

# CITY OF SIMPSONVILLE, SOUTH CAROLINA

## REQUEST FOR PROPOSALS (RFP SCH 2026-01)

### MUNICIPAL BANKING SERVICES

**RFP No.:** RFP SCH 2026-01

**Issue Date:** April 28, 2026

**Proposal Due Date and Time:** May 28, 2026 – 12:00pm

**Submission Location:** Simpsonville City Hall, 425 E. Curtis Street, Simpsonville, SC 29681

**Direct Inquiries by Email to the City of Simpsonville Finance Director:** Maria Tooley, [MTtooley@simpsonville.com](mailto:MTtooley@simpsonville.com)

**City Procurement Contact:** Russ Orr, [ROrr@simpsonville.com](mailto:ROrr@simpsonville.com)

Proposals will be opened at Simpsonville City Hall Council Chambers on the same day.

## 1. GENERAL INFORMATION

### 1.1 Purpose

The City of Simpsonville ("City") invites sealed proposals from qualified financial institutions to provide comprehensive municipal banking and treasury management services.

### 1.2 Official Communications and Addenda

Oral explanations or instructions by City personnel are not binding. Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Offerors are responsible for monitoring and acknowledging all addenda.

### 1.3 Procurement Schedule

1. Issue Date: April 28, 2026
2. Deadline for Written Questions: May 21, 2026
3. Proposal Due Date: May 28, 2026 – 12:00pm
4. Interviews/Presentations (if conducted): June 8, 2026
5. Notice of Intent to Award (anticipated): June 29, 2026
6. Contract Execution (anticipated): June 30, 2026
7. Implementation/Go-Live (anticipated): July 1, 2026

The City reserves the right to modify the schedule.

### 1.4 Minimum Offeror Qualifications

- Have at least five (5) years of experience providing comparable services to municipalities or similarly situated public entities.

- Be duly chartered, licensed, and authorized to conduct banking business in South Carolina.

### **1.5 Required Local Service Radius**

Offeror must maintain at least one full-service branch within 20 miles of Simpsonville City Hall and demonstrate the ability to provide prompt, in-person municipal support services.

### **1.6 Insurance and Regulatory Standing**

Offerors shall provide evidence of insurance customarily maintained for banking operations and service delivery. The successful offeror shall provide current certificates of insurance at award. Offerors shall also provide evidence of current good standing with applicable regulators.

### **1.7 Ownership of Proposals**

All proposals and supporting materials submitted in response to this RFP become property of the City.

### **1.8 Proposal Validity**

Proposals shall remain firm for ninety (90) calendar days after the proposal due date.

## **2. ADMINISTRATIVE TERMS**

### **2.1 Reservation of Rights**

The City reserves the right to reject any or all proposals; waive minor irregularities; request clarification or supplemental information; conduct discussions/interviews; request best and final offers (BAFO); negotiate final terms with the highest-ranked offeror; and award in whole or in part, in the City's best interest and consistent with applicable law.

### **2.2 Basis of Award**

Award will be made to the responsive and responsible offeror whose proposal is determined most advantageous to the City based on the evaluation criteria set forth in this RFP.

### **2.3 Non-Collusion / Ethical Conduct**

By submitting a proposal, offeror certifies that it has complied with all applicable ethics laws and that no City official, employee, or representative has been offered or provided improper compensation connected to this procurement.

### **2.4 Warranty Against Contingent Fees**

Offeror warrants that no person or agency has been employed to secure this contract for a contingent fee, except bona fide employees or established commercial selling agencies maintained by offeror.

## **2.5 Non-Appropriation**

Any contract resulting from this RFP shall be subject to annual appropriation by Simpsonville City Council. In the event of non-appropriation, the City may terminate the contract without penalty upon written notice, subject to payment for services properly rendered through the effective date of termination.

## **2.6 Assignment**

No assignment or transfer of contract rights or obligations is permitted without prior written consent of the City Administrator or designee.

## **2.7 Contract Administration**

The City Administrator or designee will administer the contract and enforce contract terms.

## **2.8 Contract Formation**

No contractual obligation exists until a written agreement is fully executed by authorized representatives of both parties and approved in accordance with City procedures.

## **2.9 Contract Amendments**

No modification is valid unless in writing and signed by authorized representatives of both parties.

## **2.10 Default and Remedies**

If contractor fails to perform in accordance with contract terms, the City may terminate for default and pursue all remedies available under contract and law.

## **2.11 Proprietary Information / FOIA**

Offerors claiming confidentiality under the South Carolina Freedom of Information Act must clearly identify each specific portion claimed exempt and provide legal basis for each claim. Blanket confidentiality designations are disfavored.

