

HOPI SCHOOL SYSTEM HOPI BOARD OF EDUCATION

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HOPI SCHOOL SYSTEM HOPI RESERVATION, ARIZONA

REQUEST FOR PROPOSALS BANKING SERVICES

RFP ID #01-2023

Date Issued: March 20, 2023

Date Due: April 20, 2023, 5:00 p.m. (MST)

Section I. Introduction.

A. Invitation.

The Hopi Board of Education (“HBE”) is soliciting proposals from full service banking institutions for banking services and to serve as the primary depository for the Hopi School System (“HSS”) which is a unified school system of seven Tribally Controlled Schools on the Hopi Reservation.

Information provided in this Request for Proposal (“RFP”) is to be used only for purposes of preparing a proposal detailing the scope and costs of providing Banking Services to the HSS. It is expected that each banking institution submitting a proposal will read this request with care, as failure to meet the conditions or specifications herein may invalidate a proposal.

Price will not be the sole criteria for selecting a banking institution. Rather, the scope of available services, experience with similar clients in similar matters, and references for the prospective applicants will also be considered.

B. Hopi School System Organizational Overview.

On August 7, 2019, the Hopi Tribe enacted the Hopi Education Code (“Code”) as the Tribe’s new comprehensive law for education services on the Hopi Reservation. The Code consolidates Hopi’s seven Tribally Controlled Schools into a single, unified Hopi School System (“HSS”), which will function much like a school district. The transition to the unified HSS is planned to occur on July 1, 2023. Together, the schools have a total student population of about 1,200 students, 373 employees and have an average annual budget of approximately \$30 million.

The Code delegates management and oversight of the HSS and the seven Tribally Controlled Schools on the Hopi Reservation to the HBE. The HBE will serve as the school board for all seven schools. It will provide oversight of the schools, effective governance, and administrative and academic support. The HBE will determine all policies and procedures, set budgets, oversee completion of financial statements and annual audits, make all hiring decisions and oversee operations of all seven Tribally Controlled Schools within the Hopi Reservation. HBE has also selected “School ERP Pro Infinite Visions” as its financial accounting software.

Section II. Scope of Work.

- A. Agreement.** The HBE seeks to contract with a local bank or credit union for full service banking functions for the HSS school district.
- B. Terms.** The agreement will be from July 1, 2023 through June 30, 2024. The agreement may be annually renewed, provided services and fees are satisfactory.
- C. Financial Structure.** The HSS's financial profile will be as follows:
 - 1. Annual budget: Approximately \$30,000,000.00. The HSS budget is largely derived from federal funds and will be paid to the HSS in two annual installments: 80% on July 1 and 20% on December 1 of each year.
 - 2. HSS major expenses are approximately:
 - a. Employee salaries and benefits: 65%
 - b. Operating expenses: 30%
 - c. School board operations, conferences, trainings, etc.: 1%
 - d. Other programmatic expenses, travel costs, etc.: 4%.

D. Required Qualifications and Services.

To be considered for selection, financial institutions must meet at least the following minimum qualifications and services:

- 1. Demonstrate sound financial practices and resources:
 - a. Authorized to conduct banking business in the State of Arizona and Hopi Reservation, and is in good standing with all Federal and Arizona authorities having regulatory power over the institution.
 - b. Access to the Federal Reserve System. Institution must be a member of (or have access to) the Federal Reserve System and have access to its services.
 - c. Be Federal Deposit Insurance Corporation ("FDIC") insured and provide collateral of all HSS deposits using collateral permitted by Arizona statute and HSS investment policy.
 - d. Institution must be in compliance with all applicable banking laws, rules, regulations and ordinances of Arizona and the United States.
 - e. Have an acceptable quality rating by a nationally recognized bank rating organization. Institution should provide its current rating in the response to the RFP.

- f. Be financially stable, in that the HSS accounts would not result in a material portion of the financial institution's total deposits.
 - g. Have the capacity to provide all required services as stated in this RFP.
2. Local Branch Office: Institution must have an established office or local branch within northeastern/northcentral Arizona, e.g. Flagstaff and/or Winslow, Arizona.
3. Checking and savings accounts: The HSS will utilize multiple checking and savings accounts for which the institution selected will be responsible for providing services, including:
- a. General Operating checking – used for accounts payable (checks) and all HSS business not accounted for in another account.
 - b. Payroll checking – used for employee payroll (ACH) processing.
 - c. Facility Management – used for facilities, transportation and related funds/ payables.
 - d. Quarters (Housing) – used to receive rental payments from tenants of HSS employee housing.
 - e. Cafeteria – used for food procurement and related food services payables.
 - f. Student Activities Account – used for funds generated through and for student activities.
 - g. Parent Committee Account – used for funds generated through and for parent and family activities.
 - h. Employee Benefit Plan/Savings/Investment accounts/Trust.
 - i. Institution must be able to furnish additional accounts as needed.
 - j. Institution must provide month-end statements and individual and consolidated monthly account analysis for all accounts by the 10th day of the following month.
 - k. Institution must provide statements to auditors upon request.
4. Online banking services:
- a. Full online capabilities, including full ACH services, reporting of daily credits and debits, image retrieval and processing (payroll/accounts payable).
 - b. Ability to have multiple user accounts with access and permissions determined on a by-user basis.
 - c. Payroll direct deposit.

