



**Contract No. UWSYS-2026-5344-BANK**

Based on RFB No. **2025-UWSYS-01040-RFB**  
 (Request for Bid)  
 Commodity or Service **Banking & ATM Services for University of Wisconsin-Stevens Point**  
 Contract Period **June 1, 2026 to May 31, 2031**  
 Extensions **One (1) automatic two (2) year renewal**

This contract is entered into by and between the University of Wisconsin System, and the contractor, U.S. Bank National Association, whose address, and principal officer name appears below;

The University of Wisconsin System agrees to direct the purchases and the contractor agrees to supply the contract requirements cited above in accordance with the terms and conditions of the request for bid cited above, and in accordance with the contractor's bid response submitted on this request for proposal. **The Request for Bid 2025-UWSYS-01040-RFB released October 1, 2025 with attachments as provided through ShopUW+ Sourcing Module prior to close of bidding October 29, 2025; the contractor's responses (initial proposal submitted via ShopUW+ Sourcing Module); and Amendment 2\_01040, are hereby made a part of this contract.**

Unless in conflict with federal law, regulation, or order, in connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan. Contractors with an annual workforce of less than fifty (50) employees are exempted from this requirement. Within fifteen (15) working days after the award of the contract, the plan shall be submitted for approval to the contracting agency. Technical assistance regarding this clause is provided by the Wisconsin Office of Contract Compliance, Department of Administration, P.O. Box 7867, Madison, WI 53707-7867, (608) 266-5462.

----- Signatures on attached page -----



----- Page 2 of 2 -----

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Based on RFB No. **2025-UWSYS-01040-RFB**

Commodity or Service **Banking & ATM Services for University of Wisconsin-Stevens Point**

**University of Wisconsin System**

780 Regent Street  
Madison, WI 53715

**U.S. Bank National Association**

800 Nicollet Mall, 2<sup>nd</sup> Floor  
Minneapolis, MN 55402

Signed by:  
*Jay Rothman*  
Signature BD7AC38D11E34FF...

Name: Jay Rothman

Title: President

Date: 3/17/2026 | 8:42 AM CDT

Contract Manager: Heidi Wallner  
Phone: 608-265-6645  
Email: [heidi.wallner@wisconsin.edu](mailto:heidi.wallner@wisconsin.edu)

Signature: **Brian Collins**  
Digitally signed by Brian Collins  
Date: 2026.03.13 10:58:33 -04'00'

Name:

Title:

Date:

Contract Manager: Vince Roos  
Phone: 913-317-0030  
Email: [vincent.roos@usbank.com](mailto:vincent.roos@usbank.com)



# REQUEST FOR BID: 2025-UWSYS-01040-RFB

## University of Wisconsin-Stevens Point: On-Site Banking and ATM Services

Date of Issue: October 1, 2025

Heidi Wallner, Procurement Manager  
Universities of Wisconsin  
[heidi.wallner@wisconsin.edu](mailto:heidi.wallner@wisconsin.edu)



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# 1 Introduction and Purpose

## 1.1 Purpose of the Request for Bids

The University is seeking bids from qualified financial institutions to deliver comprehensive on-campus banking and ATM services. The selected provider will be responsible for operating a full-service banking branch and maintaining strategically located ATM on campus to serve students, faculty, staff, and visitors.

The services should promote financial accessibility, support student financial wellness, and align with the University's operational and community engagement goals. High standards of security, customer service, and technological integration are expected.

## 1.2 Campus Overview

A 406-acre campus, the University of Wisconsin-Stevens Point includes the 280-acre Schmeeckle Reserve and a 25-acre lake. There are 12 academic buildings, 13 residence halls, and five student centers. The newest buildings include the state-of-the-art Haeni Chemistry Biology Building, with "science on display" laboratories and a Health and Wellness Center, which brings together the Student Health Service, Counseling Center, and fitness and recreation facilities. A new Library and Student Resource Center is due for completion in 2026. The Jenkins Theatre, Michelsen Hall, and Edna Carlsten Gallery in the Noel Fine Arts Center bring theatre, music, and visual art to the campus and community. The campus is located midway between Milwaukee and Minneapolis at the intersection of Interstate 39/Highway 51 and U.S. Highway 10.

The university also has three off-site research field stations: Central Wisconsin Environmental Station in Amherst Junction, WI; Treehaven in Tomahawk, WI; and Northern Aquaculture Demonstration Facility in Bayfield, WI.

### QUICK FACTS

- Enrollment (fall 2024)
  - Stevens Point campus: 8,263
  - Marshfield campus: 156
  - Wausau campus: 269
- Faculty/staff: 1,219 (all campuses)

The Dreyfus University Center, where the on-site banking office and primary ATM will be located, is a central gathering space for students. A second ATM is located in Champions Hall. Additional ATM placements may be considered in high-traffic areas such as the DeBot Dining Center or the new Student Resource Center.

## 1.3 Scope

This Request for Bid (RFB) seeks to establish a contract with a qualified financial institution to provide comprehensive on-site banking and ATM services at the University of Wisconsin–Stevens Point. The awarded contractor will be responsible for operating a full-service banking branch and maintaining ATM equipment in designated campus locations.

The scope of services includes, but is not limited to:

- Providing accessible, secure, and reliable banking services to students, faculty, staff, and campus visitors;
- Maintaining ATM equipment and ensuring uptime and service quality;
- Supporting financial wellness and education initiatives in collaboration with the University;
- Complying with all operational, safety, and accessibility requirements outlined in this RFB.

All services must be delivered in accordance with the specifications and performance requirements detailed in Sections 3 through 7 of this RFB. The University does not guarantee any specific volume of transactions or revenue and reserves the right to modify service expectations based on campus needs throughout the contract term.

#### 1.4 Definitions

The following definitions are used throughout this document:

- **Buyer** means UW Procurement Manager responsible for this Request for Bid.
- **Bidder** means a firm submitting a bid in response to this Request for Bid.
- **Contractor** means successful Bidder awarded the bid.
- **CT** means Central Time, used to denote the local time observed, either CST-Central Standard Time (*from the first Sunday in November until the second Sunday in March*) or CDT-Central Daylight Time (*from second Sunday in March until first Sunday in November*)
- **DVB** means Service-Disabled Veteran-Owned Business. DVBs have been certified by the Wisconsin Supplier Diversity Program to be at least 51% owned, managed and controlled by a veteran with a disability rating of at least 0%. DVB businesses must serve a useful business function the majority owners must reside in Wisconsin and the business must be located in Wisconsin.
- **ISS** means International Student Services
- **MBE** means Minority-Owned Business Enterprise. MBEs have been certified by the Wisconsin Supplier Diversity Program to be at least 51% owned, managed and controlled by an eligible racial ethnic category and serve a useful business function.
- **Purchasing** means the UW Purchasing department responsible for the procurement of goods and services.
- **RFB** means Request for Bid.
- **RFP** means Request for Proposal.
- **Sourcing Module** means the ShopUW+ Sourcing Event Module.
- **State** means State of Wisconsin.
- **University and UW** both mean the University of Wisconsin System, dba Universities of Wisconsin, AND University of Wisconsin-Stevens Point.
- **UWSP and UWSTP** means University of Wisconsin-Stevens Point.
- **WBE** means Woman-Owned Business Enterprise. WBEs have been certified by the Wisconsin Supplier Diversity Program to be at least 51% owned, managed and controlled by a woman or women and serve a useful business function.

#### 1.5 eSupplier/VendorNet Registration:

Registration on the State of Wisconsin's eSupplier Portal ([eSupplier.wi.gov](http://eSupplier.wi.gov)) is available free of charge to all businesses and organizations that want to sell to the state. Refer to [Bidder Response: Registration and Sign-in Process](#) for further instructions. Registration allows a vendor to:

- Register for a bidders list for commodities/services that the vendor wants to sell to the state.

- Receive an automatic e-mail notification each time a state agency, including the University of Wisconsin System campuses, posts a Request for Bid (RFB) or a Request for Proposal (RFP) with an estimated value over \$50,000 in their designated commodity/service area(s).
- Receive an e-mail notification of addendums/amendments relative to the RFB or RFP.

Only vendors registered, with a valid e-mail address, at the time the RFB or RFP is posted will receive e-mail notifications of addendums/amendments. Vendors who obtain the RFB or RFP from a third party; through the public notice website; or other means assume responsibility for checking for updates to the RFB or RFP.

**NOTE:** Registration with eSupplier/VendorNet does not register the bidder with the ShopUW+ Sourcing Event Module. Instructions for registering with the Sourcing Module can be found here: [Supplier Login or Join JAGGAER Supplier Network \(sciquest.com\)](#)

### 1.6 Overview of Procuring Agency

The University of Wisconsin System Administration (UWSA) performs administrative and executive functions for the campuses that make up the Universities of Wisconsin. UWSA will administer the Contract resulting from this RFB. The Contractor and the respective Campus Authority will work together to resolve any problems or issues related to the purchase of products and/or services. The Contractor shall communicate or meet with the designated Campus Authority, as requested, to resolve problems.

Any problems that cannot be resolved between the Campus Authority and the Contractor will be referred to the Contract Manager. The Contract Manager will inform the Contractor in writing of unresolved issues and the Contractor will respond with proposed corrective actions. Either UWSA or the Contractor may request meetings to address unresolved issues.

The University of Wisconsin System is the sole point of contact during this RFB process. The person responsible for managing the procurement process is:

Heidi Wallner, Procurement Manager Auxiliary Services

heidi.wallner@wisconsin.edu.

### 1.7 Contract Length

It is the intent of the University to commence the resulting contract on June 1, 2026. The contract term will be for June 1, 2026 through May 31, 2027 with six (6) automatic one (1) year extensions by mutual consent. The total contractual length will be seven (7) years.

Should the Contractor wish to not enter extension term(s), the Contractor must inform University by giving no less than two hundred forty (240) day notice prior to term end in writing by registered or certified mail of its intention to cancel this contract. Transition time is necessary to minimize disruption to UWSP Campus and Students.

### 1.8 Method of Award

The award will be made to the responsible bidder offering the aggregate best value return to the University, based on:

- The highest monthly Space Lease Payment ,
- The highest annual Campus Support Payment, and
- Any optional additional funds offered directly to the University to be used at campus discretion

(e.g., signing bonus, additional campus support).

Note: Scholarship offerings, capital improvements are excluded from the award calculation.

### 1.8.1 Award Value Calculation

The total value used to determine the award will be calculated as:

Value =(Months of Contract Life × (Space Lease Payment))+(Years of Contract Life × Annual Campus Support Payment) + (Optional Funds(Calculated as provided, either one time payments or annual payments, for life of contract))

### 1.8.2 Bidder Qualification

The University will evaluate whether the bidder is financially, managerially, and operationally capable of providing the required services, based on the vendor's response to this bid.

Only bidders who are determined to be capable and who currently operate On-Site Banking and ATM Services will be considered.

University representatives reserve the right to inspect the bidder's facilities and other operations under the contractor's management prior to awarding the contract.

## 1.9 Parties to the Contract

The contract shall be between the State of Wisconsin, Board of Regents of the University of Wisconsin System doing business as the University of Wisconsin-Stevens Point hereafter referred to as the "University" and the successful contractor for the provision of On-Site Banking and Automated Teller Machine (ATM) Services according to the terms set forth herein.

Missy Burgess shall be responsible for the administration of UW-Stevens Point Banking & ATM Contract and referred to herein as the "Appropriate Campus Authority."

Heidi Wallner, Procurement Manager Auxiliary Services, University of Wisconsin System Administration (UWSA) Office of Procurement shall be the Contract Administrator of the UW-Stevens Point Banking & ATM Contract on behalf of UW System.

## 1.10 Cancellation and Termination

The University of Wisconsin System reserves the right to cancel the resulting contract or agreement for any reason by providing written notice to the Contractor at least one hundred eighty (180) days prior to the effective date of cancellation. In such cases, the Contractor shall be entitled to compensation for any work accepted by the University in accordance with its order(s). Compensation for partially completed work shall not exceed the percentage of completion, as determined solely by the University, multiplied by the corresponding payment amount.

The University also reserves the right to terminate the contract for breach by providing written notice of the breach. If the Contractor fails to cure the breach within ten (10) calendar days of receiving such notice, the University may terminate the contract by providing one hundred eighty (180) days' written notice via registered or certified mail. In such cases, the Contractor shall be entitled to compensation for accepted work, including partially completed work, calculated as described above.

If the University breaches any contract terms, the Contractor must provide written notice specifying the breach and requesting compliance. If the University does not contest or remedy the breach within ten (10) calendar days, the Contractor may terminate the contract by providing one hundred eighty (180) days' written notice via registered or certified mail.

Upon cancellation, termination, or expiration of the contract, each party shall return all materials and property belonging to the other and cooperate in the orderly transition of services to ensure minimal disruption.

The University may discontinue the contract, in whole or in part, without penalty at any time due to non-appropriation of funds.

If the Contractor fails to maintain required insurance, the University may cancel the contract immediately without notice.

### **1.11 Special Pandemic and Emergency Operations Considerations**

The University of Wisconsin System, individual campuses, municipalities, counties, or the State or Federal government may have emergency orders or guidelines in place mandating or recommending measures such as face masks, protective gear, hand washing, temperature checks, symptom reporting, social distancing, or other temporary public health and safety measures.

All suppliers visiting UW campuses or participating in UW sponsored activities, whether on or off campus, must comply with all relevant University, campus, government, and public health and safety mandates and guidelines unless specifically exempted by the applicable legislation, executive order or public health order. UW reserves the right to impose additional health and safety requirements, processes, and procedures at any time.

Bidders, contractors and suppliers are responsible for ensuring they, their support personnel, and all subcontracted personnel are informed and adhere to these requirements while present in person at any UW site or event comply with all such applicable measures in effect at that location. Failure to comply with these requirements may result in removal from campus, suspension of services, or termination of contract.

## 2 Bid Procedures and Instructions

### 2.1 Method of Bid/Submission

The Universities of Wisconsin **only accepts electronic responses** via the **ShopUW+ Sourcing Module**. Bids must be received in the system **prior to 2:00 p.m. Central Time** on the stated due date. Late submissions will not be accepted by the system.

To participate, bidders must have an active profile in the **JAGGAER Supplier Network**. If your organization is not registered, visit:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UWisconsin>

**Important:** Contact with any University personnel other than UWs Procurement Manager regarding this RFB is prohibited from the date of release until the issuance of a Letter of Intent, except for site visit registration. Violations may result in disqualification.

#### 2.1.1 Preparing and Submitting a Bid

Bidders must complete all required sections in the **ShopUW+ Sourcing Module** and click **“Submit”** to finalize their response. A confirmation email will be sent to the address listed in the bidder’s profile.

Required steps include:

- Registering in the JAGGAER system (if not already registered)
- Accessing the sourcing event and downloading all required forms
- Completing all sections and uploading all required documents
- Ensuring all responses are entered and saved. Must click “Submit”

**Technical Support:**

For issues with ShopUW+ or JAGGAER login, contact **Jaggaer Supplier Support:** 1-800-233-1121 (Option 2); <https://www.jaggaer.com/supplier-support>

Additional supplier resources are available at: <https://shopuwplus.wisc.edu/supplier-resources>

It is the bidder’s sole responsibility to ensure timely registration and submission. Failure to complete these steps on time will not be considered an extenuating circumstance.

### 2.2 Calendar of Events

Listed below are important dates and times by which actions related to this Request for Bids (RFB) must be completed. In the event that the University of Wisconsin System finds it necessary to change any of these dates and times it will do so by issuing a supplement to this RFB.

EVENT	DATE/TIME
Date of Issue of the RFB	October 1, 2025
Site Visit	October 14, 2025, 10:00AM CT
Deadline for Questions (per Sec 2.5)	October 17, 2025, 5:00PM CT
Anticipated Answers	Week of October 20, 2025
BID DUE DATE & TIME	October 29, 2025, 2:00PM CT
Estimated Intent to Award	NLT Week of November 24, 2025

Contract Start Date	June 1, 2026
Initial Student Orientation (see 4.10.1.1)	June 2, 2026

**2.3 Site Visit/Inspection of Premises**

Bidders are encouraged to attend the site survey meeting at UW-Stevens prior to submitting a bid to assure themselves and the procuring agency that they understand the requirements of the project. Site survey meeting will be held at UW-Stevens Point campus in Stevens Point, WI, date and time as indicated in **Calendar of Events**. Full directions with Building/Room number and parking details provided with RSVP. Bidders are invited to visit and inspect all participating project site locations completely prior to submitting bid in order to determine all requirements associated with the contract. Bidder is not required to attend in order for their bid to be considered for award. Failure to inspect adequately shall not relieve the contractor from the necessity of furnishing and installing, without additional cost to the University, any materials and equipment or performing any labor that may be required to carry out the intent of the contract.

All answers to questions or any changes to the Bid as a result of Site Survey will be posted as an amendment to the RFB, as noted in Section 2.4. Bidders are cautioned that only formal amendments addressing Q&A are binding.

Attendance Confirmation and Parking Contact:  
 University of Wisconsin-Stevens Point  
 Site Contact: Missy Burgess  
 Email: [mburgess@uwsp.edu](mailto:mburgess@uwsp.edu)

Should Wisconsin DOT 511wi.gov System indicate a “Travel Not Advised” status, the site visit will be rescheduled.

**2.3.1 Reasonable Accommodations**

The University will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request.

**2.4 Questions**

All questions related to this RFB must be submitted electronically through the **ShopUW+ Sourcing Event Module**, hereinafter referred to as “Sourcing Module”, by the Q&A Submission date.

If a bidder identifies any ambiguity, error, conflict, discrepancy, omission, or other deficiency in the RFB, they must notify the Procurement Manager via the Sourcing Module **within five (5) business days** of the RFB issue date and time to request clarification or correction.

