



Request for Proposal  
For Depository Services and Merchant Services  
by Lufkin Independent School District  
101 Cotton Square, Lufkin, TX 75901

Lufkin Independent School District is soliciting proposals from banks to serve as a depository to assist with the banking functions for funds of the district. Notice is being given electronically to all known banks in the jurisdiction.

### **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 31, 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. Extensions are subject to negotiation of terms mutually agreed to by both parties.

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 not be a pre-proposal conference. Questions regarding this proposal request, or the services requested, will be accepted in email form only, at agonzalez1@lufkinisd.org on or before 3:00 pm on April 11. Responses to all material questions submitted will be communicated in writing or by email to all known interested banks by 11:00 am on April 15, 2025.

## Proposal Submission

To be eligible for consideration under this request, the bank must submit three complete paper copies and one .pdf electronic copy (on CD or jump drive) of each proposal by 10:00 AM CST or CDT on April 25, 2025 to the address below. The district will not accept proposals received after that time. Late submissions to the district address will not be returned. The proposal must be submitted in a sealed envelope or packet marked "Depository Services." An accompanying transmittal letter must be signed by a person authorized to bind the institution, state that the proposal is valid for 180 days from the submission date, and give full contact information regarding the proposal. The cover letter should not exceed one page. **All proposals are to be submitted to 101 Cotton Square, Lufkin, TX 75901 by April 25, 2025 at 10AM.**

## Bid Attributes

<b>1</b>	<b>Terms &amp; Conditions Acknowledgement</b> Please check the box indicating that you have read, understand and agree to all terms and conditions outlined on this event. Terms and conditions are located on the bid attachments tab. <input type="checkbox"/> I Agree <i>(Required: Check if applicable)</i>
<b>2</b>	<b>Term of Agreement</b> This contract will be approved for two years upon Board Approval with the option to renew for 3 additional two-year terms if agreed to by both parties.
<b>3</b>	<b>Evaluation Criteria</b> The district will use the following criteria to evaluate the proposal and award the contract: <ul style="list-style-type: none"><li>• 20% - Cost of services (charges for keeping district accounts, records, and reports and for furnishing checks)</li><li>• 5% - Additional services offered (purchasing card, payroll card, other)</li><li>• 5% - Funds availability schedule</li><li>• 10% - Automated services offered</li><li>• 20% - 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)</li><li>• 15% - Collateralization policy and type of third-party institution holding collateral</li><li>• 20% - Fraud prevention and notification policy</li><li>• 5% - Interest rates offered on time deposits</li><li>• 100%- Total</li></ul> <p>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.</p>
<b>4</b>	<b>Required Notifications</b> -----

**5 Form 1295**

Certificate of Interested Parties (Form 1295) In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. [www.ethics.state.tx.us](http://www.ethics.state.tx.us)

Box#1 should contain the requested information from your business.

Box#2 should be "Lufkin ISD"

Box#3 should contain the bid number as well as the name of the bid. *Example: 22-001 General Instructional Supplies*

**\*\*\*\* This form must be filed online through the Texas State Ethics Commission (link above) \*\*\*\***  
**\*\*\*\* Print and sign a copy of your approved form and add it to your bid response attachments. \*\*\*\***

I will submit this form online and attach to bid

*(Required: Check if applicable)*

**6 Felony Conviction Notification - Part 1**

State of Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony". Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract". THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION The vendor is to certify that the information concerning notification of felony convictions has been reviewed and the information furnished is true to the best of my knowledge.

Not Applicable - Publicly Traded Company     No-Owner/operator does not have felony conviction

Yes-Owner/Operator convicted of a felony

*(Required: Check only one)*

**7 Felony Conviction - Part 2**

If you answered YES to the felony conviction question, you are required to attach an explanation regarding the conviction on the response attachments tab located on this event. Failure to comply will result in disqualification of the bid response.

I have responded with an attachment

*(Optional: Check if applicable)*

**8 SB 9 Contractor Certification / Criminal Background Check**

Introduction: Texas Education Code Chapter 22 requires service contractors to obtain criminal history record information regarding covered employees and to certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district. Definitions: Covered employees: Includes all employees of a contractor (to include any subcontractors and/or independent contractors) who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying conviction: One of the following offenses, if at the time of the offense: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or c) an equivalent offense under federal law or the laws of another state. Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction. Contractor has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students. If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days. Upon request, Contractor will make available for the District's inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District. Noncompliance by the Contractor with this certification may be grounds for contract termination.

During the term of this agreement, **AWARDED** Contractors and their covered employees who have the potential to have continuing duties and direct contact with students must submit to a criminal background check in compliance with Texas Education Code 22.0834. The Contractor further agrees that he shall assume all expenses associated with the criminal background check. Contractors may not commence work until all such employees have completed their background checks and received vendor badges from Mansfield Independent School District. Do not submit applications until contract is awarded.

