

QUESTIONS AND ANSWERS

AUTOMATIC TELLER MACHINES (ATM) SERVICES

PROJECT NO. 10-22

To: Prospective Respondents  
From: Houston Community College  
Date: July 14, 2010  
Subject: Informational Letter # 1 – Request for Proposals for ATM Services

The following questions regarding the Request for Proposals (RFP) for ATM Services (HCC Project No. 10-22) were received in the Procurement Operations Department within the time period stated in the RFP:

**Question #1:** - What is the current transaction volume?

**HCC Answer:** - The transaction volume beginning January 1, 2009 to December 31, 2009 was approximately 18, 064.

**Question #2:** - Who is the current vendor?

**HCC Answer:** - Unique Financial Solutions.

**Question #3:** - What banking services are currently provided?

**HCC Answer:** - None.

**Question #4:** - What is the current rate?

**HCC Answer:** - The original contract monthly fee was \$25.00 (per machine/per month) plus a profit sharing fee of 15% of all profits based on the transactional volume (per machine) to be paid to Houston Community College monthly. The contract fee schedule was later changed to read as follows: For transactions between 0 to 75, the contractor was not required to pay "no profit" to HCC. For transactions between 75 to 100, the contractor was required to pay HCC 15% per machine per month. For transactions 100 and greater, the contractor was required to pay HCC 25% per machine per month.

**Question #5:** - If there is "no goal", do vendors have to comply with item 10, Small Business Compliance, Introduction To Proposers?

**HCC Answer:** - No.

**Question #6:** - How much weight in the evaluation of proposals will the internship program be given?

**HCC Answer:** - None.

**Question #7:** - What is the number of Automatic Teller Machines (ATM) required?

**HCC Answer:** - At least Seventeen (17).

**Question #8:** - How many locations currently have Automatic Teller Machines (ATMs)?

**HCC Answer:** - Two (2).

**Question #9:** - What has been the fee on the Automatic Teller Machines (ATM)?

**HCC Answer:** - See Answer to Question # 4.

**Question #10:** - Is there any transaction history available from any of the locations?

**HCC Answer:** - Yes.

**Question #11:** - The Request for Proposals (RFP) says that it may not be exclusive—Are there any locations with Automatic Teller Machines (ATM) at them that will not be removed (i.e. banks, credit unions)?

**HCC Answer:** - Yes.

**Question #12:** - If any there are any other "competing" Automatic Teller machines (ATMs); please list the campuses and list their fees.

**HCC Answer:** - If possible, HCC will not place competing machines in any of the locations.

**Question #13:** - Have any Automatic Teller Machines (ATM) been removed by a prior vendor? If so, please explain why?

**HCC Answers:** - Yes, there has been 12 Automatic Teller Machines (ATM) removed. The vendor requested removal of these machines because of low transactions.

**Question #14:** - Can the Two (2) options listed under Attachment 2 be combined by a bidder to benefit HCC, so that there is a guaranteed payment as well as a variable rate? (This combination of the 2 options would allow for budgeting, plus additional upside)

**HCC Answer:** - No.

**Question #15:** - Would there be any consideration or benefit if HCC received an annual up front guaranteed payment?

**HCC Answer:** - No.

**Question #16:** - When will the contract for Automatic Teller Machine (ATM) Services be scheduled for award and begin?

**HCC Answer:** - It is anticipated that a Contract will be awarded in September 2010.

**Question #17:** - What is the current number of withdrawal transactions on each of the Automatic Teller Machines (ATM)?

**HCC Answer:** - HCC does not have this information.

**Question #18:** - What is the current surcharge for each of the Automatic Teller Machines (ATM)?

**HCC Answer:** - \$1.95