If a Bidder fails to notify Purchasing of an error in the RFB document which is known to the Bidder, or which must have reasonably been known to the Bidder, then the Bidder shall submit a response at the Bidder's risk and if awarded a contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

Any revisions or additions to this RFB will be posted through the Sourcing Module, with all registered bidders notified, and notification of revision/addition will be provided on VendorNet: <https://vendornet.wi.gov/>

All communication regarding this RFB must be directed to:

University of Wisconsin System Administration (UWSA) Office of Procurement  
Heidi Wallner, Procurement Manager  
heidi.wallner@wisconsin.edu

Contact with any other University personnel regarding this RFB is strictly prohibited from the date of release until the issuance of a Letter of Intent, except for registration related to a site visit. **Violation of this condition may result in disqualification of the bid.**

## 2.5 Format of Bid

Bidders responding to this RFB must comply with the following format requirements:

### 2.5.1 State of Wisconsin Terms and Conditions

DOA-3054 and DOA-3681 are provided as attachments in the ShopUW+ Sourcing Module. These standard and supplemental terms and conditions shall govern this bid and subsequent award. Bidders must accept these terms and conditions **or submit point-by-point exceptions along with proposed alternative or additional language for each point, including any contracts. Submission of any standard contracts as a substitute for language in the terms and conditions is not a sufficient response to this requirement and may result in rejection of the bidder's submission.** The State reserves the right to negotiate contractual terms and conditions other than those in the State of Wisconsin Contract when it is in the best interest of the State to do so.

### 2.5.2 Additional Information

Submit completed Vendor Information Form and Vendor Reference List (under the Supplier Required Information and Forms section of online submission) and other questions and forms required for the bid, through the ShopUW+ Sourcing Module, under Questions Section subsections. Include all additional information that will be essential to an understanding of the bid, within page limits provided in Section 2.6.

## 2.6 Page Limit Expectations and Submission Review Impact

To promote fairness, clarity, and efficiency in the review and evaluation process, the University has established page limits for specific sections of the bid response. These limits are intended to ensure consistency across submissions, allowing all bids to be reviewed on an equal basis. They also help streamline the review process by focusing attention on the most relevant and requested information, while discouraging the inclusion of excessive or promotional content. Bidders are expected to present their responses in a concise and well-organized manner, addressing only the information explicitly requested in the RFB.

Any content submitted beyond the stated page limits may be disregarded and not considered during the evaluation process, nor included in final contractual reference. This procedure is intended to uphold the integrity of the competitive bidding process and to minimize the administrative burden on the evaluation team.

### 2.6.1 Page Limits by Item

#### Requested Modifications to RFB Performance and Contract Requirements

- Limit: 2 pages
- Focus: Clearly identify requested changes, explain the reason, and suggest alternative language if applicable.

#### Requested Modifications to Technical Requirements

- Limit: 3 pages

- Focus: Address only the technical specifications outlined in the RFB, with justification for each proposed change.

#### Bidder's Qualifications and Information

- Limit: 8 pages
  - Appendices allowed for supporting documentation
- Focus: Provide concise, complete responses to each section requested under Bidder Qualifications. Use bullet points or tables where appropriate to improve readability.

#### Bid Submittal Form

- Limit: 2 pages
- Focus: Complete all required fields in the provided form. Responses should be concise and limited to the space provided.

#### Requested Modifications to DOA-3054 Standard Terms and Conditions

- Limit: 2 pages
- Focus: Only list specific clauses the bidder seeks to modify, with rationale and proposed language.

#### Requested Modifications to DOA-3681 Supplemental Services Terms and Conditions

- Limit: 2 pages
- Focus: Only list specific clauses the bidder seeks to modify, with rationale and proposed language.

**Note:** Any “click-through,” “click-wrap,” “browse-wrap,” “shrink-wrap,” or other pre-printed agreements or terms and conditions included in the bid response—whether embedded in submitted documents or referenced via hyperlinks—are expressly excluded from consideration. These materials will not be reviewed, will not count toward the page limits, and will be considered **null, void, and unenforceable**. Only terms and conditions accepted by the Department and explicitly negotiated through the contract process will be binding.

### 2.6.2 Non-Evaluated Materials

Any additional materials submitted beyond these required documents—such as brochures, marketing materials, or unsolicited company information—will not be reviewed or considered as part of the official bid evaluation. These materials will be treated as promotional content and will not influence the outcome of the bid process.

## 2.7 Multiple Bids

Bidders may submit more than one bid under this solicitation. Due to system limitations that allow only one submission per bidder, multiple bids must be submitted within a single portal entry. Each bid must:

- Include a full set of required documents (e.g., technical details, pricing, forms) for that bid;
- Be clearly labeled and organized as Bid #1, Bid #2, etc.;
- Use consistent naming conventions across all uploaded files (e.g., Bid1\_Technical.pdf, Bid2\_Pricing.xlsx);
- Be complete and independently compliant with all submission requirements.

Bidders must upload each document in the appropriate portal section, using the naming convention to distinguish between bids. Alternate acquisition strategies within a single bid do not constitute multiple bids and should be included as part of that bid's documentation.

## 2.8 Incurring Costs

The State of Wisconsin and University of Wisconsin System (including the Board of Regents of the University of Wisconsin System, its officers, agents and employees) are not liable for any cost incurred by a vendor in the process of responding to this RFB.

## 2.9 Responding to Bid Qualifications and Requirements

Mandatory Bidder Qualifications and Requirements in this RFB document must be minimally met without exception; failure to meet such will disqualify the Bid. Before the award of any Contract, the University must be satisfied that the Bidder has sufficient qualified resources available for performing the work described in this Bid. It is the Bidder's responsibility to acquaint the University with these Qualifications and Requirements by submitting appropriate, and succinct supporting documentation.

Failure to meet a Qualifications or Requirements will disqualify the Bid. However, in the event that no Bidder is able to meet an individual Mandatory Qualification or Requirement, the State reserves the right to eliminate that individual Qualification or Requirement; in such case, the State will continue the review of Bids and select the Bid that most closely meets the Qualifications and Requirements specified in this RFB.

## 2.10 Right to Reject, Waive, and Negotiate

UWSA reserves the right to reject any or all bids, to waive minor informalities or irregularities in any bid, and to negotiate terms and conditions with the selected bidder prior to contract execution. If negotiations with the selected bidder are unsuccessful, UWSA may proceed to negotiate with the next lowest responsible bidder

## 2.11 Award Criteria

The contract will be awarded to the highest responsible bidder that meets all mandatory requirements as outlined in this solicitation

The Wisconsin Supplier Diversity Program (SDP) certifies Minority-Owned (MBE), Service-Disabled Veteran-Owned (DVB) and Woman-Owned (WBE) businesses to provide better opportunities for them to do business with the State of Wisconsin. Certified DVB businesses may receive a permissive 5% bid preference when they bid on state contracts. (A Bidder preference will not be considered on a printing or stationery procurement.)

## 2.12 Notification of Intent to Award

Any supplier who respond to this RFB with a bid, will be notified via provided email of the University's intent to award the contract(s) as a result of this RFB.

## 2.13 Dispute Process

The dispute procedure applies to only those requests for bids that are greater than \$50,000. Notices of intent to protest and protests must be made in writing, making the protest as specific as possible and must identify the alleged Board of Regent Policy or UW System Administrative procurement policy violation.

Any dispute of the University's award must be made in writing no later than five (5) working days after Universities of Wisconsin Office of Procurement issues the intent to award notice. Written notice must be received by:

Brent Tilton  
Director of Procurement  
University of Wisconsin System Administration  
[brent.tilton@wisconsin.edu](mailto:brent.tilton@wisconsin.edu)

A complete written dispute must be received by the UW Director of Procurement citing specific policy violations, no later than five (5) working days after the award notice is issued. The Director of Procurement will resolve the dispute. If the dispute is not resolved it can be appealed to the UW System Vice President of Finance and Administration for final disposition.

### 3 Performance and Contract Requirements

#### 3.1 Performance Bond or Irrevocable Letter of Credit

The successful bidder, hereafter referred to as "contractor", shall be required to furnish a performance bond or Irrevocable Letter of Credit in the amount of ten thousand dollars (\$10,000):

Required Performance Bond or Irrevocable Letter of Credit Amount

UW-Stevens Point: \$10,000.

Such bond must be furnished upon notification by the University of Wisconsin System Office of Procurement, hereafter referred to as "System Office of Procurement", and prior to contract award.

In lieu of the performance bond, the contractor may provide an irrevocable letter of credit naming the University as beneficiary. The irrevocable letter of credit shall be in the amount specified for the performance bond and the format content required by the University. The performance bond or irrevocable letter of credit shall be furnished by a company licensed to do business in the State of Wisconsin.

The performance bond or irrevocable letter of credit shall be for the entire contract period. If an irrevocable letter of credit is used, the period shall extend one month beyond the contract expiration date. The performance bond or letter of credit shall provide that in the event of non-renewal, the Office of Procurement, and the contractor be notified in writing by the issuer a minimum of sixty (60) days prior to the anniversary of the effective date of the contract.

In the event of nonrenewal, the contractor shall provide the University evidence of the new source of surety within twenty-one (21) calendar days after the University's receipt of the nonrenewal notice. Failure to maintain the required surety in force may be cause for contract termination.

Failure to provide the bond or irrevocable letter of credit within twenty-one (21) days of notification of award may result in cancellation of contract award.

#### 3.2 Excused Performance

If, because of riots, war, public emergency or calamity, fire, flood, earthquake, act of God, government restriction, labor disturbance or strike, business operations at the University are interrupted or stopped, performance of this contract, with the exception of monies already due and owing, shall be suspended, and excused to the extent commensurate with such interfering occurrence. The expiration date of this contract may be extended for a period equal to the time that such default in performance is excused.

#### 3.3 Insurance

The contractor shall bear the full and complete responsibility for all risk of damage or loss of premises, equipment, products or money resulting from any cause whatsoever and shall not penalize the University for any losses incurred related to this contract.

##### 3.3.1 Coverage and Minimum Limits

**Commercial General Liability**

General Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Products and Completed Operations Aggregate	\$2,000,000
Personal Advertising Injury	\$1,000,000
Damage to Rented Premises	\$1,000,000
Medical Payments (Any One Person)	\$5,000

Commercial General Liability includes, but is not limited to: consumption or use of products, existence of equipment or machines on location and contractual obligations to customers. The contractor shall bear the full and complete responsibility for all risk of damage or loss of premises, equipment, products, or money resulting from any cause including that of sub-contractors and shall not penalize the University for any losses incurred related to this contract.

**Automobile Liability**

Combined Single Limit \$1,000,000

**Cyber Liability**

General Aggregate \$2,000,000

Each Occurrence Limit \$2,000,000

The policy shall cover professional misconduct or lack of ordinary skill required to perform the work defined in this agreement. Contractor shall maintain such insurance for an additional period three (3) years following termination of the agreement. Any policy retention or deductible is the responsibility of the policy holder. The insurance should provide coverage for the following risks:

1. Liability arising from theft, dissemination or use of confidential information (including but not limited to bank account, credit card account, personal information such as name, address, social security numbers, etc. information) stored or transmitted in electronic form.
2. Network Security Liability arising from the unauthorized access to, use of or tampering with computer systems including hacker attacks, inability of an authorized third party, to gain access to your services including denial of service, unless caused by a mechanical or electrical failure.
3. Liability arising from the introduction of a computer virus into, or otherwise causing damage to, a customer’s or third person’s computer, computer system, network or similar computer related property and the data, software, and programs thereon.

**Umbrella Liability**

General Aggregate \$1,000,000

Each Occurrence Limit \$1,000,000

Products and Completed Operations Aggregate \$1,000,000

**Workers’ Compensation and Employers Liability**

Statutory Limits

All liability policies shall name the State of Wisconsin, Board of Regents of the University of Wisconsin System, and their officers, employees, and agents as an additional insured.

All policies shall include a waiver of subrogation in favor of the State of Wisconsin, Board of Regents of the University of Wisconsin System, and their officers, employees, and agents.

Remodeling or Renovation The above insurances are required to be in effect during the course of any remodeling, renovation or construction done by or at the direction of the contractor.

**3.3.2 Certificate of Insurance**

Upon notification of award and prior to issuance of a contract, the contractor shall provide the University a certificate of insurance with the required coverage and limits of insurance issued by an

insurance company that has an AM Best rating of A- licensed to do business in the State of Wisconsin and signed by an authorized agent. Insurance requirements apply to all subcontractors.

### 3.3.3 Covenant requiring Notice

These policies shall contain a covenant requiring sixty (60) days written notice by the insurer to University of Wisconsin System Office of Procurement, 780 Regent Street, Madison, WI 53715, before cancellation, reduction or other modifications of coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be extended by the contractor for each subsequent renewal period of the contract. The contractor shall advise each insuring agency to automatically renew all policies and coverage in force at the start of and resulting from this contract until specified coverage requirements are revised.

### 3.3.4 University Right to Cancel

In the event the contractor fails to maintain and keep in force the insurance herein required, the University shall have the right to cancel and terminate the contract without notice. The contractor shall advise each insuring agency to automatically renew all policies and coverage in force at the start of and resulting from this contract until specified coverage requirements are revised.

### 3.3.5 Evidence of New Source(s) of Required Insurance

These policies shall contain a covenant requiring sixty (60) days written notice by the insurer to University of Wisconsin System Office of Procurement, 780 Regent Street, Madison, WI, 53708, before cancellation, reduction or other modifications of coverage. The contractor shall provide the University evidence of the new source(s) of required insurance within twenty-one (21) calendar days after the University's receipt of the sixty (60) day notice. The insurance certificate shall be for the initial contract period of one (1) year and shall be extended by the contractor for each subsequent renewal period of the contract. The contractor shall advise each insuring agencies to automatically renew all policies and coverage levels annually.

### 3.3.6 Contractor Agrees to Indemnify

The contractor agrees to indemnify, defend and hold harmless the Board of Regents of the University of Wisconsin System, UW System, and UW-Stout their officers, employees and agents from and against any and all claims, losses, liability, costs or expenses (hereinafter collectively referred to as "claims") occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work in connection with this contract, but only to the extent that such claims are caused by the negligence, misconduct or other fault of the contractor, its agents, employees, subcontractors or contractors.

### 3.3.7 Risk of Damage or Loss

Commercial General Liability includes, but is not limited to: consumption or use of products, existence of equipment or machines on location and contractual obligations to customers. The contractor shall bear the full and complete responsibility for all risk of damage or loss of premises, equipment, products, or money resulting from any cause including that of sub-contractors and shall not penalize the University for any losses incurred related to this contract.

## 3.4 Requirements for Criminal Background Checks

This contract is contingent upon, Contractor supplying workers who have passed a criminal background check that includes a national criminal background check database demonstrating the worker has no convictions or pending criminal charges that are substantially related to the contracted-for activities or services, including but not limited to, those that would render the worker unsuitable for regular contact

with children. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.

### 3.5 Mandatory Reporting of Child Abuse or Neglect

If, in the course of providing services to the University, Contractor (or its employee) observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the Contractor (or its employee) has reasonable cause to believe that child abuse or neglect has occurred or will occur, Contractor must make a report of that abuse or neglect to law enforcement or to a county social service agency as provided in [UWs' Policy on Mandatory Reporting of Child Abuse and Neglect](#). If the suspected child abuse or neglect involves an allegation against a UW employee or agent (e.g. student, volunteer, contractor, etc.), or the incident or threat of child abuse or neglect occurred on a UW campus or during a UW-sponsored event, the Contractor shall also report to the Police Department.

### 3.6 Intellectual Property

The Contractor warrants that to the best of its knowledge all materials furnished and used are its own original material or material which they have obtained permission to use for the purposes of this Agreement.

The parties agree that Contractor's work under this Agreement is a "work for hire" and that the owner of such work, including any inventions made during the performance of the work, is The Board of Regents of the University of Wisconsin System. If for any reason the work performed by Contractor under this Agreement is found not to constitute a work for hire, then, in consideration for the payment set forth under this Agreement, Contractor hereby assigns all rights in the intellectual property created to The Board of Regents of the University of Wisconsin System.

The Contractor agrees that all other rights pertaining to the work furnished under this agreement, including any royalties or fees that may accrue, shall belong to the Board of Regents of the University of Wisconsin System.

### 3.7 Subcontracting

Any Contract resulting from this bid shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any Subcontractor without prior written approval by Purchasing. Upon request Contractor must provide Subcontractor's complete contact information including EIN# (TIN#, SS#) and signed W-9 form.

The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of the job. University reserves the right to assess Contractor damages in excess of the contract amount for Subcontractor's failure to perform or inability to complete required project milestones.

Subcontractors must abide by all terms and conditions under this Contract.

If Subcontractors are to be used, the Contractor must clearly explain their participation, deliverables, and project milestones prior to commencing work.

### 3.8 Items Relevant to On-Site Banking and ATM Services

The contractor agrees that items relative to On-Site Banking and Automated Teller Machine (ATM) Services which are not covered herein may be added to this bid and resulting contract by the University without voiding the provisions of the existing contract. Additional services shall be furnished to the University by the contractor with additional consideration as needed to make it legally enforceable. The

University intends to acquire On-Site Banking and Automated Teller Machine (ATM) Services exclusively from the contractor.

### **3.9 Terms and Obligations Applicable to On-Site Banking and ATM Services**

The terms and obligations of this contract shall be applicable to On-Site Banking and Automated Teller Machine (ATM) Services operated at the University, including those locations leased by the University to tenants in which the specified service shall be required. Lessors of space to the University may reserve the right to determine the extent that the specified service shall be provided under this contract on their premises.

### **3.10 Performance Review and Operation Coordination**

Recognizing that the successful performance of this contract depends on favorable response from users, the Contractor shall meet regularly with the Campus Authority and, when appropriate, authorized student committees to implement operational adjustments. The Contractor shall cooperate fully to maintain maximum efficiency and foster positive public relations with students, faculty, and staff.

In addition, the Contractor shall participate in formal performance review meetings with the University at least once annually, or more frequently as deemed necessary. These reviews will be conducted with the University System Contract Administrator, Campus Authority, and other stakeholders as needed. The meetings will evaluate the Contractor's compliance with contract terms, service quality, responsiveness, and any issues requiring resolution. The Contractor shall provide relevant performance data and documentation in advance of each meeting upon request.

### **3.11 Process to Adjust Terms**

After the initial contract year, the parties upon mutual agreement may adjust the specific terms, commissions or guarantees of this contract where circumstances beyond the control of either party require adjustments. All adjustments shall be proposed in writing by the University to the System Office of Procurement for approval prior to becoming effective. All required contract amendment(s) shall be issued by UWSA Office of Procurement.