I agree to comply with Texas SB9.  I do not agree.  
*(Required: Check only one)*

**9 Texas Senate and House Bill Acknowledgement**

Texas HB433 An Act relating to delinquent child support obligor being ineligible to receive payments from state funds under contract.  
(Amended 9/1/2007) [Bill information](#)

Texas HB89 An Act relating to the boycotting of Israel.  
(Effective 9/1/2017) [Bill information](#)

Texas SB22 An Act relating to prohibiting certain transactions between a governmental entity and an abortion provider or affiliate of the provider.  
(Effective 9/1/2019) [Bill information](#)

Texas SB13 An Act relating to state contracts with and investments in certain companies that boycott energy companies.  
(Effective 9/1/2021) [Bill information](#)

Texas SB19 An Act relating to prohibited contracts with companies that discriminate against the firearm or ammunition industries.  
(Effective 9/1/2021) [Bill information](#)

**Vendor is responsible for attaching any relevant forms to their bid response.**

I agree to comply with Texas Senate & House Bills  I do not agree  
*(Required: Check only one)*

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**Proposal Form  
for Depository Services  
by Lufkin Independent School District**

*(Line excluded from response total)*

**Item Attributes**

**1. Definitions and Instructions**

In this document, the terms “you” and “your” refer to the depository bank, and “we,” “our,” and “us” refer to the district named above.

You must answer all questions in this form and provide it to us as your proposal.

We have the right to reject any proposal. If any part of this proposal or any contract entered into between you and us is invalid, the remainder, at our option, remains in force and is not affected. We have the right to use a sub-depository bank other than the primary bank and those deposits will be collateralized.

**2. Bank Compensation**

We may pay for your services by targeted balances or by fees and change the methodology when appropriate. Please detail any differences in related costs to us with either option.

**3. Compensation Based on a Targeted Balance**

We may choose to pay for your services by maintaining a targeted amount of our funds in the depository. We will maintain balances in the checking accounts to compensate you in full or in part for the services provided. You must provide a monthly account analysis that reflects the earnings credited for these balances.

You may invest any excess collected balance daily as directed by us in an overnight investment that we approve, an interest-bearing account, or a money market mutual fund registered with the Securities and Exchange Commission (SEC) which strives to maintain a \$1 NAV. Please list below the overnight investment and any index upon which the rate will be based.

*Please complete the rate history by month in Attachment A, Bank Historical Rates.*

If any of these rates is based on an index rate (such as the T-Bill auction rate), stipulate how you will use the index to calculate the rate

**4. Compensation Based on Fees**

We may choose to pay for your services on a straight fee basis in which we will not maintain a targeted balance. You will assess fees, and we will pay them in accordance with your proposed fees as listed on Attachment A, Volumes for Pricing Transactions.

**5. Direct Investments**

We reserve the right to purchase, sell, and invest our funds and funds under our control, including bond funds, as authorized by the Texas Government Code, Chapter 2256, Public Funds Investment Act, and in compliance with our investment policy, a copy of which is located at

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1104&code=CDA#localTabContent>

We may choose to invest in time deposits at the depository, but all investments, including certificates of deposit, are bid competitively at the time of purchase.

## 6. Collateral

### Collateral Conditions

You must provide collateral equal to 102 percent of all our time and demand deposits plus accrued interest minus applicable Federal Deposit Insurance Corporation (FDIC) coverage. Collateral will be pledged to us and held in an independent safekeeping institution by a custodian or permitted institution as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act. You will be liable for monitoring and maintaining the collateral and the required margin at all times and will provide an original safekeeping notice and a monthly report of the collateral including at least the security description, par amount, cusip, and market value.

You and we must execute a collateral agreement in accordance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). Provide a sample collateral agreement as Attachment D, Sample Collateral Agreement.

We estimate our maximum anticipated collateral requirement to be \$30,000,000.

If voluntary collateral pooling is legislated during the period of this contract, you and we may consider it and agree to use it under this contract.

### Eligible Collateral

We will accept only approved securities as specified by the TEC, §45.201, as pledged collateral, voluntary pooled collateral (if available) or a Federal Home Loan Bank Letter of Credit.

## 7. Banking Services Fees

Based on the services we require from you, complete the proposed fee schedule, Attachment A, Volumes for Pricing Transactions. All fees which may be charged to supply the services must be included or will not be eligible under the contract. We and you reserve the right to mutually agree upon any change of contract terms or pricing during the contract extension periods.

## 2 Depository Information

Item Notes: Please answer the following questions about your depository bank.

### Item Attributes

#### 1. 1A

State the full name and address of the depository and any parent holding company.

