



# Request for Proposal Notice

**for Depository Services by  
Laredo Independent School District  
2400 San Bernardo, Laredo, Texas, 78040**

Laredo Independent School District is soliciting proposals from banks to serve as a depository to assist with the banking functions for funds of the district.

## **Introduction**

In accordance with the Texas Education Code (TEC), Chapter 45, Subchapter G, School District Depositories, the Board of Trustees of the district will select a depository through soliciting proposals for a depository services contract for a term of two years beginning July 1, 2025 and ending June 30, 2027 or until a successor depository is selected, qualified, and agrees to a depository agreement based on either fees or compensating balances.

The district and the depository may agree to extend this contract for two additional two-year terms in accordance with the TEC, §45.205. This section requires that the contract and any extension of this contract coincide with the district's fiscal year. If the district changes its fiscal year, the term of the contract may be shortened or extended no more than one year by mutual agreement to coincide, provided that this contract remains in effect until its successor is selected and has been qualified. If the parties cannot agree, the district has the option to change the term of this contract.

The legal provisions providing for naming a depository of the district are set forth in the TEC, Subchapter G, School District Depositories, §§45.201 through 45.209. Investments by the district are governed by the Texas Government Code (TGC), Chapter 2256, Public Funds Investment. Securities pledged as collateral to secure district deposits are governed by the TGC, Chapter 2257, Collateral for Public Funds.

## **Bank Questions**

There will/will not be a preproposal conference. Questions regarding this proposal request, or the services requested, will be accepted email form only or through the Message Module in Bonfire before 4:00 pm on April 29, 2025.

## **Proposal Submission**

This proposal is posted electronically on Bonfire as RFP 25-005 Depository Services. The district will not accept proposals received after the RFP deadline. To be eligible for consideration under this request, the bank must submit three (3) complete paper proposals to the addresses below and one (1) electronic copy shall be uploaded to the Bonfire Portal: <https://laredoisd.bonfirehub.com/portal/?tab=openOpportunities> by **2:30 pm (cst.) on May 13, 2025**. The district will not accept incomplete proposals received after that time. Late submissions to the district address will not be considered or returned.

The proposals must be delivered by US mail, express mail, or in person to:

Gaston Garcia	956-273-1080
Procurement Specialist	ggarcia3@laredoisd.org
Laredo ISD	
2400 San Bernardo Ave, Rm.327 (Procurement)	
Laredo, TX 78040	

**AND**

One (1) submission shall be uploaded to Bonfire Portal:

<https://laredoisd.bonfirehub.com/portal/?tab=openOpportunities>

All questions in the attached uniform proposal and on the Attachments A and B should be answered and provided to the district as the bank's proposal.

**Evaluation Process**

The district will use the following criteria to evaluate the proposal and award the contract:

- 15 % - Cost of services (charges for keeping district accounts, records, and reports and for furnishing checks)
- 10 % - Additional services offered (purchasing card, payroll card, lease rate, other)
- 10 % - Funds availability schedule
- 10 % - Automated services offered
- 15 % - Ability of the bank to provide the necessary services and perform the duties as depository. Experience in providing depository services to similar accounts (strength of project team)
- 15 % - Collateralization policy and type of third-party institution holding collateral
- 15 % - Fraud prevention and notification policy
- 10 % - Interest rates offered on time deposits

The district reserves the right to reject any or all proposals and to accept the proposal the district considers most advantageous. If any portion or provision of this proposal and any contract between the depository and district entered into is invalid, the remainder, at the option of the district, must remain in full force and effect and not be affected. Acceptance of a proposal will be based on the total package of services offered by the bank.

**Legislative Change**

Changes in the law that may be enacted by the Texas Legislature, in session, could alter the scope of requirements as stated in this document. The proposal should conform to all statutes in effect at the time of proposal opening.

**Schedule for Selection Process**

The district will make every effort to adhere to the following schedule:

04/15/2025	Release of Request for Proposal (RFP)
04/25/2025	Deadline for questions concerning the RFP or services requested
05/01/2025	Responses given to any questions provided to all known interested banks

05/13/2025	Deadline for proposal submission
06/17/2025	District Board award of contract
07/01/2025	Contract commencement

### **Other Requirements**

The following requirements must be met:

1. The bank selected as the depository will notify the district in writing within 10 days of any changes in federal or state regulations or laws that would affect the depository agreement.
2. The depository's records relating to the district's accounts must be open to review by the district, its independent auditors, and the Texas Education Agency.
3. The district reserves the right to pay for depository services by targeted balances or by fees.
4. The district reserves the right to exclude direct payroll deposit service from the depository contract if the bank does not offer direct payroll deposit service.

### **District Rights**

The district reserves the right to:

- waive any defect, irregularity, or informality in the proposal or proposal procedures;
- reject any and all proposals;
- accept any proposal or portion thereof most advantageous to the district;
- request additional information or require a meeting with bank representatives for clarification;
- cancel, revise, or reissue this request for proposal or any portions of it,
- negotiate any conditions;
- retain all other provisions even if any provision of the proposal is determined invalid;
- modify deadlines; and
- select any proposal considered to be in its best interest as determined by the district.