

# RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services

## YOUNGSTOWN STATE UNIVERSITY REQUEST FOR PROPOSAL

Date Issued: May 1, 2025

Due Date/Time: June 2, 2025

### RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services

Youngstown State University (YSU) is seeking a qualified service provider for Treasury Management Services and/or Credit Card Merchant Services. These services must be in accordance with the terms, conditions and requirements set forth in this Request for Proposal (RFP).

Proposals must be received by the due date/time specified above at the location below. Proposals received after the due date/time may be returned unopened to the Vendor.

Sign and deliver proposal, cover sheet, and schedules to:

Mailing Address:

Procurement Services  
Jones Hall – 2<sup>nd</sup> Floor  
Youngstown State University  
1 Tressel Way  
Youngstown, Ohio 44555

Phone: 330-941-3117  
Attention: Barb Greene  
email: [bgreene@ysu.edu](mailto:bgreene@ysu.edu)  
Email Bids are Permitted

Envelopes must be sealed and designated- RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services.

#### Note:

1. No public proposal opening will be held due to the complexity of responses and need for committee review.
2. Completed Proposal Packages need to be received via Email or via a packet that includes: an original printed hard copy and a flash drive.
3. Final results will be posted on the [Procurement Services Competitive Events](#).

*By signing this document, I am agreeing, on behalf of my firm, to the specifications of this RFP and accepting, without exception or amendment, [YSU's Purchase Order Terms and Conditions](#).*

*YSU is seeking a minimum ten (10) year term with five (5) additional one (1)-year contract renewal options, providing a potential fifteen (15) year total contract term beginning January 1, 2026 (FY26).*

Submitted by: Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_  
(Printed Name) (Title) (Date)

# RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services

## RFP TIMELINE AND SCHEDULE

- **RFP ISSUED:** May 1, 2025
- **RFP QUESTIONS DUE:** May 16, 2025
- **RESPONSES TO QUESTIONS:** May 23, 2025
- **RFP CLOSING DATE:** June 2, 2025
- **PRESENTATIONS:** Mid-June 2025
- **CONTRACT AWARD:** July 1, 2025
- **CONTRACT BEGIN DATE:** January 1, 2026

## **About YSU**

YSU, an urban research university, emphasizes a creative, integrated approach to education, scholarship, and service. YSU places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

YSU consists of the College of Graduate Studies and six undergraduate colleges: Beeghly College of Liberal Arts, Social Sciences, and Education (BCLASSE), Dr. Dominic A. and Helen M. Bitonte College of Health and Human Services (BCHHS), Cliffe College of Creative Arts (CCCA), College of Science, Technology, Engineering and Mathematics (STEM), Warren P. Williamson, Jr College of Business Administration (WCBA), and the Sokolov Honors College.

YSU is located on a 145-acre campus near downtown Youngstown, Ohio and is equidistant (approximately 60 miles) from both Pittsburgh and Cleveland. Fall 2024 enrollment was 12,164.

## **RFP Background**

This request for proposals (RFP) is to provide qualified banking vendors an opportunity to present their qualifications, experience, and conceptual approach to providing the scope of services in relation to the needs of Youngstown State University. This RFP will provide interested service providers with sufficient information to prepare and submit proposals for consideration by Youngstown State University to satisfy the need for treasury management services and/or credit card merchant services as noted below in the specifications.

## **SECTION I Definitions**

Relative to this document, and any addenda incorporated therein, the following definitions apply.

**Addendum:** A written instrument, issued solely by YSU that details amendments, changes or clarifications to the specifications and terms and conditions of this RFP. Such a written instrument shall be the sole method employed by YSU to amend, change or clarify this RFP, and any claims (from whatever source) that verbal amendments, changes or clarifications have been made shall be summarily rejected by YSU.

**Agreement, Contract or Purchase Order:** Award resulting from the RFP or Request for Quotation.

**Bidder, Vendor, Awardee, Supplier:** Respondent to the RFP or Request for Quotation.

**May, Should:** Indicates something that is requested but not mandatory. If the Vendor fails to provide requested information, YSU may, at its sole option, either request that the Vendor provide the information or evaluate the proposal without the information.