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*(Required: Maximum 4000 characters allowed)*

#### 2. 1B

List all branch locations within our boundary.

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*(Required: Maximum 4000 characters allowed)*

**3. 2**

Provide the annual audited financial statement for the most current fiscal year. This may be in printed form, but we prefer an electronic link to the website. Members of your holding companies must include corporate annual financial statements and your individual call report for the most recent operating quarter. Audited financial statements are required each year of the contract.

If providing a URL, use the field below. If attaching please use the "Depository Information 2" section under the Response Attachments tab.

*(Optional: Enter URL)*

**4. 3**

State your rating from an independent depository rating agency or, if that rating is not available, the rating on your senior and subordinate debt. You must inform us of any change in this rating during the period of the contract within a reasonable period.

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*(Required: Maximum 4000 characters allowed)*

**5. 4-Contact Information**

**Contact Information**

To ensure smooth communication and continuation of services, you must assign a specific account executive and a backup to our account to coordinate services and help solve any problem encountered.

**6. 4A**

Designate a depository officer as a primary contact with us.

Please list their full name and Title.

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*(Required: Maximum 1000 characters allowed)*

**7. 4A Primary Telephone**

Please list the phone number for the primary contact.

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext: \_\_\_\_\_

*(Required)*

**8. 4A Primary Fax**

Please list the Fax number for the primary contact.

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext: \_\_\_\_\_

*(Required)*

**9. 4A Primary Email**

Please list the email address for the primary contact.

*(Required: Email address)*

**10. 4B**

Designate a depository officer as a backup contact with us.

Please list their full name and Title.

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*(Required: Maximum 1000 characters allowed)*

**11. 4B Backup Telephone**

Please list the phone number for the backup contact.

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext: \_\_\_\_\_

*(Required)*

**12. 4B Backup Fax**

Please list the Fax number for the backup contact.

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext: \_\_\_\_\_

*(Required)*

**13. 4B Backup Email**

Please list the email address for the backup contact.

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*(Required: Email address)*

**14. 4C**

If the primary and backup contacts are not available, how do we contact someone in an emergency? After hours?

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*(Required: Maximum 4000 characters allowed)*

**15. 4D**

Describe in detail how you handle problem resolution, customer service, day-to-day contact, and ongoing maintenance for governmental clients. Please be specific about exactly whom we will be calling and working with for the situations described above.

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*(Required: Maximum 4000 characters allowed)*

**16. 5 References**

List references from at least three of your current, comparable governmental clients. Include the length of time under contract and a client contact, title, and telephone number.



**17. 5- First Reference**

Include the length of time under contract and a client contact, title, and telephone number.

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*(Required: Maximum 4000 characters allowed)*

**18. 5- Second Reference**

Include the length of time under contract and a client contact, title, and telephone number.

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*(Required: Maximum 4000 characters allowed)*

**19. 5- Third Reference**

Include the length of time under contract and a client contact, title, and telephone number.

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*(Required: Maximum 4000 characters allowed)*

**20. 6**

Based on the services we require, please provide a proposed timeline for implementing the contract; include the timeline activities and direct responsibilities of both our district and your depository bank during implementation.

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*(Required: Maximum 4000 characters allowed)*

**21. 7- Required Agreements**

Provide a copy of all agreements (including those not directly referenced in this proposal) that will be required under the contract.

Please use "Depository Information 7" in the Response Attachments Tab.

I acknowledge the above

*(Required: Check only one)*

**22. 8**

If we award the contract to you, you must review our then-current district investment policy and certify in writing to that review in accordance with the Public Funds Investment Act verifying that you have sufficient controls in place to avoid transactions not authorized by the policy. We have provided a link to our investment policy on our website.

**23. 9**

We may conduct a pre-award interview on-site at your deposition bank before awarding the contract. Please provide us with a contact name for arranging the pre-award interview.

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*(Required: Maximum 1000 characters allowed)*

**24. 10**

Are you offering any transition or retention incentive to us? If so, please describe it in detail.

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*(Required: Maximum 4000 characters allowed)*

**3**

**Banking Services**

*(Line excluded from response total)*

**4 Automated Cash Management Information**

Item Notes: We are interested in automated balance and detail information and online retention. Minimum automated services must include the following:

- prior-day summary and detail balance reporting on all accounts
- intraday detail and summary balances (on local main and payroll accounts)
- initiation and monitoring of stop payments
- positive pay exception transactions
- initiation and monitoring of internal and wire transfers
- image access
- controlled disbursement presentment totals [optional]

## Item Attributes

### 1. 1A

Fully describe your online service. **List** the system capabilities (for example, balance reporting, wires, positive pay, stop payment, etc.).

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*(Required: Maximum 4000 characters allowed)*

### 2. 1B

a. What is your backup process to report balances and transactions in case the system is not available?