- d. Stop-payment services (available online).
 - e. Wire transfer services (available online).
 - f. Remote deposits. All checks will need to be deposited using a remote deposit capture process.
5. Credit cards and other services:
- a. Credit cards. Institution credit cards should be provided with ability to auto-pay credit cards from checking account and to limit who can make payments to credit cards.
 - b. Provide support in answering questions, trouble-shooting problems and resolving issues in a prompt manner.
 - c. Provide means to inquire about canceled checks and stop payment on checks upon proper authorization.
 - d. Overdraft line of credit.
 - e. Trust agent and account services.
 - f. Investment Manager for HSS Investment Accounts.
6. Banking supplies. It is preferred that the institution provide the following supplies at no charge: a supply of coin wrappers, bill wrappers, locking bank bags (approximately 20-30), and pre-printed deposit slips for accounts designated by the HSS. The institution will provide check stock for HSS's accounts payable accounts. The HSS must be able to specify the company or be able to confirm that the check stock is compatible with the HSS's accounting software.
7. School ERP Pro Infinite Visions. Provide banking services that are compatible with use of the HSS's financial software, "School ERP Pro Infinite Visions."

Section III. Applicant's Proposal Format.

Those institutions wishing to submit proposals for this contract should carefully review the RFP and submit, at a minimum, the following elements:

- A. Cover Letter.** A cover letter including the RFP number and title, the applicant's name, and the applicant's interest in the services to be provided.
- B. General Information.**
 - 1. Name of financial institution.
 - 2. Contact person and title, mailing address, telephone number, and email address.

3. Address and telephone number for the institution's main office and any branch offices in northeastern and northcentral Arizona that may be involved in providing banking services to the HSS.

C. Institution's Overview and Qualifications.

1. Describe the financial institution, including history, scope of services, personnel, and experience to fulfill the needs outlined in Section II.
2. Identify key measures of financial strength, including any applicable ratings.
3. Provide copies of two most recent annual financial reports.
4. Provide ownership information, including a statement of any recent or foreseen mergers and/or acquisitions.

D. Services, interest rates and fees.

1. Describe any and all associated fees, minimum balances, interest rates on credit cards, etc. as outlined in Section II. If the bank has additional charges other than those outlined in this RFP, they should be included. Each institution is encouraged to submit information outlining fees which may be negotiated and other security and/or cost-saving services that may be worthy of consideration by the HBE.
2. Interest rates on all interest bearing accounts, money market funds, etc.
3. Provide a brief description of the online reporting services offered, including sample reports and a sample monthly statement.
4. Provide a detailed depository agreement, including availability schedule.
5. Provide a brief explanation of your commitment implementing new technologies.
6. Provide a sample of your standard contract terms, if any.

E. Representative List of Clients. A representative list of schools, Tribes, Tribal entities, Pueblos, and/or non-profits for which your institution has previously or currently provides banking services.

F. References. Contact information for three (3) specific professional references, including at least two (2) school, Tribal or non-profit clients, for whom the financial institution has provided similar banking services.

G. Period of Validity. All proposals must state that they will remain valid for a period of 120 days after the due date specified.

H. Corporate Social Responsibility. Describe the ways in which the financial institution is committed to social, corporate and education causes and responsibilities.

Section IV. Submission of Proposal.

A. Evaluation Criteria. The proposals will be evaluated on the basis of the following criteria and point ranges:

1. Responsiveness of the proposal in clearly stating an understanding and approach of the work to be performed (0-25 Points).
2. Qualifications, background and experience of Applicant (0 – 40 Points) as follows:
 - a. Size, structure, longevity and capacity of Applicant to maintain continuity of work to be performed under this RFP (0 – 10 Points);
 - b. Experience of Applicant in performing the type of work required for this RFP, including: investment options and interest rates paid on investment funds; ability to customize online experience based on user; trust fund management; and overall level of service, convenience, and commitment required to carry out its operations (0 -15 Points); and
 - c. Experience of Applicant with federal, state and tribal laws as they apply to Tribally Controlled Schools, other schools, labor law (0 – 15 Points).
3. Cost Factor – Cost and fees of Proposal (0 – 35 Points).
4. Hopi/Indian Preference – The HBE will award an additional (10) points to qualified Hopi/Indian-owned institutions, or (1 – 10) points to the extent proposing institutions provide employment and training opportunities to Hopi members in the conduct of work under this proposal. Applicant must provide appropriate documentation.
5. Other factor(s) to be considered: any conflicts of interest.