**Proposal, Quotation:** Response provided by Vendor.

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

**Proposal Closing Date:** The date and time specified in this RFP by which the quotation or proposal must be received by YSU Procurement Services in accordance with Section II of this RFP. Proposals received after such date and time may not be considered.

**RFP:** Request for Proposal.

**Shall, Must, Will:** This indicates a mandatory requirement. Failure to meet mandatory requirements may invalidate the proposal or result in rejection of a proposal or quotation as non-responsive.

### **SECTION II**

#### **YSU Standard RFP Instructions and Agreement Terms**

Vendors are cautioned to read this entire document carefully and to prepare and submit their response providing all requested information in accordance with the terms and conditions set forth herein. To be considered, Vendors must submit a complete response to this RFP in the format detailed by the specifications. Proposals must be dated, signed by an official authorized to bind the Vendor to the terms of the proposal and submitted to YSU in accordance with the instructions, terms and conditions of this RFP.

Youngstown State University reserves the right to:

- Accept or reject any or all proposals, or any part thereof, or to withhold the award and to waive, or to decline to waive, irregularities in any proposal when determined that it is in its best interest to do so;
- Hold all proposals for a period of up to one hundred twenty (120) days after the opening date and accept a proposal not withdrawn before the scheduled proposal opening date;
- Waive any informality or technicality contained in any proposal received;
- Waive any minor or major defect in the proposal;
- Conduct discussions with respondents and accept revisions of proposals after the closing date;
- Make an award based upon various selection criteria;
- Request clarification from any Vendor on any or all aspects of its proposal;
- Cancel and/or reissue this RFP at any time;
- Retain all proposals submitted in response to this RFP;
- Invite some, all, or none of the Vendor(s) for interviews, demonstrations, presentations and further discussion;
- Negotiate a possible contract and potentially solicit "best and final offers" from some or all respondents prior to or during this negotiation process;
- Award to one, some, or none of the Vendors who submit proposals.

Proposals received after the time for closing may be considered invalid.

Apart from the contact required for any on-going business at YSU, Vendors are specifically prohibited from contacting any individual at, or associated with, YSU regarding this RFP. Vendor communication shall be limited to the contact named on the cover page of this document.

#### RFP Terms and Instructions:

1. **Agreement Extension:** YSU reserves the right to extend any agreement resulting from this RFP beyond the normal expiration date if YSU determines it to be in their best interest and the selected Vendor(s) agrees to the extension.
2. **Assignment:** Any agreements entered into as a result of this offering may not be assigned by the selected Vendor without the expressed written consent of YSU and the participating members.

**Compliance:** Vendor warrants that both in submission of its proposal and performance of any resultant purchase order or contract, Vendor will comply with all applicable Federal, State, and local laws, regulations, rules, and/or ordinances.

3. **Confidential Information:** Any and all information, the release of which is prohibited by State or Federal law or regulation, including but not limited to the protections of the Family Educational Rights and

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

Privacy Act (FERPA), and the Gramm Leach Bliley Act (GLBA) constitutes Confidential Information. The vendor agrees to hold the Confidential Information in strictest confidence. The vendor shall not use or disclose Confidential Information received from or on behalf of the University or any of its students, faculty, or staff except as permitted or required by contract or by law, or as otherwise agreed to in writing by the University. Vendor shall implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically maintained or transmitted Confidential Information. Service Organization Control (SOC) Audit reports must be available if applicable to this event. Vendor shall abide by the Privacy and Security Rules as set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