### **3.12 Contract/Vendor Financial Responsibilities**

The contractor shall be financially responsible for obtaining all required permits, licenses (including parking), and bonds to comply with pertinent Board of Regents/University of Wisconsin System regulations, and municipal, county, state and federal laws, and shall assume liability for all applicable taxes including but not restricted to sales and property.

### **3.13 Contract/Vendor Required to Furnish**

The contractor shall furnish all supplies, equipment, management and labor necessary for the efficient operation of the specified services included in this contract, subsequent extensions and amendments.

### **3.14 Contractor/Supplier Use of Premises**

The contractor shall occupy and use the premises, as defined by the University, only for On-Site Banking and Automated Teller (ATM) Services. The University shall not guarantee an uninterrupted supply of electricity or heat. The University shall be diligent in restoring service following an interruption. The University shall not be liable for any loss which may result from the interruption or failure of any such utility services.

### **3.15 University Right to Regulate and Access On-Site Bank**

The University reserves the right to access all areas of the on-site banking space during normal

University working hours, including the vault, by providing a 12 hour notice to the contractor for work that relates to building repair or improvement. The contractor shall articulate a clear process and contact information for requesting this access prior to start of contract.

### 3.16 Contract Structure and Precedence

In the event of Contract award, the contents of this Request for Bid (RFB), including all attachments, amendments, and the successful Bidder's response as accepted by the University, will be incorporated into the final Contract. The resulting Contract, together with these incorporated documents, constitutes the **entire agreement** between the parties.

In the event of a conflict with the incorporated documents, the following order of precedence will prevail:

- A. Final signed Contract including amendments
- B. Original Request Bid Number UWSYS-01040-RFB including amendments/attachments
- C. Bidder response as accepted by UWSA to Request for Bid.

Any additional terms and conditions provided by the Bidder, including but not limited to click-through agreements, shrink-wrap agreements, or terms submitted with quotations, acknowledgements, or invoices, shall be considered null and void unless expressly agreed to in a written amendment signed by the University Procurement Department.

Bidders must accept these terms or submit point-by-point exceptions with proposed alternative language. Submission of a standard contract as a substitute will not be accepted and may result in rejection of the bid.

The University reserves the right to negotiate contractual terms and conditions or reject the Bidder's response and proceed to the next qualified bidder.

## 4 Technical Requirements: Banking and ATM Service

### 4.1 On-Site Banking and ATM Service Availability and User Access

The contractor shall furnish the services and requirements of this contract to University faculty, staff, students and guests in accordance with the provisions embodied herein utilizing space and utility service in the space provided.

On-Site Banking and Automated Teller Machine (ATM) Services shall be available to all students, faculty, staff and visitors. It is understood that the contractor has no control over any restrictions or limits that any individual financial institution may impose upon any person having access to ATMs, including persons who would otherwise be considered eligible users.

#### 4.1.1 University Right to Make Regulations

The University reserves the right to establish reasonable regulations governing the hours of operation, safety, sanitation, maintenance, and use of all on-site banking and ATM service areas. The contractor agrees to comply with all such regulations.

Authorized University representatives shall have access to all on-site banking areas at any time, with prior notice to the contractor, except in cases of emergency or urgent operational need.

Regarding modifications, inspections, or maintenance of the premises, the University shall act with due regard for the contractor's operational needs and the confidentiality of customer records. Any records maintained within the premises, including digital records, shall remain the property of the contractor and shall not be considered public records solely due to the University's access rights under this contract.

Access to the contractor's premises shall be limited to University personnel whose duties require such access. The University shall maintain a current list of all individuals authorized to access the contractor's premises during non-business hours, including those issued keys or access credentials. This list shall be provided to the contractor upon request.

### 4.2 Assignments

The contractor cannot assign this contract, sublease the premises nor permit the use of the premises by anyone other than the contractor unless prior written approval by the University has been received.

### 4.3 Schedule of Operation

On or about June 1 the contractor and the Campus Contract Administrator shall meet to establish, by mutual agreement, a written schedule of hours and days of service for the coming academic year. Schedules for term breaks and holidays shall be determined at the time the University finalizes its schedule for these periods.

### 4.4 Goods and Services

At the start of this contract, the Contractor shall provide Banking and Automated Teller Machine (ATM) Services typically available from financial institutions including but not limited to student checking accounts, direct deposit, credit card and savings and loan programs with the exclusion of safe deposit boxes.

Goods and Services will include:

- Deposits/Withdrawals of checking and savings accounts
- Credit Card applications (Visa and MasterCard)

- Convenience Checking (free checking with no or minimum balance.)
- Two ATMs – One machine located in the University Center, and one located in Champions Hall
- Student Loan Applications
- Direct Deposit
- Savings Accounts
- Check cashing with no service charge to bank customers
- Money orders or Cashier Checks
- Direct telephone line for customer service hotline
- Money Markets and CD's
- International Banking Needs of International Students & Scholars which could include:
  - Waiving the ITIN/SSN requirement for international students and scholars.
  - Attending International Student Orientation in August and January to share information about banking options with students and assist them in completing initial bank account paperwork.
  - Students and scholars will need their accounts kept open for 30-60 days post enrollment at the University of Wisconsin-Stevens Point.
  - Students taking advantage of Optional Practical Training (OPT) will need their accounts left open for up to 12 months post-enrollment at UWSP. International Student Services (ISS) will communicate the names of these students with the bank.
  - Working closely with ISS staff on a regular basis to assess needs (both student/scholar and bank) and identify ways to continue to strengthen the relationship in order to provide the best service possible.
  - Sourcing foreign currency in a timely and cost-effective manner.

The Automated Teller Machines (ATM) to be installed as approved by the University and ADA compliant under [Americans with Disabilities Act Accessibility Standards](#) for Automatic Teller Machines for Title II Facility. "Full Service" machines shall provide banking customers with at least the following bank services:

- Cash withdrawal from Checking
- Cash withdrawal from Savings Account
- Cash advance from Credit Card
- Transfer from Checking to Savings
- Transfer from Savings to Checking
- Payment to Credit Card or Loan
- Balance Inquiry
- Deposits to Financial Institutions

Other services such as stamp sales are acceptable. The University requires a no or low (under \$2.00) Surcharge for users.

Each financial institution sharing the equipment shall determine the services available to its customers through the machines according to each financial institution's operating policies.

The contractor shall allow other financial institutions to use the ATM to transact business with their respective customers. The contractor may charge other institutions an appropriate fee for such use. Equipment sharing arrangements and related fees shall comply with [Wisconsin Statutes § 221.0303\(2\)](#) and [Wis. Admin. Code ch. DFI-Bkg 14](#), which govern the operation and sharing of customer bank communications terminals. If services are provided through a shared service entity, such arrangements must also comply with [Wisconsin Statutes § 221.1101](#) regarding bank service corporations.

#### 4.5 On Campus Management

The contractor's On-Campus Location Manager assigned to the University shall be selected with prior approval of the University.

The contractor is responsible for the complete management of the space. Such management will include the routine review and inspection of the operation, the filling of staff vacancies as they occur, the consultation on current and future banking programs with the University and, as appropriate, with authorized student committees and University Center Administration, and the authority to act on all matters pertaining to this contract.

A company management representative shall inspect the service operations at the University a minimum of once per month or as frequently as necessary, as determined by the University. The representative shall be available during normal working hours to consult with the campus administration on request.

#### 4.6 Advertising and Promotion

The contractor shall provide and pay for merchandise, promotion and advertising. The University shall cooperate by providing space for display and/or pickup of promotional materials. The University also agrees to include information about On-Site Campus Banking Services and Programs, where appropriate, in its various brochures and publications.

Other than use of UWSP branding on issued credit cards, the Contractor may not use the University of Wisconsin-Stevens Point, UW-Stevens Point, or UWSP names or logos in advertising its goods and/or services or in any way imply sponsorship of the contractor by the University, without review and authorization by UWSP Marketing Department.

The Contractor agrees that use of the facilities does not in any way constitute an endorsement of Contractor's business by the University or the State. The Contractor agrees not to use promotional or marketing material which state expressly or by fair implication that the University endorses either the Contractor or any sponsor of such material.

Contractor agrees to work with the Campus Contract Administrator to provide access to Automated Teller Machine (ATM) terminal Displays for in-house advertising messages. Contractor may at any time preempt these messages to instruct eligible users on how to use Automated Teller Machine (ATM) equipment. No third party advertising shall be allowed on any ATM covered under this contract. The Campus Contract Administrator shall approve all advertising on the ATM terminal.

The University acknowledges that the Contractor has no control and is not responsible for any promotional activities by other group financial institutions or firms. The University shall provide and assist the Contractor with means of presenting promotional display information to eligible users on Automated Teller Machine (ATM) equipment. Nothing herein shall limit the right of the Contractor, any financial institution, or network provider to include the designation of Automated Teller Machine (ATM) equipment on any list of automatic banking facilities distributed or published by such institution.

Equipment bearing UW-Stevens Point marks, logos or other indicia of the UW-Stevens Point must be purchased from University licensees.

#### 4.7 Web Content Accessibility Compliance

The Contractor warrants that all digital products, websites, applications, and services provided under this Agreement shall comply with the Americans with Disabilities Act (ADA) in a manner consistent with the [Web Content Accessibility Guidelines \(WCAG\) 2.1 Level AA](#), as published by the World Wide Web Consortium (W3C), to ensure accessibility for users with disabilities.

- A. Scope: Compliance shall extend to all publicly available and internal-facing digital content, including but not limited to websites, web applications, mobile applications, electronic documents, and multimedia content. All content and interactive elements must meet the WCAG 2.1 Level AA success criteria, ensuring usability for individuals with visual, auditory, cognitive, and motor impairments.
- B. Testing and Verification: The Contractor shall conduct accessibility testing, including automated and manual audits, to verify compliance. User testing with individuals with disabilities shall be incorporated where feasible. The Contractor shall provide an Accessibility Conformance Report (ACR) using the latest version of the Voluntary Product Accessibility Template (VPAT) upon request.
- C. Non-Compliance and Remediation: If, during the Term of this Agreement, the Contractor fails to maintain compliance with WCAG 2.1 Level AA, or the University identifies an accessibility barrier that renders the product or service inaccessible or unusable to people with disabilities, the University shall notify the Contractor of non-compliance. The Contractor shall acknowledge receipt of the notice within seven [7] days and work with the University to mutually agree upon a resolution plan and timeline. If the Contractor fails to materially resolve the accessibility barrier(s) within the agreed-upon timeline, the Contractor agrees to indemnify and hold harmless the University from any claims arising out of its failure to comply. Failure to comply shall constitute a material breach and may be grounds for termination of this Agreement.
- D. Ongoing Maintenance and Updates: The Contractor shall ensure that future updates, modifications, or redesigns continue to meet WCAG 2.1 Level AA standards. The Contractor shall provide periodic accessibility audits and reports at agreed intervals.

#### 4.8 Financial Services for Account Holders

The contractor must provide financial services that meet the following minimum requirements:

- The financial services must support a broad range of account transactions, including:
  - Deposits (e.g., online deposits to bankcard checking accounts)
  - Withdrawals (e.g., ATM withdrawals, debit card transactions)
  - ACH transactions

The contractor must also provide:

- **Full Disclosure of Fees**  
A complete listing of all individual account holder fees associated with the financial services offered.
- **Merchant Transaction Fees**  
A description of any merchant transaction fees, including applicable rates and fee structures.
- **Account Access**  
Account holders must be able to securely access their account information via the Internet. The contractor must describe the capabilities and features of the online account access system.
- **Customer Service**  
A description of the contractor's customer service commitments, including hours of availability, support channels, and escalation procedures.
- **Startup and Ongoing Support**  
A description of the contractor's support for:
  - Initial implementation and onboarding
  - Ongoing annual support
  - Education and outreach to students, faculty, staff, and parents

## 4.9 Contractor Operating Policies

The contractor shall keep the University apprised of operating policies, prices, activities, incidents and all other information pertinent to an understanding of the activities of the office at the University.

## 4.10 Banking Requirements

### 4.10.1 Banking Hours of Operation

Minimum hours: 9:00am to 4:00pm Monday through Fridays during the year, closing on standard bank holidays, and any additional days the UWSP University Center may be closed. Regular scheduled hours will also be needed during each day during Summer Registration and must be open on New Student Move-In Day, which often occurs on a weekend day. The University acknowledges that one day of **Summer Registration may fall on Juneteenth, a recognized federal holiday**. While the University respectfully requests that the Contractor make reasonable efforts to provide banking services to support student needs, it is understood that observance of the holiday may impact availability. The University will work with the Contractor to explore alternative arrangements if needed.

#### 4.10.1.1 Initial Student Orientation

New Student Orientation at UWSP typically happens within the first three weeks of June. For 2026, orientation will begin June 2, 2026. Bank provider will be required to be on site and available for the duration of orientation to interact with every new student. If needed, the University shall provide a temporary space for the Contractor for their required assistance in the new and transfer student orientations.

### 4.10.2 Office Staffing

The office shall have sufficient, well-trained staff to provide prompt and efficient services at competitive prices for similar services and programs as available from other nearby community service offices. The quality of all such services and programs shall be satisfactory to the University.

### 4.10.3 Staff Identification

The Contractor's staff shall be dressed appropriately and be easily identified as Banking Staff while on duty at the University.

### 4.10.4 Personnel Relations

Personnel relations of employees on the contractor's payroll shall be the contractor's responsibility. The contractor shall comply with all applicable government regulations related to the employment, compensation and payment of personnel.

Personnel of the contractor shall observe all regulations of the University. Failure to do so may be grounds for the University to recommend dismissal.

### 4.10.5 Check Cashing

The Contractor is required to provide appropriate check cashing services.

## 4.11 Automated Teller Machine Services Requirements

### 4.11.1 Automated Teller Machine (ATM) Cards

The University shall not provide, design, issue, control and pay for the user identification transaction plastic cards authorizing individual use of the Automated Teller Machine (ATM).

#### 4.11.2 Hotline Assistance

The contractor must provide and post a **24/7 toll-free technical support hotline** to resolve any issues encountered at an on campus ATM.

#### 4.11.3 ATM Fee Policy

The Contractor shall not impose ATM transaction fees on its own banking customers for use of its ATMs located on campus or affiliated sites.

However, the Contractor may:

1. **Permit other financial institutions** to charge fees to their customers for ATM transactions conducted at the Contractor's ATMs, subject to applicable network agreements and regulations.
2. **Negotiate surcharge fees** with third-party financial institutions or ATM networks, provided that:
  - These fees are not charged to the Contractor's own banking customers.
  - The surcharge for non-contractor customers shall **not exceed \$3.00 per transaction**.
  - Any surcharge must be **clearly disclosed** on the ATM screen prior to transaction completion, in compliance with applicable consumer protection laws.

The Contractor may retain revenue generated from surcharges imposed on non-contractor customers, provided such arrangements do not conflict with the terms of this agreement or applicable laws.

To further protect students and campus community members:

- No ATM located on campus may impose a surcharge exceeding \$3.00 per transaction, regardless of the cardholder's financial institution.
- The Contractor shall provide **quarterly reports** detailing ATM transaction volumes and surcharge revenues, including a breakdown of fees charged to non-contractor customers.

### 4.12 Optional Features (Informational Only)

The following features are not required for contract award. Bidders may include them in their response for informational purposes only, without providing prices. Inclusion of these features will not influence the award decision, which will be based solely on the lowest responsible bid meeting all mandatory requirements. Discussions regarding including other features would occur during negotiation period.

#### 4.12.1 Parental and Third Party Fund Transfers

The contractor may offer functionality that allows parents or other third parties to electronically transfer funds to student bankcard from any bank account.

#### 4.12.2 ATM Deployment

The contractor may propose the installation of up to three (3) ATMs for deposits and withdrawals. Two machines are included in the requirements, to be placed in University Center as well as Champions Hall. Additional locations, such as those listed below, may include upon mutual agreement:

- The new UWSP Student Resource Center, our newest building, planning to open Spring of 2026.
- The UWSP DeBot Dining Center, which houses campus dining center and Marketplace.

## 5 Equipment, Utilities, and Space Use

### 5.1 Space Use and Equipment

#### 5.1.1 On-Site Campus Banking Office Space

The University shall provide the contractor with on-site campus banking office space in the University Center to merchandise services and programs typical of financial institutions. The contractor shall pay a **single monthly lease payment** for this space as proposed in the bidder's financial offer. The University will permit the Contractor to use the assigned space as necessary to carry out the terms of the contract. Subsequent modifications of space needs shall be subject to mutual written agreement of the University and the Contractor.

The University shall provide heat and electricity. The Contractor agrees to exercise care to utilize energy conservation practices, regulations and policies. The Contractor and University will mutually endeavor to conserve the use of energies.

#### 5.1.2 On-Site ATM Locations

The University will provide designated space for up to three on-site Automated Teller Machine (ATM) installations at no cost to the contractor. The contractor is responsible for all costs related to ATM installation, maintenance, and compliance with applicable standards and regulations. The University requires the following locations: one located in the University Center in conjunction with the office space (full service); one located in Champions Hall. See 4.12.2 for other optional placement locations.

#### 5.1.3 Furnishings and Equipment Expenses

The contractor shall furnish and install at its expense all equipment and furnishings required to perform under this contract whether such equipment and furnishings are permanently affixed or movable. The contractor shall supply such tools of the trade as are necessary for office operations. All repairs to such equipment and furnishings shall be the responsibility of the contractor.

The Contractor agrees not to make any permanent alterations, improvements or additions, including but not limited to signage and decor in or to the premises without prior written permission from the University.

The contractor may provide new or used ATM equipment. Used equipment shall be reconditioned and refurbished to act and appear like a new piece of equipment. Used equipment shall be inspected and approved by the University before installation.

#### 5.1.4 Space Build Out

The On-Site Banking facility occupies approximately **578 square feet** of functional space within the **Dreyfus University Center**. The Contractor may choose to either update or fully remodel the space from its existing condition. If applicable, a drawing of proposed alterations and finishes must be submitted upon **Notification of Award**.