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*(Required: Maximum 4000 characters allowed)*

### 3. 1C

a. When is daily balance information available?

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*(Required: Maximum 1000 characters allowed)*

### 4. 1D

Submit samples of major screens available, or provide web link access to a demonstration module.

If providing a URL, use the field below. If attaching, please use the "Automated Cash Management Information-1D" section under the Response Attachments tab.

*(Optional: Enter URL)*

### 5. 1E

How is an individual security sign-on assigned, and who maintains the security module? How many levels of security are available?

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*(Required: Maximum 4000 characters allowed)*

**6. 1F**

With regard to controlled disbursements:

- What is the cutoff time for disbursements?
- What Federal Reserve location do these accounts clear through?
- How do we have access to this information?

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*(Required: Maximum 4000 characters allowed)*

**5 Deposit Services**

Item Notes: We require standard commercial deposit services for all accounts.

We expect all deposited checks to clear based on your current published availability schedule, but please note any options for expedited availability in your proposal. For all cleared deposits you receive by your established deadline, you must process them for same-day ledger credit. If you fail to credit our accounts in a timely fashion, you must pay interest to us at the then-current effective federal funds rate.

**Item Attributes**

**1. 2A**

What is your daily cutoff time to ensure same-day ledger credit?

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*(Required: Maximum 1000 characters allowed)*

**2. 2B**

Describe how and when you send credit and debit advices to us.

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*(Required: Maximum 4000 characters allowed)*

**3. 2C**

What type of deposit bags do you use or require? Are these available from you?

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*(Required: Maximum 1000 characters allowed)*

**4. 2D**

In what city does item processing occur?

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*(Required: Maximum 1000 characters allowed)*

**5. Remote Deposit**

We utilize remote check deposit for a few high-volume locations during the contract period. These deposits include both consumer and commercial checks.

**6. 2E**

What are your current capabilities in remote check deposit? Describe how checks are processed and cleared. Please state the cutoff time for same-day ledger credit.

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*(Required: Maximum 4000 characters allowed)*

**7. 2F**

Give two comparable references with contact information.

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*(Required: Maximum 4000 characters allowed)*

**8. 2G**

Do you produce a daily balancing report? Provide a sample.

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*(Required: Maximum 4000 characters allowed)*

**9. 2H**

What scanner equipment is required to operate the system? Is this equipment available through your depository bank for purchase or lease? Please list the equipment required along with its cost.

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*(Required: Maximum 4000 characters allowed)*

**6 Standard Disbursing Services**

*(Line excluded from response total)*

Item Notes: We are interested in standard disbursing services for designated accounts.

**Item Attributes**

**1. 3A**

Do you image all paid checks, deposit items and deposit slips?

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*(Required: Maximum 1000 characters allowed)*

**2. 3B**

Are check and deposit images available online? When? Are reports downloadable?

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*(Required: Maximum 4000 characters allowed)*

**3. 3C**

How long do you maintain check and deposit images online?

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*(Required: Maximum 4000 characters allowed)*

**4. 3D**

Do you pay all our checks without charge upon presentation?

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*(Required: Maximum 4000 characters allowed)*

**7 Positive Pay**

*(Line excluded from response total)*

Item Notes: We require positive pay services for designated accounts on which checks are written. The positive pay process should be fully automated and web-based. We will transmit check information electronically to you on each check run and as we create checks manually.

## Item Attributes

### 1. 4A

Describe the data transmission and transfer requirements for automated and manual checks.

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*(Required: Maximum 4000 characters allowed)*

### 2. 4B

Is input available online for manual checks? If it is not available online, how do we transmit information on individual manual checks to you?

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*(Required: Maximum 4000 characters allowed)*

### 3. 4C

How can we change or delete check records, if necessary?

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*(Required: Maximum 4000 characters allowed)*

### 4. 4D

How do you notify us of a positive pay exception?

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*(Required: Maximum 4000 characters allowed)*

**5. 4E**

When do you report exception information to us? When is the deadline for our exception elections? Are images of exceptions available?

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*(Required: Maximum 4000 characters allowed)*

**6. 4F**

Are all checks, including those received by the tellers and vault, verified against the positive pay file before processing? How often do you update teller information?

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*(Required: Maximum 4000 characters allowed)*

**7. 4G**

Do you offer payee positive pay?

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*(Required: Maximum 1000 characters allowed)*

**8. 4H**

Please provide a copy of your file layout format.

Please use the "Positive Pay- 4H" section under the Response Attachments tab.

I acknowledge the above

*(Required: Check only one)*

**8 Account Reconciliation**

*(Line excluded from response total)*

Item Notes: We anticipate using partial or full reconciliation services on all accounts in concert with positive pay, depending on cost effectiveness.

