



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

**REQUEST FOR PROPOSAL 6030
AMENDMENT #1**

TITLE: BANKING SERVICES

DATE: JANUARY 3, 2025

**BUYER: LYNDA SEABAUGH, DIRECTOR OF
PURCHASING & ACCOUNTS PAYABLE**

EMAIL: lseabaugh@semo.edu

PHONE: (573) 651-2076

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: JANUARY 10, 2025

TIME: 3:30 P.M.

DELIVERY INSTRUCTIONS

For USPS/FedEx/UPS, etc.

Proposals must be mailed to:

**Purchasing Department
Southeast Missouri State University
One University Plaza, Mail Stop 3280
Cape Girardeau, MO 63701**

OR delivered by offeror to:

**Purchasing Department
Academic Hall Room 200F
Normal Avenue
Cape Girardeau, MO 63701**

DELIVERY

The notice of award is made subject to availability and appropriation of funds as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

MUST BE SIGNED TO BE VALID

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY	STATE	ZIP CODE	
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION		PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

**SOUTHEAST MISSOURI STATE UNIVERSITY
BANKING SERVICES
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A. The offeror is hereby notified that Request for Proposal 6030 is **CLARIFIED** as follows:

1. Will the University require a full-service ATM (including the ability to make deposits) or will a cash dispenser be sufficient? ? **The RFP requires a full-service ATM at the University Center. The optional additional ATMs (not at the University Center) should meet the requirements listed in the applicable Scope of Work #5, page 16.**
2. Will the University accept a percentage of net revenue for the ATM instead of a dollar amount per transaction? **The Pricing Page suggests pricing based on set yearly amount or dollar amount per transaction. For comparison purposes, we prefer that these be included in proposals this way; however, the offeror can submit a proposal based on a different method.**
3. Would the awarded bank be the only financial institution or 3rd party vendor to have an onsite ATM at the Show Me Center? **Per the applicable Scope of Work #16, page 17, the contractor would not have exclusive rights at these other locations.**
4. Do you know if the SMC has ATMs there right now? If so, which bank(s)? **Yes, there are currently two ATMs at the SMC from Lemons Coin Machines.**
5. Will the University allow us to place an Integrated Teller Machine (ITM) in lieu of physically staffing the banking space on a daily basis? Our ITM's process most transactions that would be able to be completed in-person at a physical branch location. **To provide the most benefit to our students, this RFP requests a full service bank branch and ATM at the University Center. The University is not considering an ITM in lieu of a physical bank branch at this time.**
6. Will the University provide bank statements with account analysis for the last 3 months? **We can email these statements to you upon request.**
7. Will the University consider letting the contractor provide investment advice for the university's excess funds in addition to providing safekeeping services? **Per Scope of Work #5.1, page 6, the University may request rates of investments to purchase.**
8. Will the University permit an employee or team of employees of the awarded bank to present investment products to the university? **Per Scope of Work #5.1, page 6, the University may request rates of investments to purchase.**
9. Are you aware when an RFP will be issued from the University foundation? **An RFP for Foundation banking services is not planned at this time.**
10. We would like to request a monthly statement of your credit card transactions. **We can email these statements to you upon request.**

B. The RFP closing date and time remain the same. All other terms and conditions of Request for Proposal 6030 remain the same.

If you have any questions regarding this Amendment, please contact Lynda Seabaugh, Director of Purchasing & Accounts Payable, at 573-651-2076.

To acknowledge receipt of this amendment, the offeror should complete, sign, and return such with the proposal response.