

**CITRUS LEVY MARION REGIONAL  
WORKFORCE DEVELOPMENT BOARD, INC.  
DBA CAREERSOURCE CITRUS LEVY  
MARION**

**REQUEST FOR PROPOSALS:**

**Professional Banking Services**

**Release Date: September 9, 2019**

**PROPOSALS DUE – 4:00 P.M.,  
Friday, October 11, 2019**

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## REQUEST FOR PROPOSAL AND STATEMENT OF QUALIFICATIONS FOR BANKING SERVICES

### I. Banking Services Solicitation

CareerSource Citrus Levy Marion is releasing this Request for Proposals (RFP) with intent to secure professional banking services designed for government entities and non-profit agencies.

### II. Procurement Information

- A. The Citrus Levy Marion Regional Workforce Development Board, Inc. dba CareerSource Citrus Levy Marion (CSCLM), located in Ocala, Florida, will accept proposals with Statements of Services from professional financial Institutions for banking services. **Interested firms should submit their proposal in hardcopy form per the guidelines in section VII no later than 4:00pm on Friday, October 11, 2019.**
- B. Technical information regarding this request may be obtained from Susan Heller (352) 873-7939 ext. 1207, [sheller@careersourceclm.com](mailto:sheller@careersourceclm.com).
- C. The proposals will be evaluated by the CSCLM Executive Committee. The three highest rated institutions may be invited to make oral presentations. The Executive Committee will evaluate the institutions and make a final selection. Final selection will be made upon the approval by the Board of Directors after Committee selections.
- D. Both the Committee and Board reserve the right to reject any or all proposals and to select the institution which, in their judgment, best meets the needs of CareerSource Citrus Levy Marion.
- E. The tentative schedule for selection and award is shown in Appendix 1.
- F. The selection process contemplated by this request for proposals will result in the selection of a financial institution to provide banking services to CareerSource Citrus Levy Marion to include general business rules, financial processes and technology capabilities.
- G. All funding relevant to this Request for Proposals is funded 100% by funds received from the Department of Labor.

### III. Statement of Organizational Purpose

The purpose of CareerSource Citrus Levy Marion is to establish programs to prepare youth, unskilled/economically disadvantaged adults, dislocated workers, employed workers, and long term unemployed individuals for entry into the labor force and to afford job training to those individuals facing serious barriers to

employment, and who are in special need of assistance to obtain productive employment. These efforts are executed using funds allocated through Florida's Department of Economic Opportunity from the Department of Labor.

IV. Services Sought:

- Provide an operating account with optimum interest rate
- Provide a line of credit with competitive interest rate
- Provide corporate credit cards
- Recommend other available services applicable to the purpose mentioned above such as ACH, Positive Pay, account transfers, stop payments, and account alerts

Other Required Information:

- A breakdown of interest rates by each type of service offered
- A breakdown of fees related to each type of service offered
- Details of fees and interests as they pertain to account balance thresholds

V. Period of Performance:

Use of services will begin on December 1, 2019 and will be evaluated on an annual basis which coincides with our fiscal year which runs from July 1 to June 30.

VI. Evaluation Criteria:

The Following will be used to evaluate the responses to this RFP:

1. The highest return on investment
2. The most competitive fees
3. Professional abilities of the organization

VII. Submissions and Review

Responses to this RFP should be addressed and mailed to:

**CareerSource Citrus Levy Marion**  
**ATTN: Dale French**  
**3003 SW College Road - Suite 205**  
**Ocala, FL 34474**

Submissions must contain Three (3) original hardcopies and One (1) electronic copy. Submissions are due no later than 4:00pm on Friday, October 11, 2019 at the address

stated above. Any responses received after 4:00pm will not be opened and will not be considered.

#### Review and Selection Information

1. This solicitation does NOT bind Citrus Levy Marion Regional Workforce Development Board to select any respondent. At its sole discretion, Citrus Levy Marion Regional Workforce Development Board may reject all responses.
2. Citrus Levy Marion Regional Workforce Development Board is not responsible for any costs associated with responding to this solicitation. Any respondent does so at their own expense.
3. The decision to select any provider will be made after a review of all information and facts submitted in response to this RFP. A decision will be made with interest yield potential and associated fees in consideration. This is a bid for banking services; therefore, the cost must be weighed against the professional abilities of the organization, and not take precedence over those characteristics.

#### VIII. Protest Procedures

Parties wishing to protest the recommendations of the Executive Committee should file a written protest within three business days of the Committee's action. Such protest should include the basis of the protest and any other pertinent material the party wishes to have considered as justification for its protest.

Letters of protest should be addressed to:

Rachel Riley, Chair  
CareerSource Citrus Levy Marion  
c/o CareerSource Citrus Levy Marion  
3003 SW College Road, Suite 205  
Ocala, FL 34474

Upon receipt of a protest, the Chairman will convene a meeting to hear the protest. The Chair will notify all parties involved in the protest of the time and place of the hearing. Any affected party will present, in writing at the time of filing a protest, a detailed response regarding the protest for consideration by the Board.

**CareerSource Citrus Levy Marion and CareerSource North Florida are Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request to individuals with disabilities using TTY/TDD equipment via the Florida Relay Service at 711. A proud member of the American Job Center Network.**

## Appendix 1

### Tentative Schedule for Selection

Release RFP on Monday, September 9, 2019

Proposals are due no later than Friday, October 11, 2019 at 4:00pm

Executive Committee Review by Wednesday, October 23, 2019

Services to begin December 1, 2019