Submitted drawings will be considered **preliminary**. The Contractor is responsible for submitting all **final drawings**, which, if required, must be prepared by **licensed architects or engineers** and/or **professional interior design specialists**, and approved by the University. The Contractor is also responsible for obtaining all necessary **building permits**.

The Contractor shall work with the Student Center leadership team immediately after contract award in preparation of the on-site campus banking facility opening no later than August 1, 2026. Work may begin as early as **June 1, 2026**. Any remodeling or renovation will be at the Contractor's expense and

must be approved by the University prior to commencement.

The Contractor is responsible for the replacement and installation of all fixtures, casework, office furniture, equipment, cabinets, lighting, signage, storefront entry systems, and interior finishes (walls, floors, ceilings), as well as electrical, telephone, and data lines. The use of used or refurbished fixtures or equipment is permitted only if items are in **excellent condition** and **approved by the University** prior to installation.

All improvements must be completed in a **professional and workmanlike manner**, in accordance with University and State-approved plans and specifications, and in compliance with all applicable statutes, ordinances, codes, and regulations. Final approval of all plans and specifications must be obtained from the University before construction begins, and the University must provide final acceptance before services may commence.

Construction and improvements must be scheduled at a time mutually agreed upon by the Contractor and the University, with every effort made to **minimize disruption** to ongoing University operations. The Contractor shall designate an **on-site project coordinator** to oversee all phases of construction and attend weekly meetings with University personnel.

The University will assign a **project coordinator** to serve as the primary liaison throughout the project. The Contractor is responsible for extending utilities from existing locations to new equipment, and for all associated costs.

#### 5.1.5 Automated Teller Machine (ATM) Ownership

Ownership of all Automated Teller Machine (ATM) equipment shall remain with the contractor. The University agrees to take such measures as may be reasonably required, as defined by the University, for the protection against loss by pilferage or destruction. Required equipment repair expense shall be paid by the contractor.

#### 5.1.6 Signage

The University shall permit the contractor to place an interior sign package identifying its operations near the On-Site Branch, as the University shall determine to be reasonable. Exterior and directional signs of such design and dimensions as the University and Contractor may mutually agree upon shall be allowed to be maintained in the building and throughout the Campus for the On-Site Branch. The University, without cost or expense to the University, will reasonably cooperate with the contractor in obtaining all necessary approvals from third parties with respect to such signs. Nothing contained herein shall be construed as requirement that the University surrender or compromise any of its existing exterior signs in order to accommodate or gain approval for the contractor's signs.

All attached signage, whether interior or exterior, must comply with [UWSP Signage Policy](#), and be approved by UWSP Facilities Planner prior to installation.

#### 5.1.7 Condition Upon Contract Termination

The University, at its option and no cost to the University, shall retain intact the lease hold improvements, except the ATM equipment and identification signage, or require that the contractor remove leasehold improvements within fifteen (15) days from termination and deliver up the premises to the University in the same condition that the premises were in at the time the contractor entered the premises hereunder, reasonable use and wear expected. The contractor shall at its expense repair any damage to the premises caused by the removal of fixtures or furnishings including ATM and signage.

### 5.1.8 Automated Teller Machine (ATM) Storage

Automated Teller Machine (ATM) equipment not removed from the University upon termination of this contract after five days written notice to the contractor may be placed in storage by the University. The contractor shall assume all costs of removal and storage as well as product and revenue loss.

## 5.2 Utilities

The University will supply electricity, water, heating, and cooling to the designated space. However, uninterrupted service is not guaranteed. In the event of a utility service interruption, the University will make reasonable efforts to restore service promptly.

The University shall not be liable for any loss or damages resulting from such interruptions or failures. Utility service terms may be subject to change based on energy availability and University policy.

### 5.2.1 Electrical Service

The University shall provide, at its own cost, electrical power to or near the designated banking space and ATM location(s). This includes the installation of one (1) 60-amp power panel within the banking space. The Contractor is responsible for supplying and installing all conduits and wiring from the power panel to all required service points, including outlets, lighting, and equipment.

### 5.2.2 Heating and Cooling

The University will provide heating and cooling to the banking space through the building's existing HVAC system, at no cost to the Contractor. The University is responsible for ensuring that the system maintains standard, adequate temperatures for occupancy.

If the Contractor wishes to modify or enhance the HVAC system beyond the standard service provided—such as for aesthetic reasons or specialized equipment needs—those modifications must be approved by the University and will be at the Contractor's expense.

### 5.2.3 Telephone and Data Services

The University will provide access to the existing telephone demarcation panel, located approximately 150 feet from the banking space. From this point, the Contractor is responsible for coordinating with telecommunications vendors to install all necessary station cabling, jacks, telephone numbers, station locations, alarm systems, and any required moves, adds, or changes.

All telecommunications equipment installed by the Contractor must operate independently of the University's network.

## 5.3 Additional Equipment

The contractor shall be responsible for all costs connected with the provision and installation of additional equipment. The Contractor shall exercise care to keep these additional requirements at a minimum and in conformity with any Federal, State or University guidelines.

## 5.4 Security and Key Control

The Contractor is responsible for the control and security of all keys, key cards, and access devices issued by the University. Designated Contractor personnel must ensure that all equipment is turned off, windows are closed, lights and fans are off, and doors are locked at the end of each business day. Unauthorized duplication of University-issued keys is prohibited.

The Contractor must immediately report any incidents of theft or break-ins involving University facilities to the designated University authority, who will also oversee key control.

The Contractor is solely responsible for the security of the On-Site Banking Services Branch. The University does not provide security services for the branch and is not liable for any loss or damage resulting from robbery, theft, or attempted theft. The Contractor agrees to indemnify, defend, and hold harmless the University from any claims, losses, or expenses (including reasonable attorney's fees) arising from such incidents.

Subject to University rules and regulations, the Contractor may employ or contract a security guard to be present in the building at all times.

### 5.5 Lock Cylinder, Key, and Access Device Replacement

The University will cover the cost of re-keying and replacing lock cylinders, keys, and other access devices (e.g., key cards, fobs) **only when such changes are initiated at the University's discretion** (e.g., for operational or security reasons not related to Contractor actions).

The Contractor is responsible for the cost of replacing any lost, stolen, or damaged keys or access devices issued to its personnel. If re-keying or lock cylinder replacement is required due to the Contractor's negligence, misuse, or loss of access devices, the Contractor shall bear all associated costs.

### 5.6 Automated Teller Machine (ATM) Industry Improvements

Industry improvements on Automated Teller Machine (ATM) equipment occurring during the life of this contract may be incorporated by the Contractor on the originally installed equipment and subsequent installations where it is deemed feasible by the University and mutually agreed by the contractor. Such improvements may include the ability for students to access information or make payments to the University via Automated Teller Machine (ATM) or University Debit Card Use.

The Contractor shall keep the University informed of new industry security measures in use. The University may, at its option, institute or execute new measures required to accomplish maximum property, product and revenue security when presented in writing by Contractor.

### 5.7 Cash Handling

The Contractor agrees to provide appropriate safe-keeping for cash or cash-like items that remain overnight on the premises and shall assume sole responsibility for protection against loss.

### 5.8 Sanitation/Pest Control

The Contractor shall provide daily housekeeping and cleaning maintenance and the equipment and supplies for all areas used by the Contractor. This shall include floor maintenance, trash removal, pest control, cleaning walls, ceilings, windows and drapes and replacement of lights. The University shall cooperate with the Contractor in the implementation of these services. The University shall provide custodial services in public areas near and around ATM's.

### 5.9 Permits, Licenses, Operating Instructions

The contractor shall provide each Automated Teller Machine (ATM) location with operating instructions and information on how malfunction reports may be made. The University shall approve the display of all required permits, licenses, price regulation, or other information.

### 5.10 Preventive Maintenance Programs

The Contractor shall institute and maintain a program of preventative maintenance and regular replacement of worn, damaged, or malfunctioning Automated Teller Machine (ATM) equipment.

### 5.11 Unanticipated Repairs

The Contractor shall provide Automated Teller Machine (ATM) maintenance and repair service from 7:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays. Repairs on weekends and holidays must be responded to within twenty-four hours. In the event of a major failure or malfunction, when the equipment will be out of service for more than twenty-four hours, the contractor shall install replacement equipment or obtain permission from the Campus Contract Administrator to extend downtime and post notification of alternate ATMs.

## 6 Accounting And Payments

### 6.1 ATM Accounting

Contractor shall adhere to the following Automated Teller Machine (ATM) Accounting Requirements:

#### 6.1.1 Record Retention

The Contractor shall maintain complete and accurate records of Automated Teller Machine (ATM) transactions for each machine following accepted industry accounting practices. All financial records and statement of University operations shall be retained for three years from the close of each year's operation.

#### 6.1.2 Transaction Definition

An Automated Teller Machine (ATM) transaction is defined as a single credit or debit of funds to cardholder's accounts. This includes cash advance from a credit card, payment to credit card or loan transfer of funds from one account to another and other debit or credit transactions accepted and recorded by the national Automated Teller Machine (ATM) network specified.

Under some circumstances, a balance inquiry may be defined as a transaction resulting from a card holder requesting the balance in their account. The Contractor shall indicate if a balance inquiry is considered a chargeable transaction.

#### 6.1.3 Automated Teller Machine (ATM) Monthly Statement

The Contractor shall provide the University with a monthly statement showing the number of Automated Teller Machine (ATM) and Balance Inquiry transactions and commissions due per Automated Teller Machine (ATM) machine for the month and cumulative for the contract year. The explanation of transactions shall include the commission check number and dollar amount.

#### 6.1.4 Transaction Count Disclosure

The Contractor shall provide a method to independently verify the transaction counts each period to the satisfaction of the University. This method shall be developed jointly by the University and the Contractor and agreed to prior to the start of the contract. The Contractor shall not be required to verify transaction counts by any method which might result in the disclosure of confidential information to the University which is proprietary to the contractor, any other financial institution, or group of financial institutions and would violate any applicable law or regulation, including the joint rules of the Commissioner of Banking and the Commissioner of Savings and Loan.

#### 6.1.5 Malfunction Report

The contractor shall provide the University with a monthly report for each machine listing all system malfunctions. This report shall list the date and time of each malfunction, the time of service restoration, and the nature of the malfunction.

### 6.2 Payments

Payments are to be made via ACH to "University of Wisconsin-Stevens Point", with confirming details emailed to Campus Authority (Missy Burgess, mburgess@uwsp.edu) and UWs Contract Administrator (Heidi Wallner, heidi.wallner@wisconsin.edu).

Payments not received by the University as outlines in below sections shall be paid by the contractor plus a minimum interest penalty on the due at the prevailing interest percentage and conditions the State of Wisconsin uses for delinquent income tax.

### 6.2.1 Contractor Space Lease Payments

The Contractor shall make monthly lease payments to the University for use of University premises. Payments must be received by the 20th of each month as an advance payment for that month. Notification of payment should be sent via email to the contacts listed in [Section 6.2](#).

If payment is not received by the due date, the Contractor shall be responsible for the outstanding amount plus a minimum interest penalty, calculated at the prevailing interest rate used by the State of Wisconsin for delinquent income tax.

#### 6.2.1.1 Contractor Space Lease Escalation

Effective June 1, 2027, and on each subsequent anniversary of that date for the duration of the contract, the monthly lease rate for the contractor's designated space shall increase by 3%. This annual escalation will be applied automatically and compounded based on the previous year's lease rate.

### 6.2.2 Annual Campus Support Payments

Beginning with the contract's effective date, and annually thereafter, the Contractor shall ensure that the agreed to support payments are paid to the University within the 1<sup>st</sup> quarter of the year.

### 6.3 Contractor Losses

All losses incurred by the contractor in the process of operation of On-Site Banking Services due to theft, fire, accident, protest, etc., shall be the responsibility of the Contractor.

### 6.4 Operating Profit or Loss

Any profit or loss from the operation of the service after direct costs, contractor's management and administration costs and rental payments to the University shall be the Contractors.

### 6.5 Audit

Any records pertaining to the operations of these services all be open for inspection and/or audit by the State and/or University of Wisconsin at any or all reasonable times.

Nothing in this contract shall be construed to require the Contractor to provide or perform any service or disclose any information which is illegal or contrary to applicable law or regulation.

## 7 Bidder's Qualifications and Information

Responses required for 7.1-7.6 Responses should be clearly numbered, and limited to 8 pages in total (see section 2.6). Omission or misstatement may result in disqualification. Award will be made to the lowest responsible bidder who meets all specifications and qualifications. Responsibility includes financial, managerial, and operational capability. Only organizations with at least 5 years of experience in On-Site Banking and ATM Services will be considered. Reference checks and financial review will be conducted.

### 7.1 Executive Summary of Qualifications

Provide a brief summary of your company's capabilities and qualifications to operate On-Site Banking and ATM Services. This should include a high-level overview of your experience, financial and operational capacity, and readiness to meet the contract requirements.

### 7.2 Experience and Comparable Operations in On-Site Banking and ATM Services

Describe your company's experience in providing On-Site Banking and ATM Services, including the duration and scope of operations. Additionally, as requested in 2.5.2, provide a list of at least three (3) comparable operations—past or current—that demonstrate your company's ability to meet the requirements of this contract. For each operation, include the duration of service and contact information (name, address, and phone number) for verification purposes.

### 7.3 Operating Statement or Annual Report

Submit your most recent operating statement or annual report.

- Certification by a CPA may be required.

### 7.4 Organization and Administrative Plan

Provide an organizational chart and staffing plan for this contract.

### 7.5 Description of Services

Describe the services your company will provide to the University, including any required outreach, training, or informational materials. This section should confirm your ability to meet all service expectations outlined in the RFB.

### 7.6 Space Renovation/Build-Out Plan

Preliminary plans are not required at the time of bid submission. However, bidders must indicate any anticipated renovations or build-outs they foresee for the on-campus banking space. This should include a general description of the scope (e.g., cosmetic updates, full remodel, technology upgrades).

The bidder selected for award will be required to provide **preliminary build-out plans** for University review and approval **prior to finalizing the agreement**. All plans must comply with University standards and applicable codes. Final drawings and permits will be required before construction begins.

### 7.7 Appendix – Optional, None Evaluated Materials

Bidders may include promotional materials, sample banking information, or descriptions of professional affiliations. These materials will not be evaluated but may be reviewed to confirm alignment with service expectations.

## 8 Bidder Financial Offer and Lease Terms

**THIS SECTION IS NOT TO BE USED IN PLACE OF FORM.  
BIDDER RESPONSE TO BE PROVIDED USING BELOW DEFINED FORM**

Information to be submitted **via form which is provided in ShopUW+ Sourcing Event**, under Questions Page, Bid Submission Group. Form required to be completed and attached (download, complete, then attach in response to question). In completing and submitting the form, bidders acknowledge having read and understood this quotation request.

### 8.1 Monthly Space Lease for On-Site Banking and ATM Services

#### Lease Payment Structure

The bidder shall propose a **single monthly lease payment** for the on-campus banking office space. **ATM space will be provided at no cost to the contractor**; therefore, no separate lease payment for ATM space should be included in the financial offer.

- The University requires a minimum of \$2,075 per month.
- Beginning in year 2, and for the duration of this agreement, a 3% escalator will be applied to the monthly rent payments.

### 8.2 Annual Campus Support

The contractor is required to provide an **annual campus support payment of no less than \$75,000**. This payment is mandatory and will be included in the award calculation as outlined in Section 1.8. The annual campus support payment must be clearly stated in the bidder's financial offer form.

See Appendix II, Section A, for a detailed outline of the benefits and recognition the University will provide in return for required campus support offered.

### 8.3 Additional Campus Support [OPTIONAL]

Participants may, at their discretion, offer increased funding, such as signing bonus, annual campus support, scholarships, etc. Any optional additional funds offered directly to University would be calculated as shown in Section 1.8; scholarship offerings and funds not provided directly to the campus to be used at campus discretion are not included in calculation.

See Appendix II, Section B, for a detailed outline of the benefits and recognition the University will provide in return for any additional campus support offered.

### 8.4 Award Basis

The award will be based upon the highest total of lease payments, campus support payments, and optional funding. See Section 1.8 Method of Award for additional details.

## Appendix I - UW-Stevens Point Maps and Floor Plans

See Full page PDF and JPG files attached in ShopUW+ Sourcing Module.

- University Center & Bank Floor Plan
- Health Enhancement Center (2<sup>nd</sup> ATM Location)
- Campus Maps

## Standard Terms and Conditions (Request for Bids / Proposals)

- 1.0 SPECIFICATIONS:** The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. The State of Wisconsin shall be the sole judge of equivalency. Bidders/proposers are cautioned to avoid bidding alternates to the specifications which may result in rejection of their bid/proposal.
  
- 2.0 DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the bidder's/proposer's letterhead, signed, and attached to the request. In the absence of such statement, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidders/proposers shall be held liable.
  
- 3.0 QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the State of Wisconsin.
  
- 4.0 QUANTITIES:** The quantities shown on this request are based on estimated needs. The state reserves the right to increase or decrease quantities to meet actual needs.
  
- 5.0 DELIVERY:** Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified.
  
- 6.0 PRICING AND DISCOUNT:** The State of Wisconsin qualifies for governmental discounts and its educational institutions also qualify for educational discounts. Unit prices shall reflect these discounts.
  - 6.1** Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the bid/proposal evaluation and contract administration.
  
  - 6.2** Prices established in continuing agreements and term contracts may be lowered due to general market conditions, but prices shall not be subject to increase for ninety (90) calendar days from the date of award. Any increase proposed shall be submitted to the contracting agency thirty (30) calendar days before the proposed effective date of the price increase and shall be limited to fully documented cost increases to the contractor which are demonstrated to be industrywide. The conditions under which price increases may be granted shall be expressed in bid/proposal documents and contracts or agreements.
  
  - 6.3** In determination of award, discounts for early payment will only be considered when all other conditions are equal and when payment terms allow at least fifteen (15) days, providing the discount terms are deemed favorable. All payment terms must allow the option of net thirty (30).

- 7.0 UNFAIR SALES ACT:** Prices quoted to the State of Wisconsin are not governed by the Unfair Sales Act.
  
