



**REQUEST FOR INFORMATION
FOR
ON-CAMPUS
BRANCH BANKING/CARD SERVICES**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW
NO LATER THAN:

SEPTEMBER 6, 2013

4:00 P.M. CST

Joliet Junior College
Attn: Judy L. Mitchell, Ed.D.
Vice President Administrative Services
1215 Houbolt Road
Joliet, IL 60431



Table of Contents

DESCRIPTION OF REQUEST..... 2
OVERVIEW OF JOLIET JUNIOR COLLEGE 2
VISION STATEMENT..... 2
MISSION STATEMENT 2
RFI OBJECTIVE: OVERVIEW OF ANTICIPATED ON-CAMPUS BANKING RELATIONSHIP 2
RFI RESPONSE CONTACT 2
FORMAT OF RFI RESPONSES..... 3
COPYRIGHTED MATERIAL 3
TERMS, CONDITIONS AND DISCLAIMERS 3
QUESTIONS REGARDING THIS RFI..... 3
REVIEW PROCESS 3
CLARIFICATION 3
SCHEDULE 4
EVALUATION AND NEXT STEPS..... 4
INSTRUCTIONS TO RFI RESPONDENTS..... 4



Description of Request

Joliet Junior College (“College”) is seeking proposals from qualified Banks (“Respondents”) to provide an On-Campus Banking Relationship including services associated with supporting a Bank Branch with ATM services.

This RFI is designed with the anticipation that the business will be awarded to a single Bank. The Respondents should provide a bid to be the College’s exclusive student banking provider.

If these qualifiers are met, the contract term between the College and the successful Respondent is expected to be seven (7) years with two (2) renewal options at the Bank and College’s discretion, each consisting of three (3) years per renewal.

Overview of Joliet Junior College

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College currently serves over 47,000 credit and non-credit students. The College also employs approximately 1,100 faculty and staff on its main campus located within the city of Joliet, and its five extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

Vision Statement

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.

Mission Statement

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

RFI Objective: Overview of Anticipated On-Campus Banking Relationship

It is the intent of the College to secure the services of a financial institution to provide faculty, staff, and students with services such as: banking services; enhanced student services; custom educational programs; financial wellness programs; new employee and new student orientations, and marketing support. The bank will be located on the main campus, 1215 Houbolt Road, Joliet, IL.

RFI Response Contact

Firms responding to the RFI shall designate a single contact within that company for receipt of all subsequent information regarding this RFI and the forthcoming series of RFPs.



Format of RFI Responses

The following outline is offered to assist in the development of your response. You should include:

- A cover letter -- the cover letter should include a brief summary of your response, indicating to which areas you are responding and must also indicate if supporting documentation is included in your response.
- The response itself, covering any or all of the areas of information requested by this RFI.

Copyrighted Material

All responses received will be kept confidential by Joliet Junior College staff unless prior permission is received from vendor to treat as a public document.

Terms, Conditions and Disclaimers

The Respondent's RFI preparation and response is voluntary and at the expense of the responding institution. Any expenses incurred during the response to this RFI may not be charged to Joliet Junior College.

Responses to this RFI will not bind the Respondent to Joliet Junior College contractually, monetarily or in any other way.

Questions Regarding this RFI

Any technical questions regarding this RFI should be emailed on or before August 30, 2013 at 12:00 P.M. CST to the attention of:

Judy L. Mitchell, Ed.D., Vice President Administrative Services jmitchel@jjc.edu

Review Process

Joliet Junior College's RFIs are issued with the intent to obtain information which will provide guidance and may be used in the preparation of RFPs depending on the responses received. Based on those responses; Joliet Junior College will augment its roadmap and may prepare one or more RFPs.

Clarification

To fully comprehend the information contained within a response to this RFI, the reviewing group may seek further clarification on that response. This clarification may be requested in the form of brief verbal communication by telephone; written communication; or electronic communication.



Schedule

The following schedule represents dates that respondents should use for planning purposes. Respondents will be notified of any schedule changes via e-mail.

Date	Event
August 21, 2013	Vendors contacted via email / advertised
August 30, 2013 @ 12:00 p.m. CST	Last date/time for submission of written questions via email to jmitchel@jjc.edu
September 3, 2013 @ end of business day	Responses to questions emailed
September 6, 2013 @ 4:00 P.M. CST	Responses must be submitted in a sealed envelope to: Judy L. Mitchell, Ed.D., Vice President Administrative Services Office, Campus Center Building A, Room 3120, 1215 Houbolt Road, Joliet, IL 60431

Evaluation and Next Steps

RFIs will be evaluated based on the following criteria:

- Compliance with stated requirements and provisions of the RFI
- Value added offerings to further enhance the partnership

Instructions to RFI Respondents

Respondents should respond with one original and one copy mailed to the name and address above no later than 4:00 p.m. CDT on September 6, 2013. The submitted proposal must include, but is not limited to the following information:

1. Bank description (history, local and national markets served, community outreach)
2. Financial condition of the Respondent's institution (including bank current ratings from Moody's and S&P)
3. Description of banking and ATM services provided by On-Campus Bank Branch
4. Financial education tools offered to students and faculty/staff
5. Experience providing campus banking services in the higher education community
6. Marketing examples Respondent will utilize on campus and in the community
7. Implementation schedule and methodology assuming an anticipated start date of January 1, 2014
8. Financial considerations to the College (lease payment and marketing allowance)
9. Three references of similar size and scope to this College
10. Describe how your banking services can be integrated into our Student ID Card program and what advantages this would bring to the college campus community