B. Selection Process and Interview. The HBE, at its sole discretion, shall determine whether a particular applicant has demonstrated the qualifications to conduct the desired service for the HBE as follows:

1. Proposals will first be examined to eliminate those that are not-responsive to stated requirements.
2. Award shall be made to the most responsive applicant whose proposal is determined to be the most advantageous to the HBE taking into consideration the terms and conditions set forth in this RFP.
3. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.
4. The HBE reserves the right to accept or reject, in part or in whole, any or all proposals submitted without cause for liability.

5. The HBE reserves the right to request in writing clarifications or corrections to proposals. Clarifications or corrections shall not alter the applicant's price contained in the proposal.
6. The HBE reserves the right to negotiate further with the successful applicant. The content of the RFP and the successful applicant's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
7. By submission of proposals pursuant to this RFP, applicant acknowledges that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
8. After proposals are received and evaluated, the applicant may be invited to a selection interview, in person at applicant expense, depending on the number and quality of the submittals.
9. The applicant whose submittal is selected by the HBE will be contacted for the purpose of entering into negotiations with the HBE for a written agreement. Final costs will be determined through negotiations with the institution selected.

C. Small/Minority/Women/Veteran/Disabled-owned Institutions. Applicants owned by Small/Minority/Women/Veteran/Disabled-owned institutions shall have the maximum practicable opportunity to participate in contracts awarded. Applicant must provide appropriate documentation.

D. Schedule of Proposal.

Issue Request for Proposal	March 20, 2023
Submission of Questions Deadline	April 13, 2023, 5:00 p.m. (MST)
Proposals Deadline	April 20, 2023, 5:00 p.m. (MST)
Notify Banking Institution of their selection	May 03, 2023
Open Account(s) and begin services with selected Banking Institution	May 15, 2023

E. Procedures for Submission of Proposals.

1. Six (6) hard copies of the written proposals and one (1) electronic copy (including attachments) must be submitted by **April 20, 2023, 5:00 p.m. (MST)** to:

Hopi Board of Education
 Attn: Ms. Rosalie Talahongva, HBE Office Manager
 Hopi Department of Education and Workforce Development
 P.O. Box 123
 Kykotsmovi, AZ 86039
 Phone: (928) 734-3503
 Email: RTalahongva@hopi.nsn.us

2. Proposal packet should be clearly marked as “HSS Banking Services Proposal” so that no error in opening will occur.
3. All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information, travel or presentation) will be borne by the applicant making the proposal.
4. Interviews will commence shortly following submission deadline. The HBE may reject any proposal that is received after the specified date and time, and there can be no assurance that negotiations will result in a finalized agreement.
5. A copy of the RFP and other HSS information is available on the HSS official website at: www.hopischoolsystem.org.
6. Any questions in regards to this RFP may be directed to: Ms. Rosalie Talahongva at: RTalahongva@hopi.nsn.us. Deadline for submission of questions is: **April 13, 2023, 5:00 p.m. (MST)**.

Section V. Contract Requirements.

Once HBE selects a banking institution, the selected banking institution must be fully qualified to perform the services described above. The selected banking institution must also comply with the following Hopi Tribal and HSS requirements:

- A. Contract.** The banking institution shall execute an Agreement with the HBE.
- B. Schedule of Project/Work Assignments.** The banking institution shall provide the required services and shall complete the assigned project activities in the agreed time frames.
- C. Insurance.** The banking institution shall maintain in full force and effect during the entire Contract term the Insurance requirements and shall be able to provide a Certificate of Insurance within ten (10) days after notification of award.
- D. Business License.** The banking institution must attain a Business License through the Hopi Office of Revenue Commission prior to conducting any business on the Hopi Reservation or with the HBE.
- E. Hopi/Indian Preference.** To the maximum extent possible, in accordance with Section 7(b) of the Indian Self-Determination Act, 25 U.S.C. § 5307(b), the selected attorney/law firm agrees to actively provide, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians, and (2) preference in the award of any subcontracts under this contract to Indian organizations or Indian-owned economic enterprises as defined in Section 3 of the Indian Financing Act of 1974 (25 U.S.C. § 1452).

- F. Incorporated.** All requirements of the RFP and the representations made in the proposal that are not in conflict with provisions of the Contract shall be incorporated by reference and made an integral part of the Contract as though fully set forth.
- G. Retention of Records.** Records, files, data and banking work product regarding the Hopi School System, the Hopi Board of Education and the Office of the Chief School Administrator and the services provided thereto, will remain the property of the HSS and may be returned only at its option.
- H. Indemnity.** Individual/firm will also be required in the agreement to indemnify, defend and hold harmless the HSS, its respective employees, HBE members, local school board members, and agents, from and against any and all damages, claims, losses, expenses, costs, obligations, and liabilities, including, but not limited to, attorney's fees and costs.
- I. Governance.** All applicants are advised that the laws of the Hopi Tribe will apply and govern all contracts and engagements, including but not limited to, the Hopi Business License requirement. In issuing this RFP and by entering an agreement for banking services, the HSS does not and cannot waive the sovereign immunity of the Hopi Tribe. The successful applicant will consent to the jurisdiction of the Hopi Tribal Court as the sole forum to resolve any disputes brought according to the agreement.