- 8.0 ACCEPTANCE-REJECTION:** The State of Wisconsin reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, and to accept any part of a bid/proposal as deemed to be in the best interests of the State of Wisconsin.
 

Bids/proposals MUST be date and time stamped by the soliciting purchasing office on or before the date and time that the bid/proposal is due. Bids/proposals date and time stamped in another office will be rejected. Receipt of a bid/proposal by the mail system does not constitute receipt of a bid/proposal by the purchasing office.
  
- 9.0 METHOD OF AWARD:** Award shall be made to the lowest responsible, responsive bidder unless otherwise specified.
  
- 10.0 ORDERING:** Purchase orders or releases via purchasing cards shall be placed directly to the contractor by an authorized agency. No other purchase orders are authorized.
  
- 11.0 PAYMENT TERMS AND INVOICING:** The State of Wisconsin normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.
 

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.
  
- 12.0 TAXES:** The State of Wisconsin and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below.
 

The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.
  
- 13.0 GUARANTEED DELIVERY:** Failure of the contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.
  
- 14.0 ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written

contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

- 15.0 APPLICABLE LAW AND COMPLIANCE:** This contract shall be governed under the laws of the State of Wisconsin. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats., and related statutes regarding certification for collection of sales and use tax. The State of Wisconsin also reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.
- 16.0 ANTITRUST ASSIGNMENT:** The contractor and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the contractor hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.
- 17.0 ASSIGNMENT:** No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of the State of Wisconsin.
- 18.0 WORK CENTER CRITERIA:** A work center must be certified under s. 16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped individuals.
- 19.0 NONDISCRIMINATION / AFFIRMATIVE ACTION:** In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.
- 19.1** Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than fifty (50) employees. Within fifteen (15) working days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance

regarding this clause are available from the contracting state agency.

- 19.2** The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.
- 19.3** Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.
- 19.4** Pursuant to s. 16.75(10p), Wis. Stats., contractor agrees it is not, and will not for the duration of the contract, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the right to terminate an existing contract with a company that is not compliant with this provision. This provision applies to contracts valued \$100,000 or over.
- 19.5** Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.
- 20.0 PATENT INFRINGEMENT:** The contractor selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against the State of Wisconsin (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.
- 21.0 SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the State of Wisconsin must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards.
- 22.0 WARRANTY:** Unless otherwise specifically stated by the bidder/proposer, equipment purchased as a result of this request shall be warranted against defects by the bidder/proposer for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the contractor.
- 23.0 INSURANCE RESPONSIBILITY:** The contractor performing services for the State of Wisconsin shall:
- 23.1** Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
- 23.2** Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property

damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

- 23.3** The state reserves the right to require higher or lower limits where warranted.
- 24.0 CANCELLATION:** The State of Wisconsin reserves the right to cancel any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- 25.0 VENDOR TAX DELINQUENCY:** Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.
- 26.0 PUBLIC RECORDS ACCESS:** It is the intention of the state to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Pursuant to §19.36 (3), Wis. Stats., all records of the contractor that are produced or collected under this contract are subject to disclosure pursuant to a public records request. Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this contract, the contractor shall provide the requested records to the contracting agency. The contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.
- 27.0 PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within a request, must be clearly stated in the bid/proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.
- 27.1** Data contained in a bid/proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the State of Wisconsin.
- 27.2** Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information, and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form (DOA-3027). Bidders/proposers may request the form if it is not part of the Request for Bid/Request for Proposal package. Bid/proposal prices cannot be held confidential.
- 28.0 DISCLOSURE:** If a state public official (s. 19.42, Wis. Stats.), a member of a state public official's immediate family, or any organization in which a state public official or

a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000) within a twelve (12) month period, this contract is voidable by the state unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract. Disclosure must be made to the State of Wisconsin Ethics Board, 44 East Mifflin Street, Suite 601, Madison, Wisconsin 53703 (Telephone 608-266-8123).

State classified and former employees and certain University of Wisconsin faculty/staff are subject to separate disclosure requirements, s. 16.417, Wis. Stats.

- 29.0 RECYCLED MATERIALS:** The State of Wisconsin is required to purchase products incorporating recycled materials whenever technically and economically feasible. Bidders are encouraged to bid products with recycled content which meet specifications.
- 30.0 MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).
- 31.0 PROMOTIONAL ADVERTISING / NEWS RELEASES:** Reference to or use of the State of Wisconsin, any of its departments, agencies or other subunits, or any state official or employee for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the State of Wisconsin. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the contracting agency.
- 32.0 HOLD HARMLESS:** The contractor will indemnify and save harmless the State of Wisconsin and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.
- 33.0 FOREIGN CORPORATION:** A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this Agreement is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority. Any foreign corporation which desires to apply for a certificate of authority should contact the Department of Financial Institutions, Division of Corporation, P. O. Box 7846, Madison, WI 53707-7846; telephone (608) 261-7577.
- 34.0 WORK CENTER PROGRAM:** The successful bidder/proposer shall agree to implement processes that allow the State agencies, including the University of Wisconsin System, to satisfy the State's obligation to purchase goods and services produced by work centers certified under the State Use Law, s.16.752, Wis. Stat. This shall result in requiring the successful bidder/proposer to include products provided by work centers in its catalog for State agencies and campuses or to block the sale of comparable items to State agencies and campuses.

DOA-3054  
Page 4 of 4

**35.0 FORCE MAJEURE:** Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.

State of Wisconsin  
 Department of Administration  
 Division of Enterprise Operations  
 DOA-3681 (1/2017)  
 ss. 16, 19 and 51, Wis. Stats.



State Bureau of Procurement  
 101 East Wilson Street, 6th Floor  
 Post Office Box 7867  
 Madison, WI 53707-7867  
 FAX (608) 267-0600  
<http://vendomet.state.wi.us>

## Supplemental Standard Terms and Conditions for Procurements for Services

- 1.0 ACCEPTANCE OF BID/PROPOSAL CONTENT:** The contents of the bid/proposal of the successful contractor will become contractual obligations if procurement action ensues.
- 2.0 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By signing this bid/proposal, the bidder/proposer certifies, and in the case of a joint bid/proposal, each party thereto certifies as to its own organization, that in connection with this procurement:
- 2.1** The prices in this bid/proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer or with any competitor;
  - 2.2** Unless otherwise required by law, the prices which have been quoted in this bid/proposal have not been knowingly disclosed by the bidder/proposer and will not knowingly be disclosed by the bidder/proposer prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other bidder/proposer or to any competitor; and
  - 2.3** No attempt has been made or will be made by the bidder/proposer to induce any other person or firm to submit or not to submit a bid/proposal for the purpose of restricting competition.
  - 2.4** Each person signing this bid/proposal certifies that: He/she is the person in the bidder's/proposer's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to 2.1 through 2.3 above; (or)  
  
 He/she is not the person in the bidder's/proposer's organization responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate in any action contrary to 2.1 through 2.3 above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to 2.1 through 2.3 above.
- 3.0 DISCLOSURE OF INDEPENDENCE AND RELATIONSHIP:**
- 3.1** Prior to award of any contract, a potential contractor shall certify in writing to the procuring agency that no relationship exists between the potential contractor and the procuring or contracting agency that interferes with fair competition or is a conflict of interest, and no relationship exists between the contractor and another person or organization that constitutes a conflict of interest with respect to a state contract. The Department of Administration may waive this provision,
- in writing, if those activities of the potential contractor will not be adverse to the interests of the state.
- 3.2** Contractors shall agree as part of the contract for services that during performance of the contract, the contractor will neither provide contractual services nor enter into any agreement to provide services to a person or organization that is regulated or funded by the contracting agency or has interests that are adverse to the contracting agency. The Department of Administration may waive this provision, in writing, if those activities of the contractor will not be adverse to the interests of the state.
- 4.0 DUAL EMPLOYMENT:** Section 16.417, Wis. Stats., prohibits an individual who is a State of Wisconsin employee or who is retained as a contractor full-time by a State of Wisconsin agency from being retained as a contractor by the same or another State of Wisconsin agency where the individual receives more than \$12,000 as compensation for the individual's services during the same year. This prohibition does not apply to individuals who have full-time appointments for less than twelve (12) months during any period of time that is not included in the appointment. It does not include corporations or partnerships.
- 5.0 EMPLOYMENT:** The contractor will not engage the services of any person or persons now employed by the State of Wisconsin, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employing agency of such person or persons and of the contracting agency.
- 6.0 CONFLICT OF INTEREST:** Private and non-profit corporations are bound by ss. 180.0831, 180.1911(1), and 181.0831 Wis. Stats., regarding conflicts of interests by directors in the conduct of state contracts.
- 7.0 RECORDKEEPING AND RECORD RETENTION:** The contractor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state and local ordinances.
- The contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the contractor.
- It is the intention of the state to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Pursuant to §19.36 (3), Wis. Stats., all records of the contractor that are produced or collected under this contract are subject to disclosure pursuant to a public records request. Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this contract, the contractor shall

provide the requested records to the contracting agency. The contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.

**8.0 INDEPENDENT CAPACITY OF CONTRACTOR:** The parties hereto agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the state. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the state.

## Appendix II - Funding Opportunities and Associated Benefits

The University offers the following opportunities for recognition and engagement in return for optional additional campus support funding. These benefits are designed to enhance visibility, brand presence, and student engagement for the selected partner.

### A. Opportunities available with Campus Support Funding

Contractors will receive the following campus penetrations opportunities with Annual Campus Support Funding:

- **Athletic Sponsorship:**
  - Signage in Berg and Quandt Gymnasiums
  - Dasher board signage at Willett Ice Arena
  - Game Day sponsorship of at three (3) home Pointer Athletic games
  - Public Address announcements at home games recognizing the sponsor as a UWSP Athletics Department Partner
  - Sponsor logo placement on the UWSP Athletics homepage
  - Sponsor logo featured on five (5) home game programs
- **Key Student Event Presence:**
  - Student Open House at Dreyfus University Center
  - University Move-In
  - Fall Student Engagement Fair
  - Student Orientation each semester
  - Table Reservations: Increase visibility and banking opportunities with open table in Dreyfus University Center hall.

### B. Additional Opportunities with Increased Support

Contractors may increase support to receive additional campus penetration opportunities:

- **Student Focused Initiatives**
  - **Promotional Handouts:** Ensure each new student receives banking information
  - **Financial Literacy Program Sponsorship:** Funding for workshops, webinars, or guest speakers on budgeting, credit management, and student loan education
  - **Internship or Fellowship Programs:** Paid internships for students in finance, marketing, or IT, funded by the contractor.
  - **Student Emergency Fund Contributions:** donations to a fund that helps students facing unexpected financial hardships
- **Campus Engagement & Events**
  - **Additional Event Sponsorships:** Support for major campus events like Welcome Week, Homecoming, or Career Fairs.
  - **Orientation Packages:** Providing branded materials or financial support for orientation events.
  - **Additional Athletic Opportunities:** Additional Game Sponsorships, additional exposure in game programs.
- **Additional Advertising Opportunities**
  - **Digital Advertising:** Virtual slide displays on digital signage in the Dreyfus University Center, regularity to be negotiated.
  - **Other Advertising Opportunities,** to be negotiated.
- **Scholarships & Academic Support**
  - **Named Scholarships:** Annual scholarships for students in business, finance, or underserved populations.
  - **Faculty Development Grants:** Support for faculty research or professional development in financial literacy education

## Amendment 1-REVISED – Questions and Answers

2026-UWSYS-01040-RFB

UW-Stevens Point Banking and ATM Services

This amendment replaces and supersedes the original Amendment 1. It includes all questions and answers received to date.

### Questions and Answers

Below are the initial questions and responses posted 10/7, with additional questions received from potential Proposers after 10/7 below the dotted line:

- Q1. Section 4.6 of the RFB references the use of UWSP branding on issued credit cards. However, the RFB does not explicitly mention UWSP-branded debit cards elsewhere. Can the University confirm whether the scope of services includes the issuance of a UWSP-branded debit card? If so, will additional language be added to the RFB to clarify expectations regarding such a card?**
- a. The University confirms that the scope of services may include the issuance of UWSP-branded debit cards, Additional Expectations:  
If the Contractor proposes to issue UWSP-branded debit cards, the following conditions apply:
- The design and use of UWSP marks, logos, or other indicia must be approved by UWSP Marketing.
  - The Contractor must provide sample designs and a description of the card program for University review.
- Q2. Section 4.6 references the use of UWSP branding on issued credit cards. Can the University confirm whether this reference was intended to mean debit cards instead?**
- a. The reference to “credit cards” in Section 4.6 is correct as written. The University allows the Contractor to propose the use of UWSP branding on either credit or debit cards, subject to review and approval by the UWSP Marketing Department. Bidders may include branded card programs in their proposals if desired.
- Q3. The ShopUW+ Sourcing Event Module doesn’t include place for the bank to upload any modifications to the RFB Performance and Contract Requirements T&Cs, Requested Modifications to Technical Requirements, Requested Modifications to DOA-3054 Standard Terms and Conditions, & Requested Modifications to DOA-3681 Supplemental Services Terms and Conditions as state in Section 2.6.1. Please provide direction where the modifications should be uploaded??**
- a. Due to a technical oversight in the ShopUW+ Sourcing Event Module setup, the system does not include a dedicated section for uploading requested modifications. Initial response would be in ShopUW+ Sourcing Event Questions: Supplier Acknowledgement section, questions 2.1.1, 2.1.2, and 2.1.3.  
Additional responses, as needed, can be uploaded into the Supplier Attachment section, with the file name clearly indicating the purpose. Examples include:
- [Supplier Name]\_Mod\_PerfReq
  - [Supplier Name]\_Mod\_TechReq
  - [Supplier Name]\_Mod\_DOA3054
  - [Supplier Name]\_Mod\_DOA3681
- Q4. Can the University clarify the intent of the language in Section 4.11.1 regarding ATM cards? Specifically, what is meant by: *The University shall not provide, design, issue, control and pay***

## Amendment 1-REVISED – Questions and Answers

2026-UWSYS-01040-RFB

UW-Stevens Point Banking and ATM Services

This amendment replaces and supersedes the original Amendment 1. It includes all questions and answers received to date.

***for the user identification transaction plastic cards authorizing individual use of the Automated Teller Machine (ATM).***

- a. This means the Contractor is fully responsible for issuing and managing any ATM-access cards used by customers, and the University will not be involved in creating or distributing ATM cards.

**Q5. Sections 4.4 and 4.11.3 both reference ATM surcharge limits. Can the University clarify which section reflects the correct maximum surcharge amount allowed for ATM transactions on-field brand for athletics at each institution?**

- a. The enforceable maximum surcharge amount is stated in **Section 4.11.3**: “No ATM located on campus may impose a surcharge exceeding **\$3.00 per transaction**, regardless of the cardholder’s financial institution.”

This supersedes the reference in Section 4.4, which expresses a preference for low fees (e.g., “no or low [under \$2.00] surcharge”) but is not a binding limit.

To clarify further:

- If a **non-contracted financial institution** imposes a surcharge of **\$3.00**, it is allowable.
- However, if a **non-contracted institution** charges **less than \$3.00** (e.g., \$2.50), the **contracted bank may not increase its surcharge to match the \$3.00 maximum**. The contracted bank should maintain its own fee structure and not use the maximum as a default.

**Q6. Section 7 and Section 8.4 both reference award criteria. Can the University clarify which section reflects the correct basis for award?**

- a. Section 8.4 provides the correct and complete basis for award. The contract will be awarded to the responsible bidder offering the **highest total value to the University**, calculated as outlined in Sections 1.8 and 8.4, which includes:

- Monthly space lease payments
- Annual campus support payments
- Optional additional campus support funding (if offered)

The reference in Section 7 to 'lowest responsible bidder' was included in error and does not apply to this solicitation. The RFB is structured to prioritize best value return, not lowest cost.

-----START OF REVISION - NEW QUESTIONS-----

**Q7. Would you consider a bid for just ATMs?**

- a. At this time UWSP will consider only bids that include both full-service banking and ATM services, as outlined in Section 1.1 and 1.3 of the RFB.

**Q8. Section 1.7, What is the mechanism for exercising the mutual option?**

- a. The contract will automatically renew for each one-year extension term unless either party provides written notice of non-renewal, as outlined in Section 1.7. The Contractor must provide notice at least 240 days prior to the end of the current term.

**Amendment 1-REVISED – Questions and Answers**

2026-UWSYS-01040-RFB

UW-Stevens Point Banking and ATM Services

This amendment replaces and supersedes the original Amendment 1. It includes all questions and answers received to date.

- Q9. Section 5.1, Can the University confirm the Contractor space will remain the same as is currently used on UWSP?**
- Yes. The on-site banking office and ATM locations currently in use at UWSP will remain the same for the duration of the contract, unless mutually agreed otherwise.
- Q10. Section 5.1.4, Can the University confirm the Contractor is not required to make any updates to facilities if successful bidder?**
- Correct. UWSP is not requiring any updates to the space. However, the Contractor may choose to propose updates or renovations, subject to University approval and at the Contractor's expense.
- Q11. Section 5.1.6, Can the University confirm all existing signage locations and opportunities remain the same as currently used at UWSP, and identify any additional signage opportunities? (internally and externally)**
- Current signage locations will remain the same. Any additional signage opportunities may be discussed with the intended awardee during the contract finalization process and must comply with UWSP's Signage Policy and approval procedures.
- Q12. Section 6.1.3, What are the "commissions" that you are referring to in this section?**
- The reference to "commissions" in Section 6.1.3 was included in error. UWSP does not seek or expect commission payments related to ATM transactions. The University only requires a monthly statement showing the number of ATM and Balance Inquiry transactions per machine, both for the current month and cumulative for the contract year.
- Q13. Section 1.9, Will the University provide a copy of the proposed contract? May a bidder include a proposed contract, and if so, where should it be uploaded in the ShopUW+ Sourcing Module?**
- The University uses a standard one-page contract form, which will be completed upon award. This contract incorporates the RFB, all amendments, and the awarded bidder's response. A copy of the template is available upon request.  
Bidders may not submit a substitute contract. However, if a bidder wishes to propose specific contract language or terms, these should be submitted as part of the Requested Modifications in the Supplier Attachment section of the ShopUW+ Sourcing Module..
- Q14. Section 4.4, Why is there a requirement to keep accounts open for international students and Optional Practical Training (OPT) students after enrollment ends?**
- This provision supports the needs of international students who may remain in the U.S. for a period after completing their academic programs. Students participating in OPT or other post-completion activities often require continued access to their bank accounts for housing, employment, or travel-related expenses. Maintaining account access for a limited time post-enrollment ensures continuity and financial stability during this transition.
- Q15. Page Count, Will adding a cover page to each response document count toward the page limits?**
- Cover pages are discouraged and should be avoided unless necessary for organizational clarity. However, if a cover page is included, it will not count toward the page limit as long as it contains no legal, technical, or substantive content. Any cover page that includes such content may be counted toward the page limit at the University's discretion.