4. **Conflicts of Interest and Ethics Compliance:** No personnel of Vendor or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Agreement is being carried out, and who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work. Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to YSU in writing. Thereafter, he or she shall not participate in any action affecting the work under this Agreement, unless YSU shall determine in its sole discretion that, in the light of the personal interest disclosed, his or her participation in any action would not be contrary to the public interest.
5. **Ethical Conduct:** It is expected that once an agreement is issued, Vendors (awarded or not awarded) will not undertake any actions that might interfere with, or be detrimental to, the contractual obligations of YSU. YSU reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a Vendor. Such actions include, but are not limited to, establishing guidelines for campus visits by a Vendor, and/or removal of a Vendor from YSU's Vendor list(s).
6. **Contact:** Apart from the contact required for any on-going business at YSU, Vendors are specifically prohibited from contacting any individual at, or associated with YSU regarding this RFP. Vendor communication shall be limited to the contact named in this RFP document. A Vendor's failure to adhere to this prohibition may, at YSU's sole discretion, disqualify the Vendor's proposal.
7. **Evaluation:** If an award is made, the Vendor(s) whose proposal, in the sole opinion of YSU, represents the best overall value to YSU will be selected.
8. **Findings for Recovery (Ohio Revised Code Section 9.24):** Ohio Revised Code (O.R.C.) Section 9.24, prohibits the State from awarding a contract to any Vendor against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, Vendor warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying YSU of such finding.
9. **Hold Harmless:** It is understood that the Vendor, if awarded an Agreement agrees to protect, defend, indemnify, and save harmless YSU from any claims suits or demands for payment that may be brought against it due to the acts, errors or omissions of Vendor in providing the services under this agreement.
10. **Incurred Expenses:** The Vendor, by submitting a proposal, agrees that any costs incurred by responding to this RFP or in support of activities associated with this RFP shall be the Vendor's sole responsibility and may not be billed to YSU. YSU will incur no obligation of liability whatsoever to anyone resulting from issuance of, or activities pertaining to this RFP.
11. **Minimum Insurance Coverages and Requirements:**

The selected Vendor(s) shall obtain and maintain the minimum insurance coverages set forth below. By requiring such minimum insurance, YSU shall not be deemed or construed to have assessed the risk

## RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services

that may be applicable to the selected Vendor(s). The selected Vendor(s) shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages.

The selected Vendor(s) is not relieved of any liability or other obligations assumed or pursuant to the contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

### Coverages:

- A. Commercial General Liability: ISO form CG0001 or its equivalent. Coverage to include:
- Premises and Operations
  - Personal Injury/Advertising Injury
  - Products/Completed Operations
  - Liability assumed under an Insured Contract (including tort liability of another assumed in a business contract)
  - Independent Contractors

Limits Required: The selected Vendor(s) shall carry the following limits of liability: [Minimum Insurance Requirements](#).

### Additional Requirements:

Commercial General Liability (CGL) must include coverage for liability arising from products-completed operations and liability assumed under an insured contract.

If the CGL insurance has a general aggregate limit, then ISO endorsement CG2504 (03/97 Edition) or its equivalent must be added. The Designated Location(s) General Aggregate Limit must be maintained for the duration of the agreement, and the limit must be twice the minimum required occurrence limit.

The selected Vendor(s) shall name YSU and its Board of Trustees, officers, employees, agents, and volunteers as Additional Insureds on ISO endorsement CG 2026 or its equivalent.

The CGL policy shall contain no endorsement or modification limiting the scope of coverage for liability assumed under a contract or liability arising from pollution.

### All Policies:

- Must be written on a primary basis, non-contributory with any other insurance coverages and/or self-insurance carried by YSU.
- Must include a Waiver of Subrogation Clause.
- May not be non-renewed, cancelled, or materially changed or altered unless thirty (30) days advance written notice via certified mail is provided to YSU.

12. Non-Discrimination: In submitting their proposal, or performing that which results from an award by YSU, the successful Vendor agrees not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or Vietnam era Veteran status. The successful Vendor further agrees that every sub-contract for parts and/or service for any ensuing order will contain a provision requiring non-discrimination in employment as specified above. This covenant is required pursuant to Executive Order 11246, Laws and Regulations of the State of Ohio. Any breach thereof may be regarded as material breach of contract or purchase order.

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

13. Prohibition of Offshore Outsourcing: The Vendor affirms to have read and understands Executive Order 2019-12D and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States.

### [Governor's Executive Order 2019-12D.](#)

The Vendor also affirms, understands, and agrees to immediately notify YSU of any change or shift in the location(s) of services performed by the Vendor or its sub-contractors under this Contract, and no services shall be changed or shifted to a location(s) that is (are) outside of the United States.

The Vendor also agrees to disclose if requested by YSU all of the following:

- The location where all services under this Contract will be performed by any Vendor;
- The location where any state data associated with any of the services the Vendor is performing under this Contract, or seek to provide will be accessed, tested, maintained, backed up or stored;
- The principal location of business for any Vendors supplying services under this Contract.

