

Los Angeles Community College District
RFP 09-19 ATM Questions
DRAFT RESPONSES IN BLUE INK (10-30-09)

Questions by USBank:

26. Will the ATM agreement be exclusive at each campus?

No. See response to question #8.

27. For each campus, please provide the name and street addresses of buildings/locations that have ATMs.

Each campus map can be viewed on their website; the campus' websites can be reached through the District's home web page at <http://www.laccd.edu/>.

Most ATMs are free-standing inside of a building. The following is the campus address information and the ATM locations (if available at this time).

- 1. Los Angeles City College, 855 N. Vermont Ave. - LA, CA 90029**
- 2. East Los Angeles College, F-5 (English and Math) Building, Free-standing/kiosk, 1301 Avenida Cesar Chavez, Monterey Park, CA 91754**
- 3. Los Angeles Harbor College, Seahawk Center, in hallway to the Business Office, Free-standing , 111 Figueroa Place, Wilmington, CA 90744**
- 4. Los Angeles Mission College, Campus Center Bldg., 13356 Eldridge Ave., Sylmar, CA 91342**
- 5. Pierce College, Bookstore, 6201 Winnetka Ave. Woodland Hills, CA 91371**
- 6. Los Angeles Southwest College, 1600 West Imperial Highway, LA, CA 90047**
- 7. Los Angeles Trade-Technical College, K Building, 400 W. Washington Blvd., LA, CA 90015**
- 8. Los Angeles Valley College, Campus Center Bldg., 5800 Fulton Avenue, Valley Glen. CA 91401**
- 9. West Los Angeles College, A13 Building, near Admissions Office, 9000 Overland Avenue, Culver City, CA 90230**

28. Are there any additional proposed ATM locations?

Some campuses prefer additional ATMs, but have not identified the specific location.

29. What is the name of the current ATM provider or providers if more than one?

California Credit Union has 6 ATMs. We do not know who owns the other 2.

- a. How many ATMs per provider and when do contracts expire? Presently, there is no formal contract with any of the existing ATMs.**

30. What are the transaction volumes for the current ATMs – provide as much history as possible by month for each ATM with detail of transactions by type (withdrawals, inquiries, etc.).

We do not have transaction volume information on the current ATMs.

31. What ATM transaction choices are offered at current ATMs– withdrawal, inquiries, statements, etc? **Most ATMs are for withdrawals only.**

- a. Do any ATMs accept deposits?**

No.

- b. Do ATMs offer non-financial transactions – stamps, phone minutes, other? **No.**
- c. If applicable, how are current ATM payments structured – monthly rent, percentages of surcharge, per transaction, etc.?

Presently, there is no formal contract with any of the existing ATMs. The District recently began paying \$250 per month as rental for each of the 6 ATMs belonging to the California Credit Union. However, there is no intent (by the District) to pay the winning vendor for the new machines.

32. What type of ATM installation – freestanding, through the-wall, kiosk, other
- a. Are photos of the current ATMs available?
Most ATMs are free-standing and inside of buildings on the campuses.
There are no photos available.
33. Months that the school is open and ATMs are operating. Generally, the campuses are open year-round. The Fall term is from September through December, and the Spring term runs from February through June. Campuses have the option (and usually do, except for this last fiscal year) to instruct during the Summer term(s) which run from June through mid August, and again during the Winter Inter-session which is in January.
If 12 months are there any months when attendance is significantly lower, e.g. summer months?
Yes, Summer and Winter Inter-sessions are generally slower.
- 34.** Describe the buildings' after-hours security. *The Community College Bureau of the Los Angeles County Sheriff's Department provides law enforcement services for the nine college campuses of the Los Angeles Community College District (LACCD). Each college campus has a Sheriff's Office which is staffed with L.A. County Sheriff Deputies and L.A. County Sheriff Security Officers. Additional assistance is provided by LACCD Cadets. This staffing provides 24 hour security coverage for all persons visiting and using any campus within the LACCD.*
35. For each ATM location, what nearby opportunities do building occupants and visitors have to spend cash, e.g. services, cafeteria, convenience store, etc. Please provide any relevant volume detail.

Most all campuses have a bookstore, library with pay for photo-copy, vending machines, food vendors, video machines, business offices, and parking meters.
36. Will there be any special billing or reporting needs?
Billing and reporting needs will be expected as customary for this type of business. To see a short list of these reports expected refer to section 3.5 (5) of the RFP.

37. During the bidder's conference, it was discussed that a DDA account is not necessarily required and that bidders can make alternate recommendations that would not force students to move from their current bank. Further, as bidders are able to recommend other non-DDA solutions, please confirm that the funding of accountholders by parents, issuance of checks, account to account transfers and other banking services only apply to an existing bank relationship that the student may maintain and therefore are not mandatory for this bid. Please reconfirm.

Answer: Student who has existing accounts with a financial institution should be able to have the option to (keep this existing account) have their financial aid disbursement deposited into the student's existing account. The funding of accountholders by parents, issuance of checks, account to account transfers and other banking services would apply to a newly established account with the new contracted provider.

38. In regards to ATMs, it was mentioned that there are two vendors that have a total of nine ATMs. Additionally, it was mentioned that one vendor wishes to sell six ATMs and that bidders are not required to buy these units. Does LACCD envision that winning bidder will install replacement ATMs (the vendor selling the ATMs) or will the winning bidders' ATMs increase the total amount to 18 ATMs? In addition, how many ATMs are installed on each campus currently? Please advise.

Answer: The winning proposer is required to install at a minimum one ATM per campus. This can be accomplished by both purchasing the existing 6 ATMs and installing 3 additional ATMs, or by installing 9 new ATMs. There is no requirement to purchase the existing ATMs by the new contracted provider.

39. In terms of the length of the proposal, it was discussed that the proposal must not exceed 15 pages and that there is no page limit regarding the appendices (although, it should be a reasonable length). In following a traditional proposal format (cover page, table of contents, executive summary and then inserting list of requirements, and signatory pages), we found that without any content / responses added, our draft proposal was already at 10 pages. It is our recommendation that LACCD allow 40 pages for the proposal (excluding the appendices) to allow for a complete description of our recommendations and to response to each requirement.

The minimum page limit for this RFP is being increased to a total of 30 pages, single-sided, 10 point font minimum, but only print on one side of each sheet.