## **2.12 Proposal Costs**

Offerors are solely responsible for all costs incurred in preparing and submitting proposals.

# **3. SCOPE OF SERVICES**

## **3.1 Contract Term**

The City intends to award a contract for an initial term of five (5) years, with one optional extension term of up to five (5) years, subject to satisfactory performance, mutual agreement, and legal approval.

### **3.2 Service Objectives**

The City seeks a financial institution that can provide reliable, secure municipal banking operations; robust treasury technology and reporting; strong fraud controls and cybersecurity posture; dedicated public-sector relationship support; and a competitive fees and earnings structure.

### **3.3 Current Activity Profile (To Be Completed by City Before Release)**

Offerors shall price and structure services based on City activity levels. City will provide the final profile before issuance, including annual deposit volume, number of accounts, monthly checks, deposits, ACH/wires, payroll ACH volume, and other relevant transaction metrics.

### **3.4 Required Banking and Treasury Services**

#### **A. Account Structure and Collateralization**

- Recommended account architecture for City operations
- Interest-bearing options and earnings methodology
- Compliance with public fund collateralization requirements for balances exceeding FDIC limits
- Collateral reporting and verification process

#### **B. Wire Services**

- Online wire initiation and monitoring
- Templates for recurring/repetitive wires
- Future-dated wires
- Cutoff times and processing windows
- Security controls, including dual controls and approvals

#### **C. ACH Services**

- ACH origination and receipt capabilities
- ACH upload/API/interface options
- ACH filters/blocks and fraud controls
- Prenote policy and fees
- Exception and return handling

#### **D. Deposits and Collections**

- Branch/vault/teller deposit options and cutoff times
- Deposit discrepancy and reconciliation handling
- Returned/re-cleared item processing
- Availability of funds policy

#### **E. Remote Deposit Capture (RDC)**

- Scanner/software options and costs
- Same-day credit deadlines
- Document retention and image retrieval
- Liability for fraudulent/duplicate items

#### **F. Courier/Transport Services**

- Availability of daily or scheduled courier services for locations unable to deposit remotely

#### **G. Online Banking and Treasury Portal**

- Daily balance reporting (summary/detail)
- Check detail and image access
- ACH/wire reporting with addenda
- Intraday reporting availability
- Download formats (CSV, Excel, PDF, BAI2 or equivalent)
- Alerts, user entitlements, dual authorization, audit logs

#### **H. Electronic Records and Archiving**

- Statements/check images/document archive options
- Retention periods
- Search/export functionality

#### **I. Reconciliation Services**

- Monthly statement and paid-item reporting capabilities
- Reconciliation support tools and timing

#### **J. Positive Pay / Payee Positive Pay**

- Transmission methods and cutoffs
- Exception workflows and decision windows
- Fraud mitigation controls

#### **K. Stop Payment**

- Online initiation/renewal
- Duration and renewal handling
- Confirmation/audit trail

#### **L. Cybersecurity, Business Continuity, and Incident Response**

- Security program framework and governance
- Encryption and access controls
- Independent audits/assessments
- Business continuity/disaster recovery
- Incident/breach notification practices and timelines

### **3.5 Optional / Value-Added Services**

- Purchasing card and virtual card programs
- Merchant services/payment acceptance
- Integration with City ERP/financial systems
- Fraud analytics and enhanced treasury tools
- Other operational or technology enhancements

### **3.6 Conversion and Implementation Plan**

- Implementation governance and key staff
- Transition timeline with milestones
- Data/testing/training approach
- City dependencies and required inputs
- Risks and mitigation strategies
- Itemized conversion costs (City-paid vs. bank-absorbed)

### **3.7 Fees and Earnings Proposal**

- Comprehensive fee schedule by service and unit
- Interest/earnings credit rate methodology and assumptions
- Any minimums, thresholds, offsets, waivers, or introductory pricing
- Card-related fee terms (if proposed)

## **4. PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS**

### **4.1 Proposal Format**

Proposals shall be 8.5" x 11", clearly indexed, and page-numbered; organized in the same order as this section; concise and directly responsive. Recommended maximum is thirty (30) pages, excluding appendices.

### **4.2 Required Proposal Contents**

8. Cover Letter and Authorized Signature
9. Executive Summary
10. Institutional Qualifications and Government Experience
11. Dedicated Service Team and Escalation Protocol
12. Response to Required Services (Section 3.4)
13. Optional Services (Section 3.5)

14. Conversion/Implementation Plan (Section 3.6)
15. Fee and Earnings Proposal (Section 3.7)
16. References (minimum three governmental clients)
17. Exceptions to Terms / Sample Agreement
18. Insurance and Regulatory Documentation
19. Collateralization Documentation
20. Addendum Acknowledgment(s)
21. Non-Collusion/Ethics Certification

### 4.3 Submission Instructions

Delivery Method: Hard Copy

Address or Portal: 425 E. Curtis Street, Simpsonville, SC 29681

Deadline: May 28, 2026 – 12:00pm

Subject/Label: RFP SCH 2026-1 - Municipal Banking Services - City of Simpsonville

Late submissions will not be accepted.