If any Vendor performs services under this Contract outside the United States, the performance of such services shall be treated as a material breach of the contract. YSU is not obligated to pay and shall not pay for such services. If any Vendor performs any such services, Vendor shall immediately return to YSU all funds paid for those services. YSU may also recover from the Vendor all costs associated with any corrective action YSU may undertake, including but not limited to an audit or a risk analysis, as a result of the Vendor performing services outside the United States.

YSU may, at any time after the breach, terminate the Contract, upon written notice to the Vendor. YSU may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.

If YSU determines that actual and direct damages are uncertain or difficult to ascertain, YSU in its sole discretion may recover a payment of liquidated damages in the amount of two percent of the value of the Contract.

YSU in its sole discretion may provide written notice to Vendor of a breach and permit the Vendor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, YSU may buy substitute services from a third party and recover from the Vendor any costs associated with acquiring those substitute services.

Notwithstanding, YSU permitting a period of time to cure the breach or the Vendor's cure of the breach, YSU does not waive any of its rights and remedies provided YSU in this Contract, including but not limited to recovery of funds paid for services the Vendor performed outside of United States, costs associated with corrective action, or liquidated damages.

The Vendor will not assign any of its rights, nor delegate any of its duties and responsibilities under this Contract, without prior written consent of YSU. Any assignment or delegation not consented to may be deemed void by YSU.

14. Pricing: Vendors are asked to thoroughly explain their pricing structure in their response. YSU reserves the right to negotiate this and other pertinent terms with the selected finalist(s) and this could become one of the selection criteria used in the award process.
15. Proprietary Information: All evaluation criteria for proposals are non-proprietary and subject to public disclosure after Contract award. All proposals, except for items reasonably identified by Vendor as trade secrets or proprietary information, are subject to public disclosure under Ohio Revised Code Section 149.43. Vendor shall be solely responsible for protecting its own trade secret or proprietary information and will be responsible for all costs associated with protecting this information from disclosure.
16. Provisions: If any provisions in the resultant Agreement are held to be invalid, void, or unenforceable,

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

17. **Quality of Service:** The successful Vendor(s) must be prepared to furnish continual high-quality service to YSU. Failure to do so may be considered just cause for cancellation of the Agreement.
18. **Right to Set-Off:** Upon the occurrence of any default or breach of an Agreement resulting from this RFP by Vendor, University shall have the right to withhold and set-off against any amount otherwise due to be paid to Service Provider, for the amount of any such cost, loss, damage, expense, liability, obligation or claim resulting from Vendor's default or breach of this Agreement. Neither the exercise of, nor the failure to exercise, such right of set-off will constitute an election of remedies or limit the University in any manner in the enforcement of any other remedies that may be available to it.
19. **Sales Tax:** YSU, as an instrumentality of the State of Ohio, is exempt from Ohio sales tax and Federal excise tax, including Federal transportation tax. An exemption certificate will be furnished by YSU upon request.
20. **State Law:** Any agreement entered into as a result this solicitation will be governed by the laws of the State of Ohio.
21. **Use of Data:** Vendor agrees that it will keep confidential the features of any technical or proprietary information furnished by YSU and use such items only in the production of items awarded as a result of this inquiry and not otherwise, unless YSU's written consent is first obtained.
22. **Contract Term**
  - a. The University intends to award a multi-year Agreement. The parties will negotiate the length of the Agreements.
  - b. The University maintains the right to terminate this Agreement and any additions upon failure of the Vendor to abide by the terms and conditions of the Agreement and performance specifications. The University will give sufficient notice to correct all outstanding issues and deficient performance connected to this Agreement. If not corrected in the specified time, the University may notify the Vendor, in writing, of the intent to terminate the Agreement. The Agreement will be terminated sixty (60) days after notification.
  - c. No subcontracting or assignment of Agreement without prior written consent and approval of the University.
23. **Revisions to RFP**
  - a. In the event that it becomes necessary to revise any part of this RFP prior to the assigned return date, revision will be provided by YSU's Procurement Services, or designee, to all respondents involved in the RFP. Changes in the specifications will be provided to all respondents through an addendum made by Procurement Services.
  - b. YSU will be the sole determinant of whether any revisions/addenda should be issued as a result of any question or other matters, and may extend the proposal deadline, if in YSU's judgment such information significantly amends this solicitation, or makes compliance with the original proposed due date impractical.
24. **Selection Criteria**
  - a. The selection of the successful Vendor(s) for this proposal will be determined solely by YSU. All proposals will be reviewed very closely for areas such as, but not limited to the following:
    - 1) Quality of products/services
    - 2) Ability to consistently perform (quality, delivery, lead-time, etc.)
    - 3) Program proposal that meets or exceeds YSU's needs
    - 4) Pricing and discounts offered (not singular determining factor)
    - 5) Size and scope of the promotional program

## RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services

### SECTION III RFP Response Instructions

1. Vendors may submit questions to [bgreene@ysu.edu](mailto:bgreene@ysu.edu). All questions must be submitted via email as indicated on the Schedule of Events and include **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services** in the subject line. Questions submitted by the deadline will be answered via email and will be sent to all RFP participants.
2. During the YSU competitive proposal process, up to and including the issuance of an award letter, under no circumstances may a Vendor contact other individuals at YSU to discuss any aspect of this inquiry or attempt to influence the process. Failure of a Vendor to comply with this protocol may invalidate their proposal response.
3. Proposal Instructions
  - a. Complete the RFP cover sheet (page 1 of this RFP)
  - b. Complete Section IV of this RFP by submitting your responses directly into your proposal.
  - c. Proposal Package Requirements. The following **MUST** be included in the proposal-response package by the proposal due date/time; failure to do so may invalidate the proposal response:
    - (1) Signed and dated RFP cover sheet.
    - (2) Proposals exactly as specified in this RFP in email or physical copy as outlined on the Cover Sheet

**Note: *Some proposals may take time to be received by the email inbox, especially with larger files attached, so please send your proposal email in advance of the deadline and early enough to consider receipt lead time***

  - (3) Agreement to all terms required within this RFP.

### SECTION IV Scope of Work and Proposal Specifications

## Treasury Management Services

### General Scope of Work:

Youngstown State University (YSU or the University) is seeking proposals from qualified banking institutions to provide banking services to include ATMs. The University is very interested in collaborative and innovative strategies and programs, especially those that support and advance its commitment to enhance the student experience and financial literacy. The University specifically solicits your creative ideas and recommendations toward that goal.

It is the intent of the University to select one (1) banking institution as an exclusive provider for the Youngstown Campus of all banking requirements enumerated herein for an initial fixed term of ten (10) years, with five (5) additional one (1)-year contract renewal options, providing a potential fifteen (15) year total contract term.

### A. Vendor Qualifications

Vendors shall have a minimum of five (5) years' experience in providing treasury management services, successfully performing jobs similar in size and complexity as described in specifications. Provide this information in your proposal:

- Partnership and Essential Qualifications  
Identify and describe the institution's management and staff who will be dedicated to the program. Submit a management support personnel-staffing chart that details the position, titles, and telephone numbers and provides a brief job profile and description. Each provider is required to describe corporate strategies and past experiences for similar customer requirements that best qualify the respondent for this project.



## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

- **References**

Provide the names and phone numbers of minimally three (3) references of higher education institutions and/or large corporate customers who have contracted with your bank for the services requested with requirements similar to those addressed in the Request for Proposal.

### **B. Contract Administration, Communication and Reporting Plan**

Respondents' proposal shall offer specific suggestions regarding contract administration, reporting, and planning. Given the anticipated structure of the banking partnership, and the inevitability of events and activities which today are difficult to predict, certain terms and conditions can and will be stated in dynamic terms.

The banking industry is continually evolving. We would expect our banking partner to meet with a small group of YSU representatives quarterly or semi-annually to introduce us to new banking services and programs. We request that you provide a proposed plan for communication, planning and performance review. The University is particularly interested in periodic and regular performance reviews, and the manner and process in which decisions and/or recommendations will be made regarding ongoing banking operations.

The University reserves the right to audit any aspect of the banking partnership as performed by the banking partner at the vendor's expense. The vendor shall keep full, timely and accurate records in accordance with generally accepted accounting practices as may be satisfactory to the University. The banking institution will furnish the University with all requests of daily, weekly, monthly, and annual reports to verify pertinent financial reports and other information.

