Calcasieu Parish Sheriff's Office
GARY "STITCH" GUILLORY, SHERIFF AND EX-OFFICIO TAX COLLECTOR
Parish of Calcasieu • 5400 E. Broad Street • Lake Charles, LA 70615 • (337) 491-3700 • cpso.com

REQUEST FOR QUALIFICATIONS
FOR
BANKING SERVICES

RFQ#2026-10

1. PURPOSE OF THE REQUEST FOR QUALIFICATIONS

A. Statement of Need

The Calcasieu Parish Sheriff's Office, hereinafter referred to as 'CPSO', is requesting proposals for comprehensive banking services from qualified financial institutions. In accordance with LSA-R.S. 39:1211 et.seq., Calcasieu Parish Sheriff's Office will receive sealed proposals for a Fiscal Agent. This proposal solicitation is limited to financial institutions operating within Calcasieu Parish and are stock owned. The successful proposal must be submitted by a financial institution whom maintains a banking branch office within a five-mile radius of the CPSO located at 5400 E. Broad St., Lake Charles, LA 70615, where all transactions related to this proposal may be conducted. All proposals received will become part of a public record file of the CPSO and will not be returned to proposer.

2. INSTRUCTIONS TO PROPOSERS:

Eligible proposers desiring to provide services as described in this Request for Qualifications shall deliver - not later than 10:00 a.m. (CST) Wednesday, October 15, 2025 - four (4) complete physical copies and (1) electronic copy on a USB device both within a sealed envelope to:

Calcasieu Parish Sheriff's Office
Archives & Central Distribution Facility
5450 E. Broad St
Lake Charles, LA 70615
Attn: Kim Shelton

Offers by email, telephone or any means other than delivery shall **not** be accepted.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure timely delivery to the above address. The CPSO will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the proposer to ensure that his or her proposal reaches CPSO at the address noted above. The time and date for receipt of proposals will be scrupulously observed. Late deliveries or mail delays will be rejected as non-responsive regardless of the reason for the delay.

3. TERMS AND CONDITIONS:

3.1. CPSO reserves the right to accept or reject any or all proposals, with or without cause, or to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the CPSO, or to award a contract to the next most qualified proposer if a successful proposer does not execute a contract within fifteen (15) days after approval of the selection by the CPSO. The CPSO reserves the right to cancel a solicitation at any time.

3.2. CPSO reserves the right to request clarification of information submitted and to request additional information about one or more applicants and to negotiate additional terms if in the best interest of CPSO.

3.3. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the CPSO the services set forth in this Request for Qualifications, or until one or more of the proposals have been awarded.

3.4. Proposals shall be sealed, and proposers should indicate on the outside of the packaging of their proposal the following:

3.4.1. RFQ #2026-10– Calcasieu Parish Sheriff's Office, Banking

3.4.2. Name and address of proposer

3.5. The costs of preparation of a response to this Request for Qualifications are solely those of the proposers. CPSO assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that CPSO bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

3.6. All RFQ packages received in response to this Request for Qualifications shall become the property of CPSO and will not be returned. In the event of a contract award, all documentation produced as part of the contract will become the exclusive property of CPSO.

3.7. By submitting an RFQ Package, each respondent certifies that the proposer has fully read and understands all instructions in the Request for Qualifications and has full knowledge of and is qualified to perform the scope, nature, and quality of work to be performed. All RFQ Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

4. **QUESTIONS REGARDING THIS RFQ**:
All questions or concerns regarding this Request for Qualifications must be submitted by email to Kim Shelton, kshelton@CPSO.com, Kristy Manuel, kmanuel@cpso.com, and Allie Dixon, adixon@cpso.com, no later than 10:00 a.m. (CST), on September 25, 2025. It is the responsibility of the proposer to ensure that the email was received. CPSO may issue an addendum to the Request for Qualifications for distribution to CPSO all known prospective proposers. Any clarifications, answers to questions, or changes to this RFQ provided in a manner other than a formal addendum, are to be considered "unofficial" and shall not bind CPSO to any requirements, terms, or conditions not stated herein. All formal CPSO issued Addendum shall be posted to the Bid Net website found here:
https://www.bidnetdirect.com/louisiana/calcasieuparishsheriffsoffice

No oral interpretation of this Request for Qualifications shall be considered binding. CPSO shall be bound by information and statements only when such statements are written and executed under the authority of CPSO and posted on its website as set forth above.