**Item Attributes**

**1. 5A**

Describe the partial and full reconciliation processes.

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*(Required: Maximum 4000 characters allowed)*



**2. 5B**

With what format(s) does your system interface? What record formats are required? How do you send reconciled data to us or is it downloadable?

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*(Required: Maximum 4000 characters allowed)*

**3. 5C**

Please provide references of customers who use Skyward as their ERP?

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*(Required: Maximum 4000 characters allowed)*

**4. 5D**

Specify all reporting alternatives.

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*(Required: Maximum 4000 characters allowed)*

**5. 5E**

Are reports available online? How long are reports maintained online?

Provide a sample copy of reports.

Please use the "Account Reconciliation-5E" section under the Response Attachments tab.

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*(Required: Maximum 4000 characters allowed)*

**9 Funds Transfer and Wire Services**

*(Line excluded from response total)*

Item Notes: Incoming wire transfers must receive immediate same-day collected credit. Wire initiation should be available online. We require that wires be released the same business day if information is provided by the established deadline.

## Item Attributes

### 1. 6A

Describe the process of online wire initiation. What backup process is available for the online process in case the system is unavailable?

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*(Required: Maximum 4000 characters allowed)*

### 2. 6B

Is any paper transaction required for transfers or wires as follow-up?

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*(Required: Maximum 4000 characters allowed)*

### 3. 6C

How and when will you notify us of incoming wires? Online? Email?

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*(Required: Maximum 4000 characters allowed)*

### 4. 6D

Is future dating available for both repetitive and non-repetitive wires and transfers? How far in advance?

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*(Required: Maximum 4000 characters allowed)*

**5. 6E**

What is the deadline for initiation:

- by telephone?
- online?

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*(Required: Maximum 4000 characters allowed)*

**6. 6F**

Are templates and template storage available?

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*(Required: Maximum 4000 characters allowed)*

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**Optical Imaging**

*(Line excluded from response total)*

Item Notes: We require optical images that are downloadable on all accounts.

**Item Attributes**

**1. 7A**

a. What items and reports are available online (checks, statements, deposit slips, deposited items, etc.? How long are each available? We do not want paper statements but want to download statements online.

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*(Required: Maximum 4000 characters allowed)*

**2. 7B**

When and for how long are statements and account analyses available online?

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*(Required: Maximum 4000 characters allowed)*

**1 Automated Clearinghouse (ACH) Services**

**1** *(Line excluded from response total)*

Item Notes: We require ACH transactions for payable and receivable transactions. We require a pre-notification (pre-note) on all new transactions.

**Item Attributes**

**1. 8A**

Describe the transmission alternatives for individual ACH transactions. Can we initiate individual ACH transactions online?

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*(Required: Maximum 4000 characters allowed)*

**2. 8B**

What filters and blocks are available on our accounts for ACH transactions?

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*(Required: Maximum 4000 characters allowed)*

**3. 8C**

Are ACH addenda shown in their entirety online and in reports?

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*(Required: Maximum 4000 characters allowed)*

**4. 8D**

What is your policy on pre-notification? Is the pre-note charged as a standard ACH transaction?

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*(Required: Maximum 4000 characters allowed)*

**5. 8E**

What is the deadline for transmission (hour and day) for a payroll to credit employee accounts on a Friday?

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*(Required: Maximum 4000 characters allowed)*

**6. 8F**

Is ACH positive pay available?

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*(Required: Maximum 4000 characters allowed)*

**7. 8G**

Does ACH debit the account on the day of initiation or settlement?

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*(Required: Maximum 4000 characters allowed)*

**1 Safekeeping Services**

**2** *(Line excluded from response total)*

Item Notes: We may require you or another eligible offeror to provide book-entry safekeeping services for any securities we own. We will make all our investments and transmit instructions for clearing and safekeeping to you in writing or electronically.

All securities must be cleared on a delivery versus payment (DVP) basis. Ownership must be documented by original clearing confirmations, and safekeeping of receipts must be provided within one business day of the transaction. Funds for investments must be drawn from our designated demand deposit account. All principal and interest payments, coupon payments, and maturities must receive automated same-day collected credit on our designated account without requiring any additional action by us.

If you use a correspondent bank for safekeeping our securities, the transactions must be handled through your systems and must not require additional interaction by us with the correspondent bank. No delay in transactions, wires, or flow of funds is acceptable under a correspondent relationship.

## Item Attributes

### 1. 9A

Are you a member of either the Federal Reserve or a Federal Home Loan Bank? If not, name the correspondent depository you would use for clearing and safekeeping. Describe any safekeeping arrangement proposed with a correspondent depository including processing requirements by us.

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*(Required: Maximum 4000 characters allowed)*

### 2. 9B

Are security transactions available online for either originating or monitoring?