### **C. Financial Structure, Summary, and Total Economic Value**

The University desires to structure a banking partnership, which will provide unprecedented opportunities for both the University and its partner and build upon a shared understanding of mutual goals, resources and expertise. The University recognizes that this relationship requires substantial commitment and an opportunity for significant economic return. The University requests respondents to challenge its organization and the University to create the most advantageous and progressive financial structure for the banking partnership with respect to total economic return.

The University recognizes that the bank is identifying commitments to support current objectives and initiatives of the banking partnership in the RFP. This section is intended as a summary of these financial commitments and will facilitate the University's evaluation of total economic value.

### **D. Other Considerations**

In addition to the issues already posed in this Request for Proposal, your proposal should address the following items:

#### **1) Conditions Qualifying a Banking Institution to Propose**

##### **a. Location**

The banking institution must be a federally or State of Ohio chartered institution with full-service branch banking facilities located within three (3) miles of the University. These facilities must be maintained throughout the term of the contract.

##### **b. Required Financial Information**

Each proposer must submit, with their proposal, documented copies of their quarterly call reports for the past two (2) years and their annual financial reports for the past three (3) years. The reports will be used by the University to determine the financial strength of the proposer. The successful banking institution shall, during the duration of this contract, continue to furnish to the University updated issues of each report in a timely manner.

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

### **c. Disclosure Statement**

The proposal must include a disclosure statement citing any officer, director, or stockholder of the bank who is also an employee or related to an employee of Youngstown State University in accordance with Ohio Revised Code §2921.42(b)(3) and (c)(4).

### **d. Required Response**

Banking institutions will provide the information requested in the RFP and are asked to avoid general boilerplate responses.

## **2) General Information**

### **a. Organizational Structure**

Provide a brief description of your banking institution, including the date founded, any subsidiaries and/or affiliates, how it is insured, size, and the types of services offered. Include an organizational location chart showing headquarters, payment processing centers, service centers, etc. Identify your financial institution branches located closest to the Youngstown State University campus, including an approximate distance from campus. Include a list with the following information for each location that would be involved in servicing this contract, including where our account will be serviced from: the address, hours of operation, and what functions each of the locations perform. Also, include a copy of the latest annual report and credit ratings as rated by a major crediting agency.

### **b. Other Criteria**

Your proposal should include but not be limited to the services suggested. We expect proposers to recommend programs that will be offered to faculty, staff and students, which will include Internet access to accounts with little or no fees charged. Also, include any other services deemed to best serve the interest of the University.

Each proposer should submit a comprehensive list of service prices. This list should include fees for items paid, items deposited, returned items, wires in and out, stop payments, account maintenance, etc.

Proposals should also include relevant information pertaining to ATMs including space requirements and commissions to the University.

This list will be considered all-inclusive and the process shown on the list shall be incorporated into the agreement and will be effective until the termination of this contract.

## **Project Specifications:**

### **Depository Requirements**

#### **1. Bank Accounts**

YSU currently requires one Depository account, one Savings account, one Zero Balance Account for credit cards, one Sweep Account, three Controlled Disbursement Accounts for Payables, Payroll, and Student Refunds, and three demand accounts.

- a. Depository Account –This account is used for general operations of YSU as well as inter-fund transfers. All deposits are credited to this account.

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

- b. Savings Account – YSU currently has one interest bearing Savings account. The bank must specify its policies for determining interest rates and describe its procedures for calculating interest.
- c. Zero Balance Account – This account is for processing credit card transactions; the daily balance would be automatically transferred in or out of the Depository account. The ZBA must allow multiple outlets to process credit card transactions with unique merchant numbers under the umbrella of one main account.
- d. Automatic Sweep Account – At the end of each day, an automatic sweep of the Depository account will be made to or from the Sweep Account to bring this to a zero balance. This account is used to automatically invest otherwise un-invested funds collateralized by qualified U.S. Government and agency securities or other investment options as directed by the University. The bank must specify the method of computing interest on the repurchase agreements.
- e. Controlled Disbursement Accounts – YSU currently has three Controlled Disbursement accounts – Operating, Payroll, and Student Refund. The accounts are reimbursed each business day from the Depository account. Daily online reporting of presentment totals must be available by 10:00 A.M. to meet our investment deadlines. No item will be charged against the Controlled Disbursement accounts after the second presentment. See Exhibit A for transaction data.
- f. Alternative Loan Account – This is a non-interest-bearing account for processing transactions for Student Alternative (non-federal) Loans.
- g. Federal Direct Loans Account – This is an interest-bearing account for processing transactions for federal student loans. The bank must specify its policies for determining interest rates and describe its procedures for calculating interest.