5. **PROPOSAL FORMAT**:
Proposers must succinctly respond in the format delineated below. The following information should be tabbed to identify the required information. Failure to submit this information may render your proposal non-responsive in the sole discretion of CPSO. The aim of the required format is to simplify the preparation of evaluation of RFQ packages. All the components outlined below must be included with each copy of the RFQ proposal. All sections must be clearly identified and in the same order as listed below. All RFQ packages must include the following, with detail provided below:

5.1. SECTION 1: RFQ COVER PAGE (Attachment B)

5.2. SECTION 2: COVER LETTER

Provide a cover letter on company letterhead, not exceeding two pages, which is signed by an officer of the company who is responsible for committing the company's resources. The cover letter should provide the following:

5.2.1. Respondent's name, primary contact name, business address, phone number, fax number and e-mail address.

5.2.2. Name and title of the individual with responsibility for the response and who will receive correspondence regarding this RFQ.

5.2.3. A brief statement of the respondent's understanding of the services required and qualifications to provide disaster recovery consulting services.

5.2.4. A brief company background statement to include, but not limited to, years in business, corporate structure, professional affiliations, and capability of meeting deadlines.

5.2.5. Such other information as the respondent deems appropriate to its response.

5.3. SECTION 3: SCOPE OF SERVICES

5.3.1. Maintain approximately twenty-four (24) accounts including but not limited to general fund, payroll, tax collection main account and other agency fund accounts. The payroll account is maintained as a zero balance account.

General Fund average monthly balance $22,677,318.80

General Fund Revenue budget 2024-2025 $137,021,916.00

See attached Exhibit A for a breakdown of the account and 2024-2025 fiscal year transactions not including account to account transfers.

5.3.2. Proposals should detail all costs associated with the maintenance of the accounts. We are requesting zero bank charges to the CPSO for money orders, cashiers checks, certified checks, wire transfers, federal and state payroll EFT payments, safekeeping services, overdraft or bank drafts. Minimal, if any, charges accessed for service charges of "sweep account" and ZBA services, which we do not have at this time.

5.3.3. Amount of deposits in the general fund and tax collection account will be higher in the month of December through February due to property tax collection and distribution.

5.3.4. It shall be the responsibility of the fiscal agent to provide acceptable collateral sufficient to secure all deposits above the FDIC insurance coverage pursuant to Louisiana revised statutes including but not limited to R.S. 39:1221, R.S.33:2955, R.S. 6:318, R.S. 6:748.1, R.S. 6:319 and AG OP. NO. 09-0073. Collateral will be maintained at a minimum of 102% and marked to market at least once per month. A listing of securities pledged and market value of each should be provided for the CPSO each month and will be released only by signed authorization by designated authority of the sheriff's office.

5.3.5. The fiscal agent will be required to provide a system of overnight investment for collected funds, commonly referred to as "Sweep Accounts", subject to earning rates available in competing short-term investment instruments. Transactions relating to "Sweep Account" activities should be accomplished by the fiscal agent in such a manner that the regular monthly statements remain clearly understandable and can be easily reconciled. Interest rates on overnight investments should be tied to a specific rate, such as the Federal Fund Rate as published by the Federal Reserve Bank, St. Louis, Missouri. The history of the rate used must be provided for the past twelve months if needed. We currently do not have any sweep accounts.

5.3.6. CPSO desires to continue access to internet access banking services including, but not limited to, client image cash letter, positive pay, ACH blocking, wires, transfers, stop payments and ACH files, comparable to the current system.

5.3.7. CPSO desires to continue a system of direct deposit for payroll payments to employees. The total payroll currently includes approximately 1000 employees paid on a semi-monthly basis of which 100% currently participate in direct deposit services.