**Amendment 1-REVISED – Questions and Answers**

2026-UWSYS-01040-RFB

UW-Stevens Point Banking and ATM Services

This amendment replaces and supersedes the original Amendment 1. It includes all questions and answers received to date.

- Q16. Section 2.6.1, Where should bidders address requested modifications to Sections 1, 2, 5, and 6 of the RFB?**
- a. Modifications to any section of the RFB, including Sections 1, 2, 5, and 6, should be submitted under the **Supplier Attachment** section in the ShopUW+ Sourcing Module. File names should clearly indicate the content (e.g., “Modifications\_Section1-2.pdf”). There is no separate upload area for these sections, but they may be included under the general heading of “Requested Modifications to RFB Performance and Contract Requirements. While **no specific page limits are defined** for these sections, bidders are encouraged to keep responses concise and focused on clearly identifying the requested change, rationale, and any proposed alternative language.
- Q17. Department of Education Regulations, If a cobranded debit card is marketed to UWSP students, how should requirements related to Tier 2 arrangements under Department of Education regulations be incorporated?**
- a. If the awarded Contractor intends to offer a cobranded debit card program that qualifies as a Tier 2 arrangement under Department of Education regulations, the University will work with the Contractor post-award to ensure compliance. Any required disclosures or regulatory language may be incorporated into the final contract through an amendment, as was done in prior agreements.
- Q18. Cobranded Visa Debit Card Terms and Conditions, If additional terms and conditions are required for a cobranded Visa debit card, how should they be incorporated into the contract?**
- a. Any additional terms and conditions related to a cobranded debit card may be proposed during post-award negotiations. If accepted, they will be incorporated into the final contract through an amendment, subject to review and approval by the University and UWSP Marketing.



## AMENDMENT NO. 2

UW SYSTEM ADMINISTRATION  
SYSTEM PROCUREMENT OFFICE  
780 REGENT STREET  
MADISON, WI 53708

DATE: January 12, 2026

**RFB NO.** 2025-UWSYS-01040-RFB

**To incorporate into** **CONTRACT NO. UWSYS-2026-5344-BANK**

**COMMODITY OR SERVICE:** **BANKING & ATM SERVICES FOR UW-STEVENS POINT**

**RFB STATED TERM:** 6/1/2026 through 5/31/2027 with six (6) automatic one (1) year extensions

**CONTRACTOR:** **U.S. BANK NATIONAL ASSOCIATION**  
**800 NICOLLET MALL, 2<sup>ND</sup> FLOOR**  
**MINNEAPOLIS, MN 55402**

**REVISION:**

This amendment is to be included as part of **2025-UWSYS-01040-RFB** documents and included in the signing of **Contract UWSYS-2026-5344-BANK**. Agreement is between University of Wisconsin System and U.S. Bank National Association, and amends/clarifies, by mutual agreement by the parties, the listed sections as applicable:

**Contract Length**, RFB 1.7

The initial contract term will be June 1, 2026 through May 31, 2031, with one (1) two (2) year extensions by mutual consent. The total contractual length will be seven (7) years.

For the purpose of financial calculations and reporting, the "contract year" is defined as June 1<sup>st</sup> to May 31<sup>st</sup>.

**Cancellation and Termination**, RFB 1.10

The University of Wisconsin System reserves the right to cancel the resulting contract or agreement for any reason by providing written notice to the Contractor at least one hundred twenty (120) days prior to the effective date of cancellation. In such cases, the Contractor shall be entitled to compensation for any work accepted by the University in accordance with its order(s).

Compensation for partially completed work shall not exceed the percentage of completion, as determined solely by the University, multiplied by the corresponding payment amount.

The University also reserves the right to terminate the contract for breach by providing written notice of the breach. If the Contractor fails to cure the breach within thirty (30) calendar days of receiving such notice, the University may terminate the contract by providing one hundred twenty (120) days' written notice via registered or certified mail. In such cases, the Contractor shall be entitled to compensation for accepted work, including partially completed work, calculated as described above.

If the University breaches any contract terms, the Contractor must provide written notice specifying the breach and requesting compliance. If the University does not contest or remedy the breach

within thirty (30) calendar days, the Contractor may terminate the contract by providing one hundred twenty (120) days' written notice via registered or certified mail.

Upon cancellation, termination, or expiration of the contract, each party shall return all materials and property belonging to the other and cooperate in the orderly transition of services to ensure minimal disruption.

The University may discontinue the contract, in whole or in part, without penalty at any time due to non-appropriation of funds.

If the Contractor fails to maintain required insurance, the University may cancel the contract immediately without notice.

***Covenant Requiring Notice & Evidence of New Source(s) of Required Insurance***, RFB 3.3.3 & 3.3.5

[section update] These policies shall contain a covenant requiring **thirty (30)** days written notice by the insurer to University of Wisconsin System Office of Procurement.

***Requirement for Criminal Background Checks***, RFB 3.4

Contractor shall ensure that all personnel assigned to perform services under this contract have successfully passed a criminal background check that includes:

- a) A fingerprint-based FBI Identity History Summary consistent with federal law, including Section 19 of the Federal Deposit Insurance Act (12 U.S.C. § 1829); and
- b) A review demonstrating no convictions or pending charges substantially related to the contracted-for activities or services, including but not limited to offenses that would render the individual unsuitable for regular contact with minors, in compliance with UW System policy and Executive Order #54.

***Intellectual Property***, RFB 3.6

Stricken from agreement.

***Contractor/Supplier Use of Premises***, RFB 3.14

The contractor shall occupy and use the premises, as defined by the University, only for On-Site Banking and Automated Teller (ATM) Services. The University shall not guarantee an uninterrupted supply of electricity or heat. The University shall be diligent in restoring service following an interruption. The University shall not be liable for any loss which may result from the interruption or failure of any such utility services. If the premises become unusable for more than five (5) consecutive business days due to circumstances beyond the contractor's control, the monthly lease payment shall be abated for the period during which the premises remain unusable.

***University Right to Regulate and Access On-Site Bank***, RFB 3.15

The University reserves the right to access all areas of the on-site banking space during normal University working hours and with a representative of the contractor present, including the vault, by providing a 12-hour notice to the contractor for work that relates to building repair or improvement. The contractor shall articulate a clear process and contact information for requesting this access prior to start of contract.

In the event of an emergency or urgent operational need that poses immediate risk to safety, security, or property, the University may access the premises without prior notice or contractor presence. The University will notify the contractor as soon as practicable following such entry.

**University Right to Make Regulations, RFB 4.1.1**

- a) Mutual Obligations. Each party acknowledges that, in performing under this Agreement, it may receive or have access to information that is confidential, proprietary, or otherwise not generally available to the public ("Confidential Information") belonging to the other party. Except as required by applicable law, regulation, or legal process, each party agrees to maintain the confidentiality of such information, not disclose it to third parties without prior written consent, and comply with all applicable federal and state confidentiality and security requirements.
- b) Bank Regulatory Compliance. Licensor acknowledges that Bank is a federally regulated financial institution subject to the Gramm-Leach-Bliley Act (GLBA) and related regulations. Nothing in this Agreement shall prevent Bank from complying with its obligations under GLBA or other applicable law.
- c) University Access Rights. Notwithstanding the foregoing, the University retains the right to enter the Premises for safety, maintenance, compliance, and other legitimate operational purposes as permitted under this Agreement. The University will use reasonable measures to avoid unnecessary access to Bank's Confidential Information and will maintain the confidentiality of any such information encountered, subject to Wisconsin Public Records Law (Wis. Stat. §§ 19.31-19.39) and other applicable legal obligations.
- d) Return or Destruction. Upon expiration or termination of this Agreement, each party shall return or securely destroy any Confidential Information of the other party in its possession, except as required to comply with applicable law, records retention requirements (including Wis. Stat. § 16.61), or litigation hold obligations.
- e) Notice of Unauthorized Disclosure. If either party becomes aware of any unauthorized disclosure, loss, or theft of Confidential Information in its possession or control, it shall promptly notify the other party and cooperate in good faith to mitigate any resulting harm.
- f) Remedies. Nothing in this section shall waive or limit any party's rights or remedies available under law; provided, however, that the University's obligations and remedies are subject to the limitations of Wisconsin law, including sovereign immunity and appropriations restrictions.

**Assignment, to replace both RFB 4.2, and Section 17 in DOA-3054**

The contractor shall not assign this contract, sublease the premises, nor permit the use of the premises by anyone other than the contractor without prior written approval by the University.

Notwithstanding the foregoing, the contractor may assign this contract without prior approval in connection with a merger, acquisition, or sale of substantially all assets, provided that:

- The contractor gives the University at least 90 days' written notice of such transaction, subject to any non-disclosure obligations that may govern the transaction;
- The successor entity assumes all obligations under this contract in writing; and
- The University retains the right to terminate the contract without penalty within 120 days of receiving notice if the University determines, in its sole discretion, that the assignment is not in its best interest.

**Goods and Services, RFB 4.4**

Provision of Student Loan Applications stricken from clause.

**On Campus Management, RFB 4.5**

The contractor shall designate an On-Campus Location Manager for the University. Hiring decisions and employment matters remain the sole responsibility of the contractor; however, the University retains the right of final, reasonable approval for the On-Campus Location Manager to ensure compliance with University policies and to prevent conflicts of interest.

The contractor is responsible for complete management of the space, including routine review and inspection of operations, filling staff vacancies, and consulting on current and future banking programs with the University and, as appropriate, authorized student committees and University Center Administration.

A company management representative shall inspect the service operations at the University at least once per month or as frequently as necessary, as reasonably determined by the University. The representative shall be available during normal working hours to consult with campus administration upon request.

**Web Content Accessibility Compliance; Testing and Verification, RFB 4.7.B.**

The Contractor shall conduct accessibility testing, including automated and manual audits, to verify compliance. User testing with individuals with disabilities shall be incorporated where feasible. The Contractor shall provide documentation demonstrating accessibility compliance upon request. If the Contractor cannot provide a Voluntary Product Accessibility Template (VPAT) due to confidentiality restrictions, the Contractor shall provide alternative evidence of compliance, such as a public accessibility statement or link to accessibility resources.

**Banking Hours of Operation, RFB 4.10.1**

[section update] In addition, bank may close or adjust branch hours due to inclement weather when the University cancels classes. Regular scheduled hours will also be needed during each day during Summer Registration and New Student Orientation and must be open on New Student Move-In Day, which may occur on a weekend day.

**Furnishings and Equipment Expenses, RFB 5.1.3**

[section update] All repairs to such equipment and furnishings shall be the responsibility of the contractor, unless repairs are necessary due to the actions of the university.

**Utilities, RFB 5.2**

The University will supply electricity, water, heating, and cooling to the designated space. However, uninterrupted service is not guaranteed. In the event of a utility service interruption, the University will make reasonable efforts to restore service promptly.

The University shall not be liable for any loss or damages resulting from such interruptions or failures. Utility service terms may be subject to change based on energy availability and University policy. Rent should abate after five (5) consecutive business days of premises are unusable due to lack of utilities.

**Automated Teller Machine (ATM) Monthly Statement, RFB 6.1.3**

The Contractor shall provide the University with a monthly statement showing the number of Automated Teller Machine (ATM) transactions per Automated Teller Machine (ATM) for the month and cumulative for the contract year.

**Transaction Count Disclosure, RFB 6.1.4**

Clause Stricken from Contract

**Malfunction Report, RFB 6.1.5**

Clause Stricken from Contract

**Audit, RFB 6.5**

Clause Stricken from Contract

**DOA-3054 Standard Terms and Conditions**

12.0 TAXES: The State of Wisconsin and its agencies are exempt from payment of some federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

16.0 ANTITRUST ASSIGNMENT: The contractor and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the contractor hereby assigns to the State of Wisconsin claims solely assignable to the State of Wisconsin for such overcharges as to goods, materials or services purchased in connection with this contract.

19.0 NONDISCRIMINATION / AFFIRMATIVE ACTION: Unless in conflict with federal law, regulation, or order, in connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

24.0 CANCELLATION: The State of Wisconsin reserves the right to cancel any contract in whole or in part without penalty and with 120 days' prior written notice due to nonappropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

26.0 PUBLIC RECORDS ACCESS: It is the intention of the state to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Pursuant to §19.36 (3), Wis. Stats., all records of the contractor that are produced or collected under this contract are subject to disclosure pursuant to a public records request unless otherwise protected as outlined in Paragraph 27. The contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.

27.0 PROPRIETARY INFORMATION: [additional clause]

27.3 If the State of Wisconsin receives a public records request that may include Contractor-designated confidential information, the University will, to the extent practicable and permitted by law, notify the Contractor. Contractor may promptly identify any legal basis for withholding. The University retains sole discretion to comply with Wisconsin's Public Records Law, including any required balancing test, and will not delay disclosure beyond what the law requires.

32.0 HOLD HARMLESS: Contractor shall be responsible for and indemnify the University for claims, damages, or injuries arising from Contractor's negligent or willful acts or those of its employees, agents, or subcontractors in performing this Agreement. Nothing herein shall require Contractor to indemnify for claims caused by the University's own acts.

The University shall be responsible for the negligent or willful acts and omissions of its officers, employees, and agents acting within the scope of their official duties, to the extent permitted by Wisconsin law. Nothing herein shall be construed as a waiver of any immunities, defenses, liability limits, or monetary limitations available under Wisconsin statutes.

**DOA-3681 Supplemental Standard Terms and Conditions**

3.2 Stricken from Contract

5.0 EMPLOYMENT: The contractor will not assign directly to the services under the contract of any person or persons now employed by the State of Wisconsin, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employing agency of such person or persons and of the contracting agency.

7.0 RECORDKEEPING AND RECORD RETENTION: The contractor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state and local ordinances.

With thirty (30) days advance written notice to Contractor the contracting agency shall have the right to audit, review, and examine, copy, and transcribe any pertinent records or documents relating to the contract resulting from this bid/proposal held by the contractor during normal business hours and in such a manner as to not interfere with normal business activities. Contractor's sensitive or confidential information can be viewed by the contracting agency at a Contractor's location or via a video conference call, however the contracting agency may not record or create copies of Contractor's sensitive or confidential information, unless required by law.

It is the intention of the state to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Pursuant to §19.36 (3), Wis. Stats., all records of the contractor that are produced or collected under this contract are subject to disclosure pursuant to a public records request and protects afforded under federal and Wisconsin statute. If the state believes they are obligated to disclose, they must notify the Contractor in writing. The Contractor will have thirty (30) days to determine if they will allow the state to disclose, unless otherwise prohibited by law. If the Contractor decides to move to protect the confidential information, the state will not disclose until: (1) the Contractor has exhausted its legal options to protect the confidential information or (2) the state obtains a judicial order to disclose. The contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.

**U.S. Bank Submission/Financial Commitment**

- **Banking Lease** will be \$2,075 per month (\$24,900 annual) for year one, with 3% escalator applied annually through life of contract.
- **Annual Campus Support** will be \$75,000 annually through initial five-year term, with 3% escalator applied to two-year renewal term. paid on or before January 31 during each contract year.
- **Additional Support** will be \$10,000 annually through initial five year term, with 3% escalator applied to two-year renewal term. This additional support supports the following marketing and access:
  - **Student Focused Initiatives**
    - Promotional Handouts: Ensure each new student receives banking information
  - **Campus Engagement & Events**
    - Orientation Packages: Providing branded materials or financial support for orientation events (such as including promotional materials within orientation resources).
  - **Additional Advertising Opportunities**

- Digital Advertising: Virtual slide displays on digital signage in the Dreyfus University Center, regularity to be negotiated.
- In addition to the DUC, UWSP-focused campus wide digital advertising including residence halls, dining halls, and cafes.
- Social media marketing via the University Centers social media or specific departments for events.
- **Other Advertising Opportunities**
  - Exclusivity to all Key Student Event Presence items listed below
    - Student Open House at Dreyfus University Center
    - University Move-In
    - Physical presence at Student Orientation each semester
      - Table Reservations: Increase visibility and banking opportunities with open table in Dreyfus University Center.
        - This does not apply to financial institutions reserving tables for the exclusive purpose of recruiting student employees or interns.
    - U.S Bank will be exempt from small conference room charges in the Dreyfus University Center when hosting financial education seminars, workshops, or uses the space for bank purposes with students as a target audience or periodic bank staff meetings.
    - Exclusive access to International Student Orientation
      - This exclusivity does not prevent UWSP from entering into partnerships that would benefit students through organizations like the Downtown Business Association or the Chamber of Commerce that may have other financial institutions as their meeting.
- **Marketing to students**
  - Email all students on an annual and semi-annual marketing campaign(s) by providing marketing materials to University Student Message of the Day distribution (excluding any students who have opted out of receiving University sponsored solicitations)
  - Access to promote partnership via University Centers website
- **Marketing to faculty & staff**
  - Benefits fairs
  - Annual and semi-annual marketing campaigns distributed by the University in Message of the Day communications
- **Marketing to alumni**
  - Provide marketing materials at least one Alumni event annually
  - Alumni Association to post information about the U.S. Bank Financial Wellness Program on the Alumni web site if there is a benefit exclusive to UWSP alumni

**Department of Education Cash Management—Campus Banking (T2) Compliance**

**Applicability.** The parties acknowledge this Agreement constitutes a Tier Two (T2) campus banking arrangement under 34 CFR §668.164(f). Students are not required to open an account with Contractor, nor will any debit card for such banking account be converted into a credit card and the University does not disburse Title IV credit balances through Contractor.

