1. Is the District currently using Controlled Disbursement accounts?

   No.

2. Purchasing Cards
   a. What is the projected number of cards issued?
   b. What is the average ticket size?
   c. What is the estimated monthly spend?
   d. Are you using credit cards today? If yes, please describe how cards are being used.

   Currently, we only have about five business credit cards. We may consider using purchasing cards sometime in the future, but the projected number of cards is unknown at the moment.

3. Do you require special instructions for returned items?

   No.

4. Daily Deposit
   a. What is the average amount of cash deposited monthly?
   b. What is the average number of checks deposited monthly?

   Average monthly deposits are approximately $758,000 with about 90% checks and 10% cash.

5. Currency Ordered
   a. On average, how much currency does the District order monthly?
   b. On average, how much coin does the District order monthly?
   c. How many change orders does the District request per month?

   Currency is ordered five times a year, all during the fall and all cash (no coins).

6. What’s the average balance maintained in the Sweep Account?

   Zero.

7. Pay Cards
   a. What is the projected number of cards issue? Projected approximately 1,086
   b. What is the average funding per card? Projected approximately 2,561
   c. What is the frequency for funding the cards? Bi-weekly and monthly payrolls
   d. Will the District require cards to be Co-branded? Unknown at the moment

8. Could the District provide a copy of the account analysis statement to confirm transaction volumes?

   Transaction volumes based on estimated average over 12 months.
Attached is a copy of our most recent account analysis statement.

9. Does the Attachment A provide accurate volumes for the District?

   Estimated average over 12 months.

10. The Proposal Submission criteria states that the bank must submit three complete paper copies of each proposal. But then it also states that bank must submit the proposal in both paper and electronic form. Is the proposal required to be submitted in electronic form, and if so, what is the preferred electronic medium?

   Electronic form-PDF  
   Electronic medium-Flash Drive or CD-rom

11. Is the ISD currently using a remote deposit capture service or are checks deposited at the local branch?

   Deposits made at the local bank branch.

12. How many checks are deposited on a monthly basis?

   Average monthly deposits are approximately $758,000 with about 90% checks and 10% cash.

13. How much cash does the ISD deposit on a monthly basis?

   Average monthly deposits are approximately $758,000 with about 90% checks and 10% cash.

14. Does the ISD order cash? If so, how frequently and how much?

   Currency is ordered five times a year, all during the fall and all cash (no coins).

15. Will the ISD provide a copy of their most recent account analysis statement?

   Attached is a copy of our most recent account analysis statement.

16. Does the ISD use any fraud prevention services (i.e. Positive Pay and/or ACH Debit Block)?

   Positive Pay.

17. Does the ISD currently use Vault or Smart Safe?

   No.

18. How would the District prefer to pay for depository services, by targeted balances or by fees?

   Fees.
19. How is the District paying for its depository services currently, by targeted balances or by fees?

   Fees.

20. Would having noninterest bearing accounts will remove bidders from being considered?

   Interest bearing accounts are strongly preferred.

21. Would the District provide a copy of its recent Analysis Statement?

   Attached is a copy of our most recent account analysis statement.

22. Are you currently earning both an ECR and Interest on all of your interest-bearing accounts?

   No ECR.

23. Can you provide us an average monthly fee that you are currently paying for each account?

   Most recent account analysis fee was $375.15.

24. Regarding Standard Disbursing Services, you ask if the bidder pays all of your checks without charge upon presentment.
   a. Approximately how many checks per month do you anticipate will be presented?
   b. How many payroll checks to you write per month?

   Average approximately 1,086 manual payroll checks per month.

25. Where does the District hold its cash that is not in deposit with its current depository?

   Investments pools, CD’s, and other investment tools.

26. How much cash does the District keep in balances with institutions other than its depository?

   Varies throughout the year as cash flows increase midyear.

27. Should the bidder expect the Districts balances to remain consistent with the average balances stated in the RFP throughout the entire contract term?

   Yes.

28. The RFP states that Highland Park is not currently accepting cards, but has expressed an interest to accept for various activities. Please answer the following questions regarding the use of our Merchant Services product:
   a. In which areas/activities are you considering accepting credit cards?   Travel
   b. Can you provide an average ticket amount for these areas?   Varies by campus/dept.
29. Regarding the District's potential use of Purchasing Cards, please answer the following questions:
   a. What was the total dollar amount that the District spent in low-dollar expenditure in 2016, low-dollar defined as expenditures with a transaction amount of $5000 or less.

   For the calendar year 2016, total amount of “low-dollar expenditures” was $6,715,989.

   b. Related to the question above, what was the total number of payments made in 2016 for low-dollar expenditures, low-dollar expenditures defined as payments with an amount of $5000 or less.

   For the calendar year 2016, total number of “low-dollar expenditures” was 12,680.