5.3.8. The successful proposer will serve as one of the depository institutions for the annual property tax collections.

5.3.9. Proposers are encouraged to suggest any additional banking services or programs that might be advantageous to the Sheriff's office. Evaluation of submissions will include, but is not limited to the following:

*Interest rates on all interest-bearing checking accounts (higher yield than Regular checking accounts)

*Low or zero monthly maintenance charges on deposit accounts

*Proposer's commitment to the financial needs of the CPSO will be an Important consideration

*Provide all banking locations within Calcasieu parish

*Allow all CPSO checks processed to be cashed at all banking locations in the parish Without charges or fees to customer cashing the check

*must allow third party checks to be deposited into accounts

*must provide a local contact with the Fiscal Agent Bank for any and all issues that May arise

*provide fraud detection and prevention services for all accounts, including Multifactor authentications for all users of the accounts if requested

5.4. <u>SECTION 4: COMPANY OVERVIEW</u>

5.4.1. Provide official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, primary and secondary SIC numbers and a W-9

5.4.2. Address, main telephone number, toll-free numbers, website URLs

5.4.3. Key contract name, title, address (if different from above address), direct telephone number

5.4.4. Person authorized to contractually bind the organization for any proposal against this RFQ

5.4.5. Brief history, including year established and number of years your company has been offering CRM and/or finance solutions

5.5. Include biographies (limited to one page) and resumes (limited to one page) of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this account by providing biographies for those staff members. Some account staff members will have access to sensitive information; describe how your company qualifies employees to work with sensitive information

6. SELECTION AND EVALUTION CRITERIA

6.1. EVALUATION OF RESPONSES

All properly submitted RFQ packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee team member will receive a full set of all the RFQ packages properly submitted, a copy of the RFQ document with all CPSO -issued Addenda, and an Evaluation Score Sheet. The Evaluation Committee shall then evaluate each RFQ package according to the criteria described herein. Each Evaluation Committee team member shall evaluate the RFQ packages individually, without interference and coordination from any other team member. Scores from each proposer/respondent of properly submitted packages shall be recorded on an Evaluation Score Sheet.

CPSO staff may consider any evidence available regarding financial, technical, and other qualifications and abilities of a respondent, including past performance and experience prior to recommending approval.

CPSO reserves the right to reject any or all proposals, waive minor formalities, and award/negotiate with the firm whose proposal best serves the interests of CPSO.

6.2. EVALUATION CRITERIA

The following weighted criteria will be utilized to select the consultant awarded this contract.

Qualifications & Experience	35
Key personnel & operations Information	25
Services Offered	40
Maximum Total Points	**100**

6.3. EVALUATION CRITERIA AND SCORESHEET EXPLANATION

6.3.1. Qualifications and Experience

The respondent provides company and staff qualifications and demonstrates the company's prior experience in providing the most efficient and effective banking services while maintaining sufficient liquidity and protection of all funds entrusted to CPSO.

6.3.2. Key Personnel & Operations Information

The respondent provides the company's key personnel that will work with CPSO. The information must include proposed role concerning the CPSO's accounts, biographical information, experience working with other public and not-for-profit entities, number of years of experience in this field and number of years with the banking institution and/or industry in totality.

6.3.3. Services Offered

The respondent provides documentation to support their ability to successfully Execute all services listed in the scope of services, section 5.3 of this document.

7. CONTRACT REQUIREMENTS

7.1. RECORD RETENTION REQUIRMENTS

The entity awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from this RFQ. CPSO shall have access to all records, documents, and information collected and/or maintained by others during the administration of the agreement. This information shall be made accessible at the awardees' place of business to CPSO, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction. The consultant will work with CPSO to provide all documentation necessary and required for federal reimbursement.

7.2. CONTRACT AGREEMENT AND TERMS

7.2.1. It is the intent of CPSO to enter a four (4) year agreement, with a renewal option clause for CPSO four (4) additional years for services as described herein. It is expressly understood that CPSO selection of any proposal does not constitute an award of a contract agreement with CPSO. Once CPSO has selected a proposal, contract negotiations will follow between CPSO and the selected proposer. It is further expressly understood that no contractual relationship exists with CPSO until a contract has been approved by CPSO and formally executed by CPSO.

7.3. NOTICE TO PROCEED

A Notice to Proceed may be issued as early as twenty-four (24) hours after the contract has been awarded. The Proposer shall be willing and prepared to start work immediately in the event of a CPSO designated emergency.

7.4. ASSIGNMENT OF CONTRACT

The company shall not sublet, sell, transfer, assign or otherwise dispose of this contract or any portion thereof; or his right, title, or interest therein; without written consent of CPSO.

7.5. GOVERNING LAWS AND REGULATIONS

It shall be the responsibility of the company to be familiar with and comply with all federal, state, and local laws, ordinances, rules and regulations relevant to the services

to be performed under this contract. The contract agreement shall be governed by the laws of the State of Louisiana, both in interpretation and performance.