**Annual Information from Contractor.** No later than thirty (30) days after the end of each award year, Contractor shall provide: (a) the total consideration (monetary and non-monetary) paid or received by either party under this Agreement; and (b) if, during that award year, students enrolled at the University opened thirty (30) or more financial accounts under this Agreement, the number of such student

accountholders at any time during the year and the mean and median of the actual costs incurred by those accountholders.

**Additional Termination Rights.** Termination rights provided for under this Section of the Amendment, Department of Education Cash Management-Campus Banking (T2) Compliance, apply only to the Campus Banking and Co-Branded card sections of the Agreement ("Card Provisions") and do not give any further termination rights whatsoever to University in connection with any On-Site Bank License/ Lease Agreement or ATM Agreement or any other ancillary agreements, exhibits, or addenda.

**Complaints.** University will complete and share with Contractor a biennial due diligence review of student complaints associated with Bank's accounts provided in connection with this Agreement. After joint review University may terminate the Card Provisions of the Agreement upon ninety (90) days' notice to Contractor if University determines that the number of complaints are excessive.

**Fees.** University will complete and share with Contractor a biennial due diligence review of the fees assessed student accounts provided for in this Agreement. After joint review University may terminate the Card Provisions of the Agreement upon ninety (90) days' notice to Contractor if University determines the fees assessed students under the Card Provisions of the Agreement are not consistent with or are above the prevailing market rates for the banking services.

**University Disclosure.** The University will conspicuously post the required contract and data no later than sixty (60) days after the end of each award year and will provide the U.S. Department of Education any required URL reference.

**Records; Breach.** Contractor shall retain records supporting the annual data for three (3) years after the applicable award year and reasonably cooperate with the University in responding to regulatory inquiries. Failure to deliver accurate information as required by this section within the stated deadlines, after ten (10) days written cure notice, constitutes a material breach.

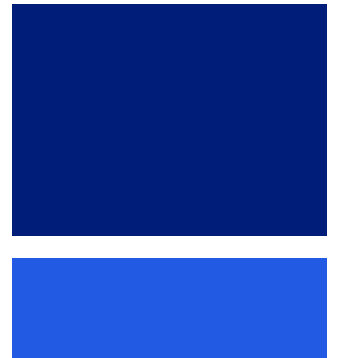
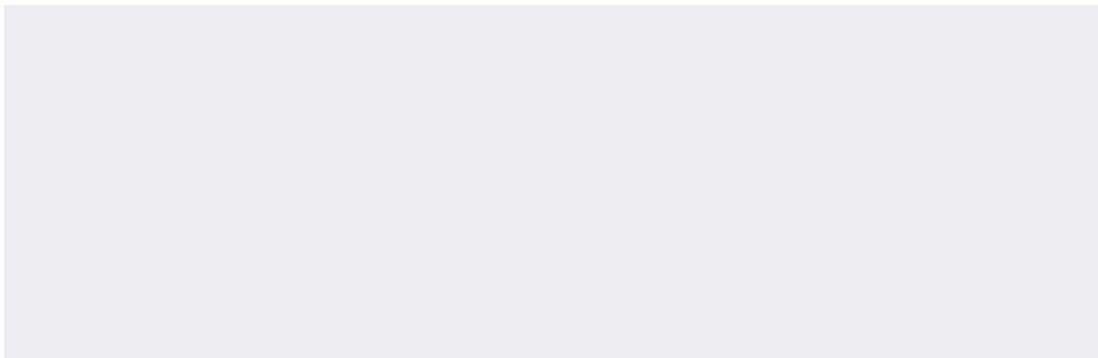


October 29, 2025

# University of Wisconsin-Stevens Point: On-Site Banking, ATM and Service

REQUEST FOR BID: 2025-UWSYS-01040-RFB

Section 7: Bidder's Qualifications and Information



*This proposal includes data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of, or in connection with, the submission of this data, the government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on pages clearly marked as "Confidential and Proprietary Information". This data is submitted with the expectation that it will be treated as confidential proprietary information.*

## U.S. Bank Qualifications and Information

- Limit: 8 pages
  - Appendices allowed for supporting documentation
- Focus: Provide concise, complete responses to each section requested under Bidder Qualifications. Use bullet points or tables where appropriate to improve readability.

## 7 Bidder's Qualifications and Information

Responses required for 7.1-7.6 Responses should be clearly numbered, and limited to 8 pages in total (see section 2.6). Omission or misstatement may result in disqualification. Award will be made to the lowest responsible bidder who meets all specifications and qualifications. Responsibility includes financial, managerial, and operational capability. Only organizations with at least 5 years of experience in On-Site Banking and ATM Services will be considered. Reference checks and financial review will be conducted.

### 7.1 Executive Summary of Qualifications

Provide a brief summary of your company's capabilities and qualifications to operate On-Site Banking and ATM Services. This should include a high-level overview of your experience, financial and operational capacity, and readiness to meet the contract requirements.

#### Overview

Your U.S. Bank team is excited about the opportunity to continue our commitment to the University of Wisconsin-Stevens Point. U.S. Bank can meet all requirements outlined in your request for bid, as well as provide your students and campus community with additional services and benefits that differentiate our program from other financial institutions. We can provide workshops and webinars tailored for students, faculty, staff, and alumni, with a focus on financial and non-financial topics, as well as complimentary one-on-one goals coaching sessions for your community with our team of experienced Goals Coaches.

#### Understanding Your Needs

The University of Wisconsin-Stevens Point needs a provider of comprehensive banking solutions with bench strength in higher education. You can leverage our experience, our presence in Stevens Point, WI, and our deep understanding of student, faculty, and staff members' financial needs. Your U.S. Bank team can deliver innovation in banking processes, consistency in service, and financial stability with continuity in performance and team.

#### Exceeding Your Expectations

The University of Wisconsin-Stevens Point seeks an experienced and knowledgeable partner. Your local U.S. Bank leadership team, led by market leader Nina Johnson, district manager Keith Dawson, and branch manager Kiley Bradfish demonstrate our breadth and depth of experience. This group exemplifies the foundation of our relationship-based service model.

#### Commitment to Customer Satisfaction

U.S. Bank has dedicated considerable efforts to increase customer satisfaction for campus populations through our various campus banking programs. It is our belief that the student, faculty, and staff members' experience is greatly enhanced by the combination of excellent products and services, and convenience in accessing and managing their accounts. With the ability to access U.S. Bank accounts through multiple channels, the University of Wisconsin-Stevens Point community would gain comprehensive digital banking services unmatched by any other banking institution. The university will also continue to benefit from our commitment to superior customer experience.

**A Compelling Offer**

U.S. Bank will work with the University of Wisconsin-Stevens Point to make certain we provide the best value for the services requested, and more. The terms and all-inclusive pricing of this bid cover all requirements addressed in the RFB.

**Incomparable Stability**

Finally, as you examine the enclosed offer in detail, consider the strength and dedication that U.S. Bank can deliver with the included proposed banking services. As one of the highest rated, most stable commercial banks in the country, the University of Wisconsin-Stevens Point benefits greatly from our ability to focus on perfecting financial services for our clients. Our business model, operating philosophy, and financial strength allow us to allocate significant resources, both in dollars and technology, toward the enhancement and development of products and services.

**Choose U.S. Bank**

As you indicated, the University of Wisconsin-Stevens Point will partner with the financial institution most capable of providing comprehensive and efficient banking services. Our bid delivers on that objective by offering minimized bank costs for your students, faculty, staff and alumni, and a path to mutual success. We are confident that you will find our focus on your long-term success unmatched and we look forward to a continued partnership.

**Background and Soundness**

U.S. Bancorp, with more than 70,000 employees and \$686 billion in assets as of June 30, 2025, is the parent company of U.S. Bank National Association. With headquarters in Minneapolis, the company serves millions of customers locally, nationally and globally through a diversified mix of businesses including consumer, business, commercial, institutional banking, payments and wealth management. U.S. Bancorp has been recognized for its approach to digital innovation, community partnerships and customer service, including being named one of the 2025 World’s Most Ethical Companies and Fortune’s most admired superregional bank. See separate attachment, **U.S. Bank-Section 7.7 Appendix**, for additional awards and recognition that U.S. Bank has received.

**Subsidiaries**

Founded on July 13, 1863, U.S. Bank National Association (U.S. Bank) is a wholly owned subsidiary of U.S. Bancorp. The Minneapolis-based bank is a national banking association that is formed under the laws of the United States. U.S. Bank owns subsidiaries throughout the United States as well as several internationally.

**7.2 Experience and Comparable Operations in On-Site Banking and ATM Services**

Describe your company’s experience in providing On-Site Banking and ATM Services, including the duration and scope of operations. Additionally, as requested in 2.5.2, provide a list of at least three (3) comparable operations—past or current—that demonstrate your company’s ability to meet the requirements of this contract. For each operation, include the duration of service and contact information (name, address, and phone number) for verification purposes.

U.S. Bank has more than 2,000 branches and advisory centers in 26 states, of which 24 are located on university campuses. U.S. Bank is a leader in providing customized campus banking solutions to higher education since 1976.

Below is a summary matrix listing all 26 of our existing university partners where we perform services like those requested in this RFB. See the separate **U.S. Bank-ShopUW+ Client Reference and Experience** attachment for three (3) comparable programs that demonstrate our ability to meet the requirements of this contract.

Campus partner	Year	Cobranded Visa Debit Card	On-Site Branch	Advisory Center
University of Washington	1976		✓	
Xavier University	1996		✓	
Saint Louis University	2001		✓	
Gonzaga University	2002	✓	✓	
San Diego State University	2003	✓	✓	
Northwestern University	2004		✓	
North Dakota State University	2005		✓	
University of Wisconsin-Eau Claire	2005	✓	✓	
<b>University of Wisconsin-Stevens Point</b>	<b>2005</b>	✓	✓	

Austin Peay State University	2006	✓		
California State University, Fullerton	2007	✓	✓	
Central Washington University	2007	✓	✓	
University of Central Missouri	2007	✓	✓	
Washington State University	2007		✓	
University of San Diego	2008	✓*	✓	
University of Wisconsin-Madison	2009		✓	
Ohio State University	2010		✓	
University of Missouri	2010		✓	
University of Minnesota	2011		✓	
University of Denver	2012		✓	
Eastern Illinois University	2014		✓	
San Francisco State University	2014		✓	
Western Kentucky University	2014	✓	✓	
University of Oregon	2015			✓
Oregon State University	2019			✓
University of Saint Thomas	2023	✓		

\*The cobranded Visa debit card at the University of San Diego is launching in February 2026.

**Branch services**

Below is a list of branch services U.S. Bank will continue to provide to the students, faculty, and staff at the University of Wisconsin-Stevens Point. The availability of these services may change with time as technology continues to evolve.

- Checking & savings accounts
- Deposits & withdrawals
- Certificate of deposits
- Direct deposit
- Currency & coin supplies
- Transfer money between accounts
- Check cashing
- Visa credit & debit cards
- Cash advances from a credit card
- Overdraft protection
- International & domestic wire transfers
- Personal or home equity loans
- Financial advice
- Online & mobile banking assistance
- 24-hour telephone customer service
- Checkbook balancing assistance
- Money orders & official checks
- Business banking
- Foreign currency exchange
- Foreign drafts
- Notary services
- Two on-campus ATMs

**Loans and lines of credit**

U.S. Bank offers a variety of personal loans and lines of credit at the University of Wisconsin-Stevens Point branch including the following:

- Home loans
- Home equity loans & lines of credit
- Unsecured personal loans & lines of credit
- Credit cards (secured & unsecured)
- Auto loans
- Boat loans
- RV loans

**Online and mobile banking**

In addition to our branch services, U.S. Bank understands the needs of college students and the value they place on the convenience of online and mobile banking. All U.S. Bank customers can register for online banking at usbank.com and download the free U.S. Bank mobile app onto their mobile device. Using our online or mobile banking, U.S. Bank customers can manage their account in the following ways:

- **Manage money** – View balances and transfer money between U.S. Bank accounts, set up account alerts, access online statements and more.
- **Account alerts** – Choose and customize their own text and email alerts.
- **Pay bills** – Organize and pay bills conveniently from one place; they can even add biller details to their Bill Pay list by taking a picture with their mobile device.
- **Deposit checks** – Deposit checks anytime with the U.S. Bank mobile app; it’s as simple as snapping a photo.

- **Zelle** – With mobile banking, it’s easy to send money to friends and family for everyday things – paying rent, splitting bills, buying tickets to the big game – with nothing more than an email address or mobile phone number. Parents can even send money to their students studying abroad.
- **View Credit Score** – See how your score is calculated, including payment history, credit usage and more.

See separate attachment **U.S. Bank-Section 7.7 Appendix**, to learn more about our best-in-class digital capabilities.

**7.3 Operating Statement or Annual Report**

Submit your most recent operating statement or annual report.

- Certification by a CPA may be required.

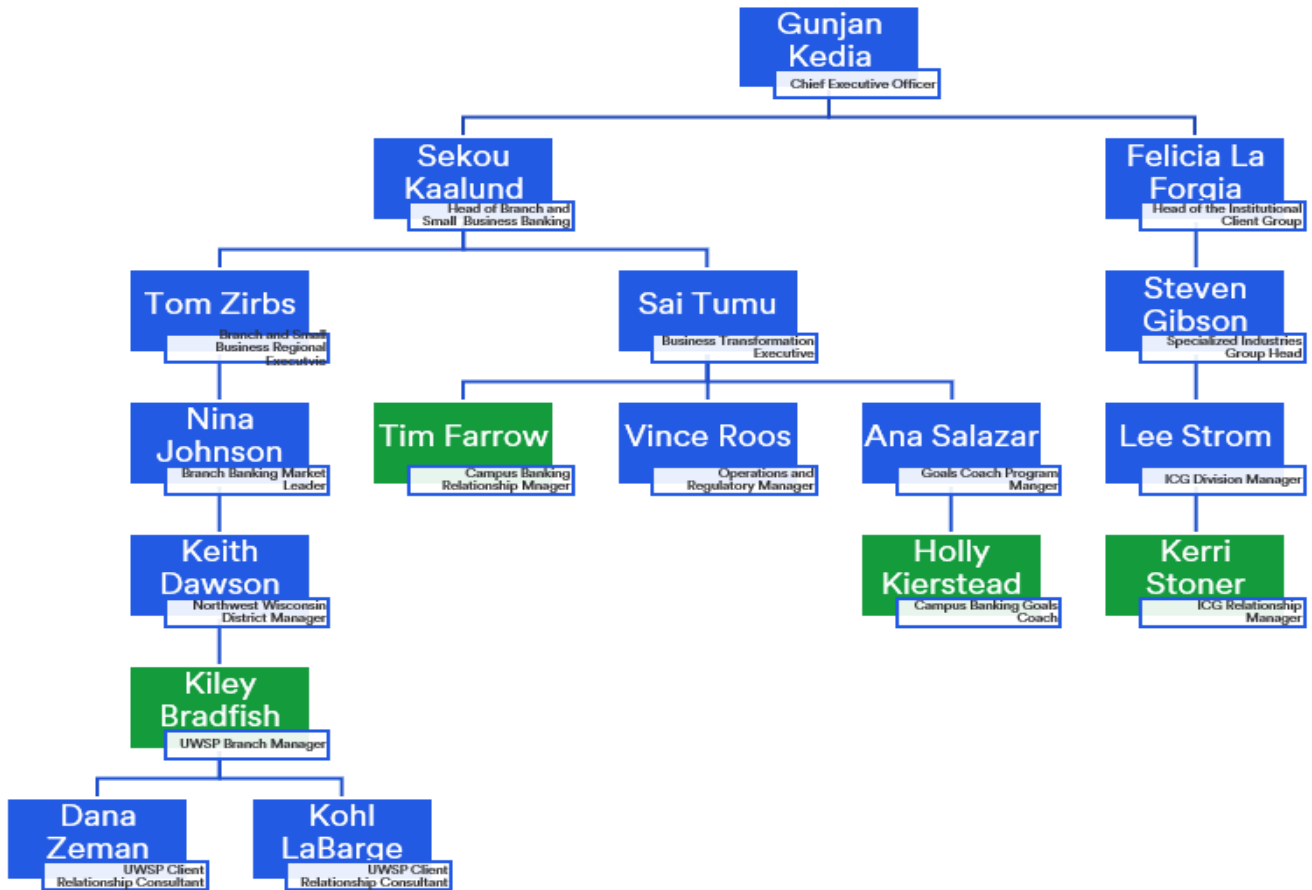
U.S. Bancorp continues to deliver consistent, predictable, repeatable, industry-leading financial results. Our disciplined business operations give us confidence in the commitments and decisions we make, allowing us to do what’s right for our shareholders, customers and communities. We have a proven track record of success, including debt ratings that are among the highest in the banking industry. We are focused on being the most trusted choice, creating the future now, driving one U.S. Bank, and striving for simplicity to honor our commitment to strengthen financial futures together.

We have uploaded the **U.S. Bank-2024 Annual Report** to the Supplier Attachments section in ShopUW+.

**7.4 Organization and Administrative Plan**

Provide an organizational chart and staffing plan for this contract.

Below is an organizational chart for the U.S. Bank employees involved in the overall performance of the University of Wisconsin-Stevens Point on-site branch and cobranded Visa debit card program. This team collaborates collectively to ensure we are meeting the needs of the UWSP.



The individuals highlighted in green are the key contacts for the University of Wisconsin-Stevens Point relationship.

### Branch staffing plan

U.S. Bank intends to maintain the branch staffing plan that we currently have in place, which includes branch manager Kiley Bradfish and one full-time and one part-time client relationship consultants. Kiley will bring in bankers from the surrounding U.S. Bank branches to assist with orientation and other large campus events. We believe this branch staffing plan will continue to meet the needs of the University of Wisconsin-Stevens Point community and is subject to change at the bank's discretion.