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*(Required: Maximum 4000 characters allowed)*

### 3. 9C

What is the deadline for settlement instructions on a cash (same-day) settlement? Would we incur any charge for late instructions?

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*(Required: Maximum 4000 characters allowed)*

### 4. Time Deposits

We may choose to purchase time deposits from you, but all time deposits will be competitively bid at the time of purchase.

1  
3

**Collateral Requirements**

*(Line excluded from response total)*

Item Notes: You must meet all the requirements, including those beyond the Public Funds Collateral Act, as stated below. The proposal must state that you agree to the following terms and conditions:

- All collateral pledged to us must be held by a custodian or permitted institution as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act. [CC1] We, you, and the safekeeping bank must execute a triparty safekeeping agreement for custody of pledged securities in full compliance with the FIRREA requiring a depository resolution. (Or completion of Circular 7 if a Federal Reserve bank is acting as custodian. Even if a Federal Reserve bank is used, you and we must still execute a depository agreement.)
- All time and demand deposits above FDIC coverage must be collateralized at a minimum of 102 percent of principal plus accrued interest at all times (110 percent on mortgage-backed securities).
- You are contractually liable for continuously monitoring and maintaining collateral at our required margin levels.
- The custodian must provide evidence of pledged collateral by sending original safekeeping receipts or a report directly to us within one business day of receipt.
- We must receive a monthly report of collateral pledged including description, par, market value, and cusip, at a minimum.
- We must grant substitution rights if you obtain our prior approval and if substituting securities are received before previously pledged securities are removed from safekeeping.

Authorized collateral includes only approved securities as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act and noted above.

**Item Attributes**

**1. 10**

Describe the type of collateral you are proposing.

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*(Required: Maximum 4000 characters allowed)*

**2. 10A**

Do you propose any collateral charges? If so, under what conditions are they charged, and how is the charge applied?

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*(Required: Maximum 4000 characters allowed)*

**3. 10B**

What is your deadline for requesting collateral in excess of existing requirements?

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*(Required: Maximum 4000 characters allowed)*

**1  
4**

**Account Analysis**

*(Line excluded from response total)*

Item Notes: You should provide monthly **online** account analysis reports for each account and on a consolidated account basis.

**Item Attributes**

**1. 11A**

When is the account analysis available each month?

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*(Required: Maximum 4000 characters allowed)*

**2. 11B**

a. How long will it take you to correct any billing errors on the account analysis?

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*(Required: Maximum 4000 characters allowed)*

**1  
5**

**Monthly Statements**

*(Line excluded from response total)*

Item Notes: You must provide monthly **online** account statements on all accounts with complete supporting documentation.



**Item Attributes**

**1. 12A**

State when monthly statements will be available each month online.

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*(Required: Maximum 4000 characters allowed)*

**2. 12B**

How long are statements available online?

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*(Required: Maximum 4000 characters allowed)*

**1** **Overdrafts**

**6** *(Line excluded from response total)*

**Item Attributes**

**1. 13A**

Are all accounts aggregated for overdraft calculation purposes?

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*(Required: Maximum 4000 characters allowed)*

**2. 13B**

State the rate basis for intraday and interday overdrafts.

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*(Required: Maximum 4000 characters allowed)*

**3. 13C**

What is the policy for daylight overdrafts?

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*(Required: Maximum 4000 characters allowed)*

**1  
7**

**Stop Payments**

*(Line excluded from response total)*

Item Notes: We desire an automated stop payment process.

**Item Attributes**

**1. 14A**

What are the time period options available for stop payments?

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*(Required: Maximum 4000 characters allowed)*

**2. 14B**

What are the options for extended stop payment periods? How are they extended?

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*(Required: Maximum 4000 characters allowed)*

**3. 14C**

What is the cutoff hour for same-day action on stop payments?

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*(Required: Maximum 4000 characters allowed)*

**4. 14D**

Can we initiate stop payment orders online? If so, do you require any paper follow-up document?

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*(Required: Maximum 4000 characters allowed)*

**5. 14E**

What information on current and expiring stop payments is available online?

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*(Required: Maximum 4000 characters allowed)*

**1  
8**

**Customer Service**

*(Line excluded from response total)*

**Item Attributes**

**1. 15A**

Do you offer customer services in languages other than English?

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*(Required: Maximum 4000 characters allowed)*

**2. 15B**

What languages are offered?

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*(Required: Maximum 4000 characters allowed)*

**1  
9**

**Service Enhancements**

*(Line excluded from response total)*

**Item Attributes**

**1. 16**

Based on the information you provide in the proposal and your knowledge of the public sector, please describe any services or technological enhancements, not previously mentioned, that we should consider to manage our treasury operations more effectively.