### 4.4 Questions

All questions must be submitted in writing to [MTooley@simpsonville.com](mailto:MTooley@simpsonville.com)

no later than May 21, 2026.

## 5. EVALUATION CRITERIA (100 POINTS TOTAL)

Criterion	Description	Points
Overall Qualifications	Government banking experience, team strength, local servicing capacity	20
Required Services	Ability to satisfy all core banking/treasury requirements	20
Additional/Optional Services	Value-added functionality and operational benefits	15
Conversion Plan	Implementation quality, timeline realism, risk mitigation, training	20
Fees and Earnings Proposal	Competitiveness, transparency, total value to City	25

The City may include interviews/presentations and BAFO as part of final evaluation.

## **6. REQUIRED FORMS AND ATTACHMENTS**

- Attachment A: Cover Letter and Signature Form
- Attachment B: Non-Collusion / Ethics Certification
- Attachment C: Addendum Acknowledgment Form
- Attachment D: Fee and Earnings Proposal Form
- Attachment E: Government Reference Form
- Attachment F: Exceptions and Proposed Contract Terms
- Attachment G: Insurance and Regulatory Standing Documentation
- Attachment H: Public Deposits Collateralization Documentation

## **7. CITY DISCLAIMER**

This RFP does not commit the City to award a contract, pay proposal preparation costs, or procure services described herein. The City will act in accordance with applicable law and in the best interests of Simpsonville.

**ATTACHMENT A - COVER LETTER AND AUTHORIZED SIGNATURE  
FORM**

Offeror Legal Name: \_\_\_\_\_

Headquarters Address: \_\_\_\_\_

Primary Service Branch Address (within 10 miles): \_\_\_\_\_

Authorized Representative Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By signing below, the offeror certifies that it has reviewed the RFP and any addenda, and that the information provided is true and complete.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ATTACHMENT B - NON-COLLUSION AND ETHICS CERTIFICATION**

The undersigned certifies, under penalty of perjury, that:

- The proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services.
- No City official, employee, or representative has received or will receive any improper benefit related to this proposal.
- The offeror will comply with all applicable federal, state, and local ethics laws and regulations.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT C - ADDENDUM ACKNOWLEDGMENT FORM**

Offeror acknowledges receipt of the following addenda (if none, write 'None'):

Addendum Number

Date Received

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT D - FEE AND EARNINGS PROPOSAL FORM

Provide all fees and earnings assumptions. Attach supplemental schedule as needed.

Service Category	Unit	Unit Price/Fee	Notes/Assumptions
Account Maintenance			
Deposited Item			
ACH Origination			
ACH Receipt			
Wire Outgoing			
Wire Incoming			
Positive Pay			
Stop Payment			
RDC			
Scanner/License			
Courier Service			
Statement/Reporting			
Other			

Interest/Earnings Credit Methodology: \_\_\_\_\_

Current Rate Offered (as of proposal date): \_\_\_\_\_

Minimums/Thresholds/Offsets: \_\_\_\_\_

Implementation Waivers/Credits: \_\_\_\_\_

## ATTACHMENT E - GOVERNMENT REFERENCE FORM

Provide at least three (3) governmental references.

Client Name	Type (City/County/etc.)	Contact Name	Title	Email/Phone	Services and Dates
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## **ATTACHMENT F - EXCEPTIONS AND PROPOSED CONTRACT TERMS**

List any requested exceptions to the RFP terms. If none, state 'No Exceptions.'

RFP Section	Requested Exception / Alternative Language	Rationale
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Attach sample master services agreement and treasury terms/conditions.

## **ATTACHMENT G - INSURANCE AND REGULATORY STANDING DOCUMENTATION CHECKLIST**

- Certificate(s) of insurance
- Proof of authorization to do business in South Carolina
- Current regulator standing (state/federal as applicable)
- Primary regulator contact information
- Any recent enforcement actions or consent orders (last 5 years)
- SOC reports or equivalent independent control assessments (if available)

## **ATTACHMENT H - PUBLIC DEPOSITS COLLATERALIZATION DOCUMENTATION**

Provide collateralization documentation for balances exceeding FDIC limits.

- Collateral policy summary
- Eligible collateral types
- Custodial arrangement details
- Frequency and format of collateral reports
- Procedures for collateral substitution and deficiency cures
- Point of contact for collateral administration