### Branch staff responsibilities

Branch Manager Kiley Bradfish has been with U.S. Bank for 7+ years and has been managing the branch inside the Dreyfus University Center since April 2024. Kiley is responsible for managing the branch including the leadership for sales, customer experience, regulatory policy and compliance, and facility management. Duties also include people management, developing a customer-centered branch environment, expert product/service knowledge, partnership with other areas of the bank and host site management. In addition, she actively participates in community and campus activities. Kiley is accountable for the ongoing branch balance sheet, financial statements, and profit and loss.

The branch client relationship consultants (CRC) are responsible for demonstrating excellent customer service in accordance with the U.S. Bank core values. They are responsible for sales and service activities at the university branch and represent U.S. Bank at offsite events including tabling events, financial wellness workshops, and workplace banking events. They open accounts, handle teller transactions, sell/cross-sell bank products and services, and resolve customer service issues. In addition, our bankers refer customers to other areas of U.S. Bank as appropriate.

## 7.5 Description of Services

Describe the services your company will provide to the University, including any required outreach, training, or informational materials. This section should confirm your ability to meet all service expectations outlined in the RFB.

U.S. Bank has been partnering with colleges and universities for more than 40 years, providing a variety of banking services to hundreds of thousands of students, faculty, staff and alumni through on-site branches, campus ID cards, cobranded Visa debit cards, financial education and Goals Coaching. Our approach has always been one of accepting shared responsibility and investment in the success of each program with a goal of establishing lifelong relationships.

We approach each campus with the clear and transparent intention to add value and ensure the best possible experience for everyone involved. As a result, our solutions never stop evolving and improving. Changing trends and innovations – often surfaced by our campus partners – have fueled great advancements in efficiency and we are happy to be the conduit for those changes. Business is not as usual.

As referenced in Amendment 1 – Revised QA, U.S. Bank intends to continue to offer our cobranded University of Wisconsin-Stevens Point Visa Debit Card as part of our response, along with the on-site branch in the Dreyfus University Center and two ATMs. If U.S. Bank is awarded this RFB, we will work with the University of Wisconsin-Stevens Point to incorporate additional terms and conditions related to a cobranded debit card through an amendment during post-award negotiations.

## Campus Banking Program for Students, Employees & Alumni

The Campus Banking Program is offered to over 25 colleges and universities and has a track record of serving this segment since 1996. This program includes the following components:

### Products & Benefits

- **U.S. Bank Smartly® Checking** – Gives students more control, insights, and support as they build their future
- **Branch & ATMs** – Full-service branch & ATM inside Dreyfus University Center & second ATM in Champion Hall
- **Financial Education & Goals Coaching** – 1-1 guidance and group learning sessions and workshops
- **Subject matter experts** – Leverage U.S. Bank experts to help facilitate workshops, guest lecture, participate in panels, judge competitions & more.

### Program Management

- **Relationship Manager** – Ongoing relationship support to partner with all areas of campus to uncover opportunities and provide solutions.
- **Marketing support** – Cobranded marketing material and communications to advertise the benefits of the partnership.

**U.S. Bank Smartly® Checking + the University of Wisconsin-Stevens Point Visa Debit Card**

U.S. Bank offers a winning combination for students, faculty, staff, and alumni. Our U.S. Bank Smartly Checking gives you access to tools to help boost your financial wellness and resources to help plan for your future. Our cobranded University of Wisconsin-Stevens Point Visa Debit Card will allow you to show your school spirit with every purchase anywhere Visa is accepted.

**Bank Smartly Checking for Young Adults**

- Waived Monthly Maintenance Fee. Young adults 18-24 receive an automatic waiver of the \$12 monthly maintenance fee.
- \$0 ATM transaction fees at U.S. Bank ATMs and on first four non-U.S. Bank ATM transactions per statement period (Non-U.S. Bank ATM transaction fees apply after four)
- \$0 overdraft protection transfers made from an eligible linked U.S. Bank deposit account
- \$0 overdraft fees for overdrawn balances of \$50 or less
- Overdraft Fee Forgiven program when overdrawn \$50 or more
- Two incoming wire transfer fees waived per Bank Smartly Checking statement period (Young Adult group benefit 18-24)
- Exclusive U.S. Bank Smart Rewards® program



**Bank Smartly Checking for Employees & Alumni**

- Waived Monthly Maintenance Fee. As a part of this program, the \$12 monthly maintenance fee is waived automatically.
- \$0 ATM transaction fees at U.S. Bank ATMs and on first four non-U.S. Bank ATM transactions per statement period (Non-U.S. Bank ATM transaction fees apply after four)
- \$0 overdraft protection transfers made from an eligible linked U.S. Bank deposit account
- \$0 overdraft fees for overdrawn balances of \$50 or less
- Overdraft Fee Forgiven program when overdrawn \$50 or more
- Exclusive U.S. Bank Smart Rewards® program

The U.S. Bank campus banking program benefits are the same regardless of residency or domestic or international status. See separate attachment, **U.S. Bank-Section 7.7 Appendix**, to learn more about Bank Smartly Checking for Young Adults and for Employees & Alumni.

**International Student Services**

International students will receive the expertise of our nationally recognized Global Services / International Banking division. Our staff’s knowledge, extensive global network, and dedication to customer service offers students the unique combination of local banking and the ability to conduct transactions globally.

U.S. Bank can open checking and savings accounts for international students without an SSN, offer foreign currency exchanges, traveler’s card purchases, and international wire transfer services. Through internet banking, students can order foreign currency online and have it shipped directly to their closest branch once an account has been set up.

International students can open accounts with U.S. Bank. If they do not have an SSN, they will be required to present a valid passport/visa and student ID documentation. If additional supporting documentation needs to be obtained, a hold that blocks debits only – but allows credits – may be placed on the account until the additional supporting documentation is provided. Allowing the account to receive credits prevents incoming wires from being rejected. Holds can be resolved with proper documentation within 24 hours. In most cases, the passport/visa and student ID is sufficient to clear the account. U.S. Bank is very familiar with this segment and will work closely with the students and school to obtain any requested documentation needed, such as address verification. Upon arrival at the University of Wisconsin-Stevens Point, individuals will receive a flyer outlining the required documentation for opening an account.

### Financial Education for International Students

International students during orientation sessions will be supported by our on-site branch team during events held in January and August. Branch manager Kiley Bradfish and her team recognize that international students have specific banking needs. The team will offer one-on-one assistance and guidance to help students become familiar with the American banking system. Additionally, targeted presentations covering basic banking topics will be shared with students during these sessions.



We offer financial education resources and specialized goal coaches to help students better adjust to banking in the United States. We can also collaborate with university organizations to create workshops, webinars, or panel discussions to specifically meet the needs of your international students as they transition to life in the United States. Our U.S. Bank branch team along with our U.S. Bank goals coaching team will continue to provide resources throughout the year at no additional cost regardless of whether they choose to bank with us or not.

U.S. Bank offers many resources, products, and tools for our customers to help international students throughout their financial journey. We go beyond traditional day-to-day banking transactions to offer a robust support system that will enable your students to be more confident and secure in their ambitions and decisions.

### U.S. Bank Goals Coaching

Our goals coaching team provides personalized coaching that can be offered one-on-one to individuals or via workshops, panels, webinars and more. This unique program empowers your students, staff, and alumni to explore and set goals with a trusted partner, who will help them create a plan and hold them accountable until their goal is met. Holly Kierstead will be the assigned goals coach for the University of Wisconsin-Stevens Point relationship. As part of our commitment to the University, we will host a minimum of 6 workshops with students, faculty, staff, alumni and athletics on a yearly basis as part of this continued partnership.



#### Coach Holly Kierstead

With over 20 years of banking experience, Holly is a people leader and an inspirational coach. She has a passion to help others via self-discovery. She will guide you through setting a clear vision to achieve your goals, both personally and financially.

Some of the curriculum already available includes:

- Action planning
- Budgeting
- Building my career
- Credit wellness
- Goal setting
- Holiday spending
- Homebuying 101
- Living within your means
- Money mindset
- Personal branding
- Preparing for the unexpected
- Tips for saving

See separate attachment, **U.S. Bank-Section 7.7 Appendix**, to learn more about U.S. Bank Goals Coaching.

### U.S. Bank Student Scholarship

For 10+ years, U.S. Bank has offered a scholarship open to all students. Each year, \$45,000 in scholarships are awarded to 5 winners that register. The more educational modules they complete, the higher the scholarship prize amount they are eligible for.

In 2023, we partnered with a gamified financial tool, Zogo, that has in-app incentives for educational achievements. Last year, 50,000 students registered on the Zogo platform and completed 1.3M financial education modules. See separate attachment, **U.S. Bank-Section 7.7 Appendix**, to learn more about the U.S. Bank Student Scholarship.

### Marketing

The success of the program will hinge on the close collaboration and coordination between the University of Wisconsin-Stevens Point and U.S. Bank. We will work together to build a comprehensive plan across all available UWSP marketing and communication channels to promote the program to students, alumni, athletics, faculty and staff. U.S. Bank will collaborate with the University of Wisconsin-Stevens Point to create marketing material to support the advertising of the program as well as communications / media to showcase the partnership.

U.S. Bank will seek prior written approval of all cobranded marketing from the University of Wisconsin-Stevens Point prior to distribution. See **U.S. Bank-Section 7.7 Appendix**, for sample promotional materials and banking information. Also see Optional Response for 8.3, in the **U.S. Bank-Bid Submittal Form** for additional marketing and access that U.S. Bank is requesting through this RFB.

#### **Department of Education Cash Management regulation of the Higher Education Act**

On October 30, 2015, the U.S. Department of Education published the Program Integrity and Improvement final regulations (“Final Regulations”). Among other things, the regulations established new requirements for institutions (and their third-party servicers) that enter into agreements to offer financial account products such as debit or prepaid cards as a way for students to receive their Title IV credit balance refunds. The Final Regulations established new regulatory requirements for financial products offered to students under specific kinds of contractual arrangements—Tier One (T1) arrangements and Tier Two (T2) arrangements.

Since U.S. Bank is proposing the continuation of the cobranded Visa debit card that would be primarily marketed to students, we will ensure the University of Wisconsin-Stevens Point continues to receive all documentation that is required from your bank partner for a Tier Two arrangement.

If U.S. Bank is awarded this RFB, we will work with the University of Wisconsin-Stevens Point to incorporate additional terms and conditions and/or regulatory language related to the Department of Education Cash Management regulation through an amendment during post-award negotiations.

#### **7.6 Space Renovation/Build-Out Plan**

Preliminary plans are not required at the time of bid submission. However, bidders must indicate any anticipated renovations or build-outs they foresee for the on-campus banking space. This should include a general description of the scope (e.g., cosmetic updates, full remodel, technology upgrades).

The bidder selected for award will be required to provide **preliminary build-out plans** for university review and approval **prior to finalizing the agreement**. All plans must comply with university standards and applicable codes. Final drawings and permits will be required before construction begins.

As the current provider of banking services outlined in this RFB, U.S. Bank does not intend to undertake renovations of the on-campus branch at the Dreyfus University Center should we be selected for award.

As referenced in Amendment 1 – Revised QA, any additional signage opportunities may be discussed with the intended awardee during the contract finalization process and must comply with the University of Wisconsin-Stevens Points’s Signage Policy and approval procedures.

#### **7.7 Appendix – Optional, Non-Evaluated Materials**

Bidders may include promotional materials, sample banking information, or descriptions of professional affiliations. These materials will not be evaluated but may be reviewed to confirm alignment with service expectations.

We have uploaded **U.S. Bank-Section 7.7 Appendix** to the Supplier Attachments section in ShopUW+. See this separate attachment for sample promotional materials and banking information.

**Bid Submittal Form for 2025-UWSYS-01040-RFB**

We, the undersigned, in compliance with the Request for Bid No. 2025-UWSYS-01040-RFB for UWSP Banking and ATM Services hereby bid the following Space Lease and Campus Annual Support to the University of Wisconsin-Stevens Point as follows. In making this bid acknowledge that we have read and understood this quotation request and hereby submit our bid in accordance with the terms and conditions of the bid specifications and agree to fulfill our legal obligations pursuant to the attached contract provisions.

**Response for 8.1 Monthly Space Lease for On-Site Banking and ATM Services**

Participants must bid a Lease Rate.

**Banking Space Lease** – We agree to pay the below stated lease payment.

**Monthly Lease Payment** \$2,075 X **12 months** = \$24,900

We acknowledge the following:

- \* The University requires a minimum of \$2,075 per month.
- \* Beginning in year 2, and for the duration of this agreement, a 3% escalator will be applied to the monthly rent payments.

**Response for 8.2 Annual Campus Support**

Participants must bid the minimum annual campus support payment or, at their option, elect to quote a higher payment. **Participants are not allowed to bid a payment lower than the Campus Support Payment listed below. Bidding a lower payment in 8.2 may result in disqualification of bid.**

**Annual Campus Support Payment**– We agree to pay the below stated lease payment.

**The contractor shall agree to pay the University a minimum annual Campus Support of seventy-five thousand dollars (\$75,000) per year.**

The contractor, at its option, may elect to quote a higher annual payment of \_\_\_\_\_dollars (\$ \_\_\_\_\_) per year.

**Note: No need to make an entry in this section unless a higher Annual Campus Support payment is intended.**

**Optional Response for 8.3**

Participants may wish to provide additional funding, included in award calculation as described in Section 1.8.

The contractor may wish to provide University with optional funds:  
 \*Please define the amount, frequency (annual or one-time), and description of funding.

**U.S. Bank is proposing additional funding in the amount of \$10,000 annually for the following marketing and access:**

**Student Focused Initiatives**

- Promotional Handouts: Ensure each new student receives banking information

**Campus Engagement & Events**

- Orientation Packages: Providing branded materials or financial support for orientation events (such as including promotional materials within orientation resources).

**Additional Advertising Opportunities**

- Digital Advertising: Virtual slide displays on digital signage in the Dreyfus University Center, regularity to be negotiated.
- Other Advertising Opportunities
  - Exclusivity to all Key Student Event Presence items listed in Annual Campus Support Funding



## ShopUW+ Vendor Information Form

<b>Company Name:</b>	U.S. Bank National Association		
<b>Company Street Address:</b>	800 Nicollet Mall, 2 <sup>nd</sup> Floor		
<b>Company City, State, Zip:</b>	Minneapolis, MN 55402		
<b>Company Website:</b>	usbank.com		
<b>Company FEIN/TIN #:</b>	310841368	<b>Company DUNS #:</b>	828112073

### Contact for questions regarding this Bid

<b>Name:</b>	Tim Farrow		
<b>Title:</b>	Campus Banking Relationship Manager	<b>Phone:</b>	612-403-7767
		<b>Email:</b>	timothy.farrow@usbank.com

### Sales Representative

<b>Name:</b>	Tim Farrow		
<b>Title:</b>	Campus Banking Relationship Manager	<b>Phone:</b>	612-403-7767
		<b>Email:</b>	timothy.farrow@usbank.com

### Contact for Ordering

<b>Name:</b>	N/A		
<b>Title:</b>		<b>Phone:</b>	
		<b>Email:</b>	

### Contact for Returns

<b>Name:</b>	N/A		
<b>Title:</b>		<b>Phone:</b>	
		<b>Email:</b>	

### Contact for Invoice Information

<b>Name:</b>	Tim Farrow		
<b>Title:</b>	Campus Banking Relationship Manager	<b>Phone:</b>	612-403-7767
		<b>Email:</b>	timothy.farrow@usbank.com

### Contact for Affirmative Action Plan

<b>Name:</b>	Tim Farrow		
<b>Address:</b>	200 S 6th St		
<b>City/State/Zip:</b>	Minneapolis, Minnesota 55402		
<b>Telephone:</b>	612-403-7767	<b>Email:</b>	timothy.farrow@usbank.com

### Contact for Supplier Diversity Reporting

<b>Name:</b>	Tim Farrow		
<b>Address:</b>	200 S 6th St		
<b>City/State/Zip:</b>	Minneapolis, Minnesota 55402		
<b>Telephone:</b>	612-403-7767	<b>Email:</b>	timothy.farrow@usbank.com

## ShopUW+ Client Reference List - RFB-01040

Bidder Name: U.S. Bank

The Bidder must provide a minimum of three (3) business references.

1. Reference Name: University of Wisconsin-Eau Claire Contact: Kristin Fitzsimmons

Address: 105 Garfield Avenue, Eau Claire, WI, 54701

Phone #: (715) 836-5599 E-mail address: fitsiml@uwec.edu

Internet address: www.usbank.com/uwec

Description and dates of services provided, how this demonstrates ability to meet RFB requirements: U.S. Bank has partnered with the University of Wisconsin-Eau Claire since 2007, offering a student ID card program from 2007 to 2021 and a cobranded Visa debit card program from 2021 to the present. A full-service on-campus branch and ATM have been in operation since August 2012 to present, providing convenient and accessible banking for students, faculty, and staff.

2. Reference Name: University of Central Missouri Contact: Kim Nicas

Address: 307 Elliott Student Union P.O. Box 800 Warrensburg, MO 64093

Phone #: (660) 543-4276 E-mail address: Nicas@ucmo.edu

Internet address: www.usbank.com/ucmo

Description and dates of services provided, how this demonstrates ability to meet RFB requirements: U.S. Bank has partnered with the University of Central Missouri since 2007, offering a student ID card program from 2007 to 2022 and a cobranded Visa debit card program from May 2022 to the present. A full-service on-campus branch and ATM have also been in operation since 2007 to the present, providing convenient and accessible banking for students, faculty and staff.

3. Reference Name: Western Kentucky University Contact: Jennifer Tougas

Address: 1906 College Heights BLVD, 11099, Bowling Green, KY 42101

Phone #: (270) 745-3931 E-mail address: Jennifer.tougas@wku.edu

Internet address: www.usbank.com/wku

Description and dates of services provided, how this demonstrates ability to meet RFB requirements: U.S. Bank has served as the on-campus financial institution for Western Kentucky University from 2014 to the present, operating a full-service branch and maintaining an ATM to provide convenient access for students, faculty and staff. In December 2023, we launched a cobranded Visa debit card program.

**References may be contacted to confirm the Bidder's abilities and qualifications as stated in the Bidder's response. The University may perform due diligence by contacting any applicable business reference, including references from within the UW System, state agencies, or other state public institutions. The University reserves the right to disqualify any Bidder whose references don't support their stated claim of qualifications in their response.**