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*(Required: Maximum 4000 characters allowed)*

**2  
0**

**Other Services**

*(Line excluded from response total)*

**2  
1**

**Nonsufficient Funds (NSF) Checks Re-presented as ACH (Re-presented Check [RCK] Entry)**

*(Line excluded from response total)*

**Item Attributes**

**1. 1**

We utilize a third-party service that collects NSF checks re-presented as ACH. Do you accept this form of re-presentation?

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*(Required: Maximum 4000 characters allowed)*

**2 Payroll Cards or Debit Cards**

**2** *(Line excluded from response total)*

Item Notes: We utilize the use of stored-value cards (payroll cards or debit cards) as a payroll option for employees. Cardholders should be able to use the cards as debit cards for purchases at point of sale as well as for cash withdrawals at financial institutions and automated teller machines.

The purchasing ability of the cards must be limited to the stored value of the card. We may choose not to pay access fees for the employees issued the stored-value cards.

We will be responsible for any marketing of the program and have total discretion on the distribution of the cards. We will enroll the employees. You must provide cardholders with all processing and transaction information and reports. We expect the following services from you, at a minimum:

- embossing, encoding, and distributing standard cards as directed by us
- providing paper and electronic statements to cardholders
- administering accounts, including maintenance of accounts, application of funds, authorization of transactions, and related tracking
- customer service functions

**Item Attributes**

**1. 2A**

Do you currently provide this service? If so, how long has it been available?

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*(Required: Maximum 4000 characters allowed)*

**2. 2B**

How many institutions and end customers use the service? Provide three comparable references for the service.

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*(Required: Maximum 4000 characters allowed)*

**3. 2C**

Which program (authorization marks) does your program use? (Visa, MasterCard, etc.)

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*(Required: Maximum 4000 characters allowed)*

**4. 2D**

Describe the enrollment process. Is enrollment batched and web-based?

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*(Required: Maximum 4000 characters allowed)*

**5. 2E**

Describe the manner in which funds will be made available to the cardholders.

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*(Required: Maximum 4000 characters allowed)*

**6. 2F**

What are the inactivity levels for the program? Do these generate additional fees? Describe any other potential fees.

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*(Required: Maximum 4000 characters allowed)*

**7. 2G**

Are all funding transmissions by standard ACH? Describe the data transmission requirements and deadlines.

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*(Required: Maximum 4000 characters allowed)*

2  
3

**Check Printing**

*(Line excluded from response total)*

**Item Attributes**

**1. 3A**

Do you offer check printing services? Describe?

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*(Required: Maximum 4000 characters allowed)*

**2. 3B**

What is the deadline for same-day and next day printing?

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*(Required: Maximum 4000 characters allowed)*

**3. 3C**

Where are checks printed and sent from?

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*(Required: Maximum 4000 characters allowed)*

2  
4

**Smart Safes**

*(Line excluded from response total)*

**Item Attributes**

**1. 4A**

Do you offer smart safes? Describe.

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*(Required: Maximum 4000 characters allowed)*

**2. 4B**

From our deposit history is this cost effective?

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*(Required: Maximum 4000 characters allowed)*

**Schedules and Attachments**

*(Line excluded from response total)*

Item Notes: We provide the following:

- copy of our audited financial statements is located at: [https://www.lufkinisd.org/departments/financial services/financial reports](https://www.lufkinisd.org/departments/financial%20services/financial%20reports)
- Transactions (filled in with volumes) Attachment B, District's Current Account Structure
- Copy of our District Investment Policy is located at: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1104&code=CDA#localTabContent>

You must include the following information with the proposal:

- copy of your audited financial statements [or link to website]
- corporate audited financial statements and the individual depository's call report (for members of your holding companies) [or link to website]
- Uniform Bank Performance Report Reference
- Attachment A, Volumes for Pricing Transactions (filled in with rates)
- Sample Account Analysis Statement
- Attachment D, Sample Collateral Agreement
- any service agreements (including those not directly referenced in this proposal) that must be executed under the contract (if applicable)
- screen shots of major pages within your automated cash management system, or online web demo access (if applicable)
- sample daily balancing report for remote deposit (if applicable)
- sample account reconciliation reports (if applicable)
- Responses for the following are recorded in the Attributes section of this electronic RFP.
  - ◊ Felony Conviction Notification
  - ◊ Debarment or Suspension Certification Form
  - ◊ Texas Senate and House Bill Acknowledgements
  - ◊ SB9 Form
  - ◊ 1295 Form



## Acknowledgements

Item Notes: You confirm that you will not charge interest earned on the account analysis.

If awarded the contract, you must review our then-current district investment policy and certify in writing to that review in accordance with the Public Funds Investment Act verifying that you have sufficient controls in place to avoid transactions not authorized by the policy.

You accept the investment options and/or collateral conditions as specified in our investment policy.