7.6. TERMINATION

7.6.1. Failure on the part of the company to comply with any portion of the duties and obligations under the contract agreement shall be cause for termination. If the company fails to perform any aspect of the responsibilities described herein, CPSO shall provide written notification stating all items of non-compliance. The Consultant shall then have seven (7) consecutive calendar days to correct all items of non-compliance. If the items of non-compliance are not corrected, or if acceptable corrective action as approved by CPSO, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by CPSO for cause, upon giving seven (7) consecutive calendar days written notice to the company.

7.6.2. In addition to the above, CPSO may terminate the contract agreement at any time, without cause, upon thirty (30) days written notice to the company.

7.6.3. CPSO, at its option, may terminate the contract upon the filing by the company of any petition for protection under the provisions of the Federal Bankruptcy Act.

7.7. INDEMNIFICATION

To the fullest extent permitted by law, the fiscal agent shall indemnify and hold harmless CPSO, and its employees from and against liability, claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from performance of the work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Consultant, a sub consultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a sub consultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Sub-Contractor under workers' compensation acts, disability benefits acts or other employee benefit acts.

7.8. TRADE SECRETS

To invoke the provision of the State of Louisiana, Trade Secrets, or other applicable law, the requesting firm must mark each page of such document or specific portion of a

document claimed to be a trade secret must be clearly marked as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of the State of Louisiana, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

7.9. NON-EXCLUSIVE CONTRACT

Award of this Contract shall impose no obligation on CPSO to utilize the company for any and/or all work of this type, which may develop during the contract period. This is not an exclusive contract. CPSO specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in CPSO best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.

7.10. EXCEPTIONS

Company is advised that if it wishes to take exception to any of the terms contained in this solicitation or the attached contract it must identify the term and the exception in its response to the solicitation. Failure to do so may lead CPSO to declare any such term non-negotiable. Contractor's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

7.11. PUBLIC RECORDS

In accordance with the State of Louisiana (Public Records Law) and the Freedom of Information Act, and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Qualifications and the responses thereto are public record. Also, please be aware that CPSO publishes bid proposals on its agenda for public review. Proposers should identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Failure to identify confidential and/or proprietary information prior to submission of the proposal may result in such information being subject to release if requested in a public records request.

8. TIMETABLE FOR PROPOSALS

The following is a detailed schedule of the RFQ process, which is subject to modification by

CPSO:

September 12, 2025:	Advertise RFQ
September 25, 2025:	Questions due to Calcasieu Parish Sheriff's Office 10:00am CST
September 30, 2025:	Responses to submitted questions posted online
October 15, 2025:	RFQ responses due to CPSO, not later than 10:00 a.m. (CST)
October 21, 2025:	Selection Committee evaluation of proposals

Advertisement

The purchasing agent of the Calcasieu Parish Sheriff's Office of Calcasieu Parish, Louisiana, does hereby advertise for sealed RFQ's and will open the same on:

1. Wednesday, October 15, 2025
2. At the purchasing office of the Calcasieu Parish Sheriff's Office located in the Archive and Distribution Facility at 5450 E. Broad St., Lake Charles, Louisiana, at the hour of 10:00 a.m. C.S.T.
3. For: Request for Qualifications for Bank Services
4. All RFQ's must be submitted according to RFQ requirements. Paper RFQ may be obtained in the purchasing office of the Calcasieu Parish Sheriff's Office.
5. The public shall incur no obligation to the company until the contract between the Calcasieu Parish Sheriff's Office and the company is fully executed.
6. The Sheriff's Office reserves the right to reject any and all RFQ's for just cause as permitted by LA R.S. 38:2214B. The ability of an entity to reject any bid is applicable only when administered in accordance with the Public Bid Law. In accordance with LSA R.S. 38:2212(B) (1), the provisions and requirements of this section, those stated in the bidding documents shall not be waived by any entity.
7. RFQ may be held by the Sheriff's Office for a period not to exceed forty-five (45) day s from the date on the opening of the RFQ for the purpose of reviewing the RFQ and investigating the qualifications of bidders prior to award.
8. Official action on the RFQ will be taken within forty-five (45) days by the Calcasieu Parish Sheriff's Office.
9. All RFQ's must be plainly marked on the outside of the envelope.
10. Electronic copies can be accessed through https://www.bidnetdirect.com/louisiana/calcasieuparishsheriffsoffice