YSU reserves the right to establish additional accounts at the contracted rates should operational needs change.

### **2. Required Services**

- a. Automatic overdraft Protection – All disbursement checks from YSU accounts shall have automatic overdraft protection.
- b. Positive Pay – The bank must be able to offer this security measure to prevent check fraud.
- c. Online Stop Payment - The bank must have the ability to provide online processing of stop payments.
- d. Cash and Coinage requirement – YSU periodically requires cash and coinage to support its cashiering operations. Examples of when this may be required include, but are not limited to, tuition and fee collection period at the beginning of the spring and fall academic terms, and for athletic events.
- e. Wire Transfers – The bank must be able to process incoming and outgoing domestic and international wires.
- f. ACH Debits and Credits – The bank must be able to provide Automated Clearinghouse (ACH) services for direct deposit of payroll, student refund, employee travel reimbursements, tuition payments including web payments, and repetitive monthly outgoing and incoming transactions.
  - i. ACH Debit Block – The bank must be able to provide ACH Debit Block Service on the Depository Account.

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

- ii. Dollar Limit on ACH Debits – The bank must be able to set dollar limits on ACH transactions initiated by vendors.
- g. Check Imaging Capabilities – The bank must have the ability to provide online check imaging to the University.
- h. Electronic Information Reporting – The bank must have the ability to provide online reporting of daily transactions and account balances, and monthly bank statements.
- i. Reconciliation Service – The bank must have the ability to provide online full reconciliation service for our three Controlled Disbursement Accounts.
- j. Account Analysis – The bank must provide monthly account analysis statements for all bank activity/services in all University accounts. The analysis statements should include a detailed listing of each service, as well as price and charges for each service and /or item. See Exhibit A.
- k. Relationship Manager – The bank must provide a relationship manager who has a working knowledge of cash management services commonly required by public funds clients.
- l. Deposit Corrections - The bank must provide detailed information of deposit corrections, including copies of deposit tickets and items requiring adjustments.
- m. Block Check Debits - The bank must have the ability to block check debits from posting to accounts that do not have a history of check writing.
- n. Collateral - The bank must collateralize YSU deposits and place the collateral with the Federal Reserve Bank as a book entry item in the name of the University as the secured party. Evidence of such a transaction must be forwarded to the University.
- o. Daily Deposit – The financial institution can accept deposits at a local branch or provide daily courier service to specified departments for the pickup and delivery of bank and University deposits.
- p. Mobile Banking – The financial institution must provide mobile banking services if an on-campus bank is not established. Services would be available for a minimum of five (5) days at the beginning of each Fall and Spring semesters.

### **3. Virtual Lockbox Services**

The University encourages financial institutions to provide information on virtual lockbox services.

### **4. Automatic Teller Machines**

The University requires two (2) ATM machines to be located on campus. One (1) will be located in the student center, and one (1) to be determined at a later time. The financial institution may propose additional locations at any time.

#### **a. Financial**

The University requires that there not be a minimum withdrawal amount for student ATM transactions. Please indicate proposed minimum denomination for cash dispensing for ATM transactions.

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

### **b. Installation**

The successful financial institution is responsible for all costs incurred in the installation and operation of the ATM units.

### **c. Maintenance**

Describe routine maintenance programs and personnel assigned to the ATM services. Describe average response time for emergency repairs.

## **5. Student ID Augmentation**

Youngstown State University students and faculty are currently issued standard campus ID cards that have the ability to have a prepaid card feature. Students, faculty, and staff may place money on the card that can be used at various Pete's Points locations on and around campus.

While it has not yet been determined whether any changes to the current standard campus ID system will be enacted, potential respondents to this RFP are asked to propose suggestions for the University to consider ID linking, Co-Branded Check Card, and Refund Services.

