



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

SUBMISSIONS ARE DUE
NO LATER THAN:

NOVEMBER 9, 2020



REQUEST FOR INFORMATION FOR ON-CAMPUS BRANCH BANKING/ATM SERVICES

Table of Contents

DESCRIPTION OF REQUEST	2
OVERVIEW OF JOLIET JUNIOR COLLEGE	2
VISION STATEMENT	3
MISSION STATEMENT	3
RFI OBJECTIVE: OVERVIEW OF ANTICIPATED ON-CAMPUS BANKING RELATIONSHIP	3
RFI RESPONSE CONTACT	3
FORMAT OF RFI RESPONSES	3
COPYRIGHTED MATERIAL	3
TERMS, CONDITIONS AND DISCLAIMERS	3
QUESTIONS REGARDING THIS RFI.....	3
REVIEW PROCESS	4
CLARIFICATION	4
SCHEDULE.....	4
EVALUATION AND NEXT STEPS.....	4
INSTRUCTIONS TO RFI RESPONDENTS	5
SITE VISIT	6



Description of Request

Joliet Junior College (“College”) is seeking proposals from qualified financial institutions (“Respondents”) to provide an On-Campus Banking Relationship including services associated with supporting a Bank Branch (physical or online) and/or ATM (cash dispensing only) services.

If proposing a physical structure, the facility will be located on the main campus, 1215 Houbolt Road, Joliet, IL. The specific size and space would be negotiated with the successful financial institution.

There are currently no ATMs at any campus locations.

ATMs are required for three locations:

- Main Campus 1215 Houbolt Road, Joliet, IL
- Romeoville Campus 1125 W. Romeo Road (135th Street), Romeoville, IL
- City Center 235 N. Chicago Street, Joliet, IL

Approximate Faculty/staff and Student totals (pre-COVID-19) for each location are:

Campus	Students	Faculty/Staff
Main	9,000	1,000
Romeoville	2,000	135
City Center	450	50

This RFI is designed with the anticipation that the business may be awarded to one or multiple financial institutions. Respondents can provide a bid to be the College’s exclusive student banking provider.

The initial term of the contract will be for five (5) years, thereafter the College shall have the right, at its option, to renew the contract for up to two (2) additional renewal terms of one (1) year each.

The college does not currently have a contract for branch/ATM services with any financial institution or credit union.

Overview of Joliet Junior College

Joliet Junior College (JJC), the nation’s first public community 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 has a combined total of 14,318 full time and part time students enrolled in Fall 2019 classes and 1,950 staff on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

JJC is the only public postsecondary institution within District 525 boundaries. JJC is located approximately 45 miles south of Chicago, the third largest city in the United States. Today, the 1,442-square mile district serves over 700,000 residents in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties. Multiple locations exist to serve residents throughout the district. The College consists of one (1) main campus (2) extended campuses, three (3) education centers, and multiple satellite locations throughout the district.



Vision Statement

Joliet Junior College is the first choice for learning, working and cultivating pathways to prosperity.

Mission Statement

Joliet Junior College inspires learning, strengthens communities and transforms lives.

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 the following banking services:

- Banking services (checking and savings accounts)
- ATM services (Cash dispensing only)
- Customized financial literacy educational programs
- Financial wellness programs
- Attendance (virtual or in-person) at new employee and new student orientations.

The chosen financial institution will be responsible for all marketing costs.

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 all of the areas of information stated in the RFI Objective above.

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

Questions concerning this RFI will be answered if sent through the ESM sourcing solutions tool, under the Q & A section for the solicitation on or before October 30, 2020 by 2:00 p.m. CST.

All questions and answers will be published on the ESM sourcing tool in the Q&A section by end of business day on November 3, 2020.



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. **If the college receives a great deal of interest from the RFI, a formal Request for Proposal (RFP) may be issued at a later date in order to select the appropriate banking firm(s) for our institution.**

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 an addendum posted to the JJC website and in ESM.

Date	Event
October 21, 2020	Vendors contacted via email / advertised
October 26, 2020	Deadline to request site visit on October 28. Submit request to purchasing@jjc.edu . Submit organization name, attendees, and titles. All attendees must wear masks, agree to temperature scan, and practice social distancing,
October 28, 2020	Optional Site Visit at Each Location
October 30, 2020, @ 2:00 p.m. CST	Last date/time for submission of written questions through the ESM sourcing solutions tool under the Q & A section.
November 3, 2020 @ end of business day	Responses to questions will be addressed through the ESM sourcing solutions tool under the Q & A section.
November 9, 2020 2020 @ 2:00 p.m. CST	Proposals must be submitted electronically through the ESM Solutions electronic sourcing site.

Evaluation and Next Steps

Responses to this RFI 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

Submission

The submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed and hard copy proposals ARE NOT acceptable. All responses must be submitted by the date and time above. All responses must be submitted electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your response.

A step-by-step [supplier registration guide](#) is posted to the college's website for your reference. [General supplier guides](#) are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

Registration Link: <https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

General Supplier Guide (ESM Documents): <https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

Supplier Registration Guide (JJC Document):

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

Please note the electronic sourcing tool will allow you to attach supporting documentation.

Responses not submitted in the format as instructed by this RFI will not be accepted.

Responses received after the date and time specified shall be considered LATE, and shall not be opened.

Required Information

The submitted proposals must include, but are not limited to the following information:

1. Financial Institution 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 that will be provided by On-Campus Bank Branch
4. Description of financial education tools that can be offered to students and faculty/staff
5. Experience providing campus banking services in the higher education community
6. Marketing examples the Respondent will utilize on campus and in the community. Note - marketing the banking/ATM services is the sole responsibility of the selected vendor,
7. Implementation schedule and methodology assuming an anticipated start date of January 11, 2020.
8. Financial considerations to the College (proposed lease payment and marketing budget)
9. Three (3) references of similar size and scope to this College



10. 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 any forthcoming RFP.

Site Visits

If you would like to arrange a site visit to any of the campuses, please submit an email to purchasing@jjc.edu no later than October 26, 2020 @ 2:00 p.m. CST.

In the email include the organization name, attendees' names and titles. Instructions for the site visits will be emailed to all requestors.

Note: All attendees must wear face masks, be willing to have their temperature scanned, and practice social distancing.