RFQ Bank Services

Kim Shelton, Purchasing Agent

Advertised September 12, September 23, 2025, & October 1, 2025

Exhibit A
July 1, 2024 to June 30, 2025

Bank Account	ACH Credit Transactions	ACH Debit Inmate Debit Cards	ACH DEBITS FOR PAYROLL	Checks Written	# Remote Deposits	# Items in Remote Deposits	Deposits	# Items in Deposits	EFT	WIRES
GENERAL FUND	144			6044	131	1149	254	3972	81	152
SALES TAX	440			0	0	0				
COMMISSARY	0			39	16	26	6	10		
INMATE FUND- NON INTEREST BEARING	388	289		761	0	0	293			
TRAINING ACADEMY	1			52	19	23	13	22		
EVIDENCE- NON INTEREST BEARING	0			15			49			
MAINTENANCE	0			689			5	5		
CRIME LAB	0			229	34	275	5	29		
MAIN TAX ACCOUNT-NON INTEREST BEARING	10			2160			72	15,000		
TRAFFIC	2750 CC			210			270	170		
DISTRICT COURT	275 CC			390			270	260		
PROPERTY TAX IN OFFICE CREDIT CARDS	162									
PROPERTY TAX ONLINE ACCOUNT ACHS AND CREDIT CARDS	451									
PUBLIC RECORDS REQUEST- CREDIT CARD ACCOUNT	225									
JUSTICE FEDERAL EQUITABLE SHARING	2			4	0	0	0	0		
TREASURY FEDERAL EQUITABLE SHARING	0			0	0	0	0	0		
COMBINED ANTI DRUG TEAM	2			175			25	25		
PAYROLL- NON INTEREST BEARING	45		23649	119						
OPIOID							1	1		
BOND - NON INTEREST BEARING				104			237	97		
ADMIN FEES-NON INT BEARING- CREDIT CARDS, REG DEP, & TRSFS	353						219	10		
CIVIL				1798		3892				
CATASTROPHIC				27						

ATTACHMENT B: SEALED RFQ LABEL

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed RFQ"

SEALED RFQ DO NO OPEN

SEALED RFQ# 2026-10

RFQ TITLE: BANK SERVICES

DUE: OCTOBER 15, 2025 AT 10:00 a.m. CST

COMPANY NAME: _____

COMPANY ADDESS: _____

COMPANY CITY/STATE: _____

Deliver to: Calcasieu Parish Sheriff's Office
Archive & Central Distribution Facility
Attn: Kim Shelton
5450 E. Broad St
Lake Charles, LA
70615

ATTACHMENT C: CONFLICT OF INTEREST CERTIFICATION

In accordance with 2 CFR 200.318(c)(1) the Bidder certifies that no member, officer, or employee of Calcasieu Parish Sheriff's Office or its designees or agents, no member of the governing body of Calcasieu Parish Sheriff's Office in which the program is situated, and no other public official of Calcasieu Parish Sheriff's Office who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, has any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work to be performed in connection with the program assisted under the Agreement. The Bidder shall incorporate, or cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to the purposes of Section2 CFR 200.318(c)(1).

This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Bidder Name	
Signature	
Printed Name	
Position	
Date	

Calcasieu Parish Sheriff's Office
GARY "STITCH" GUILLORY, SHERIFF AND EX-OFFICIO TAX COLLECTOR
Parish of Calcasieu • 5400 E. Broad Street • Lake Charles, LA 70615 • (337) 491-3700 • cpso.com

ATTACHMENT E – ADDENDUM ACKNOWLEDGEMENT FORM

The undersigned acknowledges receipt of the following addenda to the Bid/Request for Proposals (indicate number and date of each):

Addendum No.: Dated:

Addendum No.: Dated:

Addendum No.: Dated:

Addendum No.: Dated:

Addendum No.: Dated:

Addendum No.: Dated:

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS PRICING AND/OR SCOPE IS CONSIDERED A MAJOR IRREGULARITY AND MAY BE CAUSE FOR REJECTION OF ANY BID.

Acknowledgement: I certify that I have read and agree to the above terms and conditions and that I am authorized to sign for the Vendor/Contractor.

Company Name: FEIN:

Authorized Signature: Date:

Printed Name: Title:

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