Describe financial support for possible conversion to enhanced card types or changes to card operation at some future date.

Youngstown State University may seek a solution to place funds into on-campus debit programs. Proposers are asked to describe their solution to include fund transfer and Regulation E compliance.

## **Credit Card Merchant Services**

### **General Scope of Work:**

The University is soliciting proposals from qualified vendors to provide comprehensive credit card merchant services for the University's financial operations. These services are essential for processing credit and debit card transactions for tuition, housing, dining services, event ticketing, and other miscellaneous fees.

The Agreement shall cover requirements starting January 1, 2026. YSU is seeking a minimum ten (10) years, with five (5) additional one (1)-year contract renewal options, providing a potential fifteen (15) year total contract term.

The University and the Vendor will negotiate addendums to specifications and the financial terms during periods and thereafter.

No subcontracting or assignment of Agreement without prior written consent and approval of the University.

### **Project Specifications:**

The selected vendor shall provide:

- Credit and debit card transaction processing
- Payment gateway services (if applicable)
- Integration with existing ERP and payment platforms (e.g., Banner and TouchNet.)
- Point-of-sale (POS) solutions and virtual terminals

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

- E-commerce capabilities and support for recurring payments
- Detailed reporting, reconciliation tools, and customer support
- PCI-DSS compliance assistance and guidance
- Competitive and transparent pricing structure

### **Proposal Requirements:**

- Company overview and relevant experience, particularly with higher education institutions
- Proposed solution description, including technology and compatibility with current systems
- Pricing schedule (interchange fees, monthly/annual fees, equipment costs, etc.)
- Security and compliance details (e.g., PCI-DSS, encryption standards, tokenization)
- Service level agreements (SLAs), support structure, and issue resolution protocols
- Implementation plan, including timeline, training, and onboarding

### **References**

Provide the names and phone numbers of minimally three (3) references of higher education institutions and/or large corporate customers who have contracted with your company for the services requested with requirements similar to those addressed in the Request for Proposal. References from at least three higher education institutions

### **Evaluation**

The evaluation of proposals will be based on the responses to the following criteria as well as legal and other qualifications being met by the proposer. Proposers will specifically address these items in their response. Proposers selected may be invited for on-site interviews.

All proposals will be evaluated by the University selection team. After considering the factors set forth in the RFP, the team will make recommendations for an award to the vendor whose proposal is determined, on the basis of these criteria and in the sole discretion of the University, to be the most advantageous to the University. Monetary considerations are important; however, they will not be the sole determining factor in the award of this contract.

These criteria are listed in no particular order of importance and weighting will be determined solely at the discretion of the University.

It is the policy of the University to evaluate proposals as submitted and not notify vendors of deficiencies in their response.

A proposal may be rejected if it is conditional or incomplete in the judgment of the University.

## **RFP #25-050125 – Treasury Management Services and/or Credit Card Merchant Services**

The evaluation team will evaluate and score each proposal based on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Experience and Qualifications	25%
Least Total Cost to the University	25%
Financial Strength & Capability	10%
Availability of Requested Services	40%

For evaluation purposes, the following criteria shall be defined as:

**Experience and Qualifications:** Demonstrates that the organization has the resources, e.g., qualified and experienced team, to successfully lead the project to its completion. Demonstrates through references and detailed explanation within response that organization has usefully or successfully completed similar services.

**Financial Strength & Capability:** The submitted financial reports will be used by the University to determine the financial strength of the proposer.

**Availability of Requested Services:** Demonstrates the ability of vendors program to meet YSU's needs.

**Least Total Cost to the University:** Include net product pricing. (Pricing will not be the sole determining factor in the selection process.)

### **Revisions to RFP**

In the event that it becomes necessary to revise any part of this RFP prior to the assigned return date, revision will be provided by YSU's Procurement Services, or designee, to all Respondents involved in the project. Changes in the specifications will be provided to all Respondents through an addendum made by Procurement Services.

YSU will be the sole determinant of whether any revisions/addenda should be issued as a result of any question or other matters, and may extend the proposal deadline, if in YSU's judgment such information significantly amends this solicitation or makes compliance with the original proposed due date impractical.

Written requests for proposal results must include the proposal name, number and closing date.