,000	\$
<i>June.02,2017</i>	\$2,000,000	\$
<i>June.03,2017</i>	\$2,000,000	\$
<i>June.04,2017</i>	\$2,000,000	\$
<i>June.05,2017</i>	\$2,000,000	\$
<i>June.06,2017</i>	\$2,000,000	\$
<i>June.07,2017</i>	\$2,000,000	\$
<i>June.08,2017</i>	\$2,000,000	\$
<i>June.09,2017</i>	\$2,000,000	\$
<i>June.10,2017</i>	\$2,000,000	\$
<i>June.11,2017</i>	\$2,000,000	\$
<i>June.12,2017</i>	\$2,000,000	\$
<i>June.13,2017</i>	\$2,000,000	\$
<i>June.14,2017</i>	\$2,000,000	\$
<i>June.15,2017</i>	\$2,000,000	\$
<i>June.16,2017</i>	\$2,000,000	\$
<i>June.17,2017</i>	\$2,000,000	\$
<i>June.18,2017</i>	\$2,000,000	\$
<i>June.19,2017</i>	\$2,000,000	\$
<i>June.20,2017</i>	\$2,000,000	\$
<i>June.21,2017</i>	\$2,000,000	\$
<i>June.22,2017</i>	\$2,000,000	\$
<i>June.23,2017</i>	\$2,000,000	\$
<i>June.24,2017</i>	\$2,000,000	\$
<i>June.25,2017</i>	\$2,000,000	\$
<i>June.26,2017</i>	\$2,000,000	\$
<i>June.27,2017</i>	\$2,000,000	\$
<i>June.28,2017</i>	\$2,000,000	\$
<i>June.29,2017</i>	\$2,000,000	\$
<i>June.30,2017</i>	\$2,000,000	\$
	\$2,000,000	\$
	Total	\$

Depository will pay to the District interest on the moneys deposited at the rate of _____ percent as set forth above. The interest on District moneys will be computed upon the daily balances to the credit of the District and will be payable by the Depository on the first day of each month to the District's Treasurer for credit to the District.

Type of Investments:

(Example: Treasury Notes, etc.)

Terms of Investment

(Example: 10 Basis Points below Fed. Funds Rate)

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part C-Proposed Depository Bid-2018-2019

Utilize interest amortization schedule to complete for each year

<i>Date Earned</i>	<i>Amount Daily Investment</i>	<i>Interest</i>
<i>June.01,2018</i>	\$2,000,000	\$
<i>June.02,2018</i>	\$2,000,000	\$
<i>June.03,2018</i>	\$2,000,000	\$
<i>June.04,2018</i>	\$2,000,000	\$
<i>June.05,2018</i>	\$2,000,000	\$
<i>June.06,2018</i>	\$2,000,000	\$
<i>June.07,2018</i>	\$2,000,000	\$
<i>June.08,2018</i>	\$2,000,000	\$
<i>June.09,2018</i>	\$2,000,000	\$
<i>June.10,2018</i>	\$2,000,000	\$
<i>June.11,2018</i>	\$2,000,000	\$
<i>June.12,2018</i>	\$2,000,000	\$
<i>June.13,2018</i>	\$2,000,000	\$
<i>June.14,2018</i>	\$2,000,000	\$
<i>June.15,2018</i>	\$2,000,000	\$
<i>June.16,2018</i>	\$2,000,000	\$
<i>June.17,2018</i>	\$2,000,000	\$
<i>June.18,2018</i>	\$2,000,000	\$
<i>June.19,2018</i>	\$2,000,000	\$
<i>June.20,2018</i>	\$2,000,000	\$
<i>June.21,2018</i>	\$2,000,000	\$
<i>June.22,2018</i>	\$2,000,000	\$
<i>June.23,2018</i>	\$2,000,000	\$
<i>June.24,2018</i>	\$2,000,000	\$
<i>June.25,2018</i>	\$2,000,000	\$
<i>June.26,2018</i>	\$2,000,000	\$
<i>June.27,2018</i>	\$2,000,000	\$
<i>June.28,2018</i>	\$2,000,000	\$
<i>June.29,2018</i>	\$2,000,000	\$
<i>June.30,2018</i>	\$2,000,000	\$
	\$2,000,000	\$
	Total	\$

Depository will pay to the District interest on the moneys deposited at the rate of _____ percent as set forth above. The interest on District moneys will be computed upon the daily balances to the credit of the District and will be payable by the Depository on the first day of each month to the District's Treasurer for credit to the District.