By submitting this proposal, you acknowledge that you agree with and accept all specifications in the proposal except as you expressly qualified in the proposal.

### Item Attributes

#### 1. Bank

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*(Required: Maximum 1000 characters allowed)*

#### 2. Address

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*(Required: Maximum 1000 characters allowed)*

#### 3. City, State, Zip

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*(Required: Maximum 1000 characters allowed)*

#### 4. Phone Number

ext:

*(Required)*

#### 5. Fax Number

ext:

*(Required)*

#### 6. Email Address

*(Required: Email address)*

#### 7. Typed Name

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*(Required: Maximum 1000 characters allowed)*

**8. Date**

*(Required)*



# Lufkin Independent School District

## 2025-2026 School Calendar

### July 2025

4: July 4th Holiday  
 30: New Teacher Orientation  
 31: Staff Development

### August 2025

1, 4, 5: Staff Development/Work Days  
 6: First Day of Instruction

### September 2025

1: Student & Staff Holiday - Labor Day  
 15: Student Holiday/Staff Development

### October 2025

6-10: Student & Staff Holiday  
 13: Student Holiday/Staff Development

### November 2025

21: Early Dismissal-Students & Staff  
 24-28: Thanksgiving Holidays

### December 2025

19: Early Dismissal-Students & Staff  
 22-31: Christmas Holidays

### January 2026

1-2: Student & Staff Holiday  
 5-6: Student Holiday/Staff Development  
 19: Student & Staff Holiday - MLK Holiday

### February 2026

12-13: Student & Staff Holiday  
 16: Student Holiday/Staff Development

### March 2026

6: Early Dismissal-Students & Staff  
 9-13: Spring Break

### April 2026

3: Bad Weather Make-up Day

### May 2026

20: Last Day of School/Early Dismissal  
 21: LHS Graduation  
 21-22: Staff Development  
 25: Memorial Day Holiday

S M T W T F S

### July 2025

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### August 2025

					1	2
3	4	5	<6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September 2025

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October 2025

			1	2	3	4
5	6	7	8	9	10	11
12	13	{14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November 2024

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December 2025

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	>20
21	22	23	24	25	26	27
28	29	30	31			

S M T W T F S

### January 2026

				1	2	3
4	5	6	<7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### February 2026

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### March 2026

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	{16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April 2026

				1	2	3	4
5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28
29	30	31					

### May 2026

						1	2
3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18
19	20	>21	22	23	24	25	26
27	28	29	30	31			

### June 2026

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Student & Staff Holiday
- Student Holiday/Staff Development
- Early Dismissal
- Nine Week Period
- Semester Begin/End
- New Teacher Orientation
- Bad Weather Make-up Day

1st Nine Week Period  
41

2nd Nine Week Period  
44

3rd Nine Week Period  
39

4th Nine Week Period  
47

**171 Total Days**

# Lufkin Independent School District 2026-2027 School Calendar

## July 2026

4: July 4th Holiday  
29: New Teacher Orientation  
30-31: Staff Development

## August 2026

3-4: Staff Development/Work Days  
5: First Day of Instruction

## September 2026

7: Student & Staff Holiday - Labor Day  
21: Student Holiday/Staff Development

## October 2026

5-9: Student & Staff Holiday  
12: Student Holiday/Staff Development

## November 2026

20: Early Dismissal-Students & Staff  
23-27: Thanksgiving Holidays

## December 2026

18: Early Dismissal-Students & Staff  
21-31: Christmas Holidays

## January 2027

1: Student & Staff Holiday  
4-5: Student Holiday/Staff Development  
18: Student & Staff Holiday - MLK Holiday

## February 2027

11-12: Student & Staff Holiday  
15: Student Holiday/Staff Development

## March 2027

5: Early Dismissal-Students & Staff  
8-12: Spring Break  
26: Bad Weather Make-up Day

## May 2027

19: Last Day of School/Early Dismissal  
20: LHS Graduation  
20-21: Staff Development  
31: Memorial Day Holiday

S M T W T F S

## July 2026

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August 2026

						1
2	3	4	{5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September 2026

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

## October 2026

				1	2	3
4	5	6	7	8	9	10
11	12	{13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November 2026

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December 2026

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

S M T W T F S

## January 2027

						1	2
3	4	5	{6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

## February 2027

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## March 2027

					5	6
7	8	9	10	11	12	13
14	{15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2027

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May 2027

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

## June 2027

				1	2	3	4	5
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

Student & Staff Holiday

Student Holiday/Staff Development

Early Dismissal

{ } Nine Week Period

< > Semester Begin/End

New Teacher Orientation

Bad Weather Make-up Day

1st Nine Week Period  
41

2nd Nine Week Period  
44

3rd Nine Week Period  
39

4th Nine Week Period  
47

171 Total Days