Type of Investments:

(Example: Treasury Notes, etc.)

Terms of Investment

(Example: 10 Basis Points below Fed. Funds Rate)

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part C-Proposed Depository Bid-2019-2020

Utilize interest amortization schedule to complete for each year

<i>Date Earned</i>	<i>Amount Daily Investment</i>	<i>Interest</i>
<i>June.01,2019</i>	\$2,000,000	\$
<i>June.02,2019</i>	\$2,000,000	\$
<i>June.03,2019</i>	\$2,000,000	\$
<i>June.04,2019</i>	\$2,000,000	\$
<i>June.05,2019</i>	\$2,000,000	\$
<i>June.06,2019</i>	\$2,000,000	\$
<i>June.07,2019</i>	\$2,000,000	\$
<i>June.08,2019</i>	\$2,000,000	\$
<i>June.09,2019</i>	\$2,000,000	\$
<i>June.10,2019</i>	\$2,000,000	\$
<i>June.11,2019</i>	\$2,000,000	\$
<i>June.12,2019</i>	\$2,000,000	\$
<i>June.13,2019</i>	\$2,000,000	\$
<i>June.14,2019</i>	\$2,000,000	\$
<i>June.15,2019</i>	\$2,000,000	\$
<i>June.16,2019</i>	\$2,000,000	\$
<i>June.17,2019</i>	\$2,000,000	\$
<i>June.18,2019</i>	\$2,000,000	\$
<i>June.19,2019</i>	\$2,000,000	\$
<i>June.20,2019</i>	\$2,000,000	\$
<i>June.21,2019</i>	\$2,000,000	\$
<i>June.22,2019</i>	\$2,000,000	\$
<i>June.23,2019</i>	\$2,000,000	\$
<i>June.24,2019</i>	\$2,000,000	\$
<i>June.25,2019</i>	\$2,000,000	\$
<i>June.26,2019</i>	\$2,000,000	\$
<i>June.27,2019</i>	\$2,000,000	\$
<i>June.28,2019</i>	\$2,000,000	\$
<i>June.29,2019</i>	\$2,000,000	\$
<i>June.30,2019</i>	\$2,000,000	\$
	\$2,000,000	\$
	Total	\$

Depository will pay to the District interest on the moneys deposited at the rate of _____ percent as set forth above. The interest on District moneys will be computed upon the daily balances to the credit of the District and will be payable by the Depository on the first day of each month to the District's Treasurer for credit to the District.

Type of Investments:

(Example: Treasury Notes, etc.)

Terms of Investment

(Example: 10 Basis Points below Fed. Funds Rate)

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part C-Proposed Depository Bid-2021-2022

Utilize interest amortization schedule to complete for each year

<i>Date Earned</i>	<i>Amount Daily Investment</i>	<i>Interest</i>
<i>June.01,2020</i>	\$2,000,000	\$
<i>June.02,2020</i>	\$2,000,000	\$
<i>June.03,2020</i>	\$2,000,000	\$
<i>June.04,2020</i>	\$2,000,000	\$
<i>June.05,2020</i>	\$2,000,000	\$
<i>June.06,2020</i>	\$2,000,000	\$
<i>June.07,2020</i>	\$2,000,000	\$
<i>June.08,2020</i>	\$2,000,000	\$
<i>June.09,2020</i>	\$2,000,000	\$
<i>June.10,2020</i>	\$2,000,000	\$
<i>June.11,2020</i>	\$2,000,000	\$
<i>June.12,2020</i>	\$2,000,000	\$
<i>June.13,2020</i>	\$2,000,000	\$
<i>June.14,2020</i>	\$2,000,000	\$
<i>June.15,2020</i>	\$2,000,000	\$
<i>June.16,2020</i>	\$2,000,000	\$
<i>June.17,2020</i>	\$2,000,000	\$
<i>June.18,2020</i>	\$2,000,000	\$
<i>June.19,2020</i>	\$2,000,000	\$
<i>June.20,2020</i>	\$2,000,000	\$
<i>June.21,2020</i>	\$2,000,000	\$
<i>June.22,2020</i>	\$2,000,000	\$
<i>June.23,2020</i>	\$2,000,000	\$
<i>June.24,2020</i>	\$2,000,000	\$
<i>June.25,2020</i>	\$2,000,000	\$
<i>June.26,2020</i>	\$2,000,000	\$
<i>June.27,2020</i>	\$2,000,000	\$
<i>June.28,2020</i>	\$2,000,000	\$
<i>June.29,2020</i>	\$2,000,000	\$
<i>June.30,2020</i>	\$2,000,000	\$
	\$2,000,000	\$
	Total	\$

Depository will pay to the District interest on the moneys deposited at the rate of _____ percent as set forth above. The interest on District moneys will be computed upon the daily balances to the credit of the District and will be payable by the Depository on the first day of each month to the District's Treasurer for credit to the District.

Type of Investments:

(Example: Treasury Notes, etc.)

Terms of Investment

(Example: 10 Basis Points below Fed. Funds Rate)

ATTACHMENTS

Attachment 4: Proposed Depository Bid

Part C-Proposed Depository Bid-2021-2022

Utilize interest amortization schedule to complete for each year

<i>Date Earned</i>	<i>Amount Daily Investment</i>	<i>Interest</i>
<i>June.01,2021</i>	\$2,000,000	\$
<i>June.02,2021</i>	\$2,000,000	\$
<i>June.03,2021</i>	\$2,000,000	\$
<i>June.04,2021</i>	\$2,000,000	\$
<i>June.05,2021</i>	\$2,000,000	\$
<i>June.06,2021</i>	\$2,000,000	\$
<i>June.07,2021</i>	\$2,000,000	\$
<i>June.08,2021</i>	\$2,000,000	\$
<i>June.09,2021</i>	\$2,000,000	\$
<i>June.10,2021</i>	\$2,000,000	\$
<i>June.11,2021</i>	\$2,000,000	\$
<i>June.12,2021</i>	\$2,000,000	\$
<i>June.13,2021</i>	\$2,000,000	\$
<i>June.14,2021</i>	\$2,000,000	\$
<i>June.15,2021</i>	\$2,000,000	\$
<i>June.16,2021</i>	\$2,000,000	\$
<i>June.17,2021</i>	\$2,000,000	\$
<i>June.18,2021</i>	\$2,000,000	\$
<i>June.19,2021</i>	\$2,000,000	\$
<i>June.20,2021</i>	\$2,000,000	\$
<i>June.21,2021</i>	\$2,000,000	\$
<i>June.22,2021</i>	\$2,000,000	\$
<i>June.23,2021</i>	\$2,000,000	\$
<i>June.24,2021</i>	\$2,000,000	\$
<i>June.25,2021</i>	\$2,000,000	\$
<i>June.26,2021</i>	\$2,000,000	\$
<i>June.27,2021</i>	\$2,000,000	\$
<i>June.28,2021</i>	\$2,000,000	\$
<i>June.29,2021</i>	\$2,000,000	\$
<i>June.30,2021</i>	\$2,000,000	\$
	\$2,000,000	\$
	Total	\$

Depository will pay to the District interest on the moneys deposited at the rate of _____ percent as set forth above. The interest on District moneys will be computed upon the daily balances to the credit of the District and will be payable by the Depository on the first day of each month to the District's Treasurer for credit to the District.

Type of Investments:

(Example: Treasury Notes, etc.)

Terms of Investment

(Example: 10 Basis Points below Fed. Funds Rate)