INVITATION FOR PROPOSAL

for

ILLINOIS STATE UNIVERSITY

ATM Services

PROPOSAL DUE

September 4, 2023
2:00 PM CDT
Illinois State University
William (Bill) Legett, Director
Event Management, Dining, and Hospitality
wjleget@ilstu.edu

CONTACT PERSON

Bill Legett
Event Management, Dining, and Hospitality
Illinois State University
E-Mail: wjleget@ilstu.edu
## Schedule for Proposal

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Posted:</td>
<td>August 7, 2023</td>
<td></td>
</tr>
<tr>
<td>Questions about the Proposal Due:</td>
<td>August 17, 2023 2:00 PM CDT</td>
<td>Bill Legett, Director Event Management, Dining, and Hospitality Illinois State University E-Mail: <a href="mailto:wjleget@ilstu.edu">wjleget@ilstu.edu</a></td>
</tr>
<tr>
<td>Respond To Questions:</td>
<td>August 24, 2023</td>
<td></td>
</tr>
<tr>
<td>Proposal Due:</td>
<td>September 4, 2023 2:00 PM CDT</td>
<td>Bill Legett, Director Event Management, Dining, and Hospitality Illinois State University E-Mail: <a href="mailto:wjleget@ilstu.edu">wjleget@ilstu.edu</a></td>
</tr>
<tr>
<td>Anticipated Announcement of Award:</td>
<td>On or about September 18, 2023</td>
<td></td>
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<tr>
<td>Anticipated Contract Date:</td>
<td>October 2, 2023 (dates are subject to negotiating mutually agreeable terms)</td>
<td></td>
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</table>

Questions concerning the proposal must be in writing via e-mail.

Discussions may be conducted with offerors who submit proposals determined to be reasonably qualified of being selected for award, but proposals may be accepted without such discussions.

Any portions of your response that are proprietary and should not be opened to public inspection must be clearly marked in your response.

The Proposer remains responsible for ensuring that its Proposal is received at the time specified. The University assumes no responsibility for any Proposal not so received, regardless of the reason or circumstance of delay. Proposals received after the time specified in the IFP will not be considered. All Proposals received after the specified time will receive an email indicating it was **Received Too Late for Consideration.**
Proposals must be kept firm for at least 120 days after the proposal opening date. If no alternative length of time is indicated by the Proposer, the University will consider the offer as an acceptable offer until an award is made by the University or until the Proposer provides written notice to the contrary.

From the date of issuance of the IFP until the opening date, the Proposer must not make available or discuss its Proposal, or any part thereof, with any employee or agent of the University. The Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.
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2.0 NEED FOR SERVICE

Illinois State University is a comprehensive, residential institution serving approximately 20,600 students a year in its undergraduate and graduate programs.

The Board of Trustees of Illinois State (“University”), through Event Management, Dining, and Hospitality (EMDH), invites proposals from qualified financial institutions for the right to provide an automated teller machine (ATM) to be placed inside the University’s Bone Student Center.

2.1 QUALIFICATIONS

The University is open to proposals that uniquely meet the elements of the University’s strategic plan, Educate Connect Elevate: Illinois State. The website containing the plan can be found at: https://strategicplan.illinoisstate.edu/. Additional campus information can be found at: http://illinoisstate.edu/. The University’s intent is to enter into a contract(s) with vendor(s) best exhibiting the ability to work with the University to meet its mission and vision.

It is fully understood by both parties to this Agreement that the Provider will operate as an independent contractor and not as an employee of the University. The Provider will operate on its own credit, with no investment or advance payments from the University.

2.2 FACILITY DESCRIPTION

The Bone Student Center/Braden Auditorium complex attracts 1.25 million visitors annually. The complex provides a variety of facilities and services for students (20,600), faculty/staff (3,500), and the general public.

The building currently consists of five eating establishments including McAlister’s Deli, Qdoba Mexican Eats, Starbucks, The Landing, and Timbers Grille. The facility also houses the visitor center for the Office of Admissions; Career Services; the Redbird Spirit Shop; an Illinois State Credit Union branch; the Redbird Card Office; the Student Involvement Center; TechZone (computer hardware/software sales and service); one ATM located externally on the building; and a variety of meeting spaces for events ranging from 12 - 3,500 people in attendance. More than 4,000 events take place each year in the student center.

The specific location of the ATM within the Bone Student Center is to be determined by the University, with the goal being ease of access and availability to students, faculty/staff, and guests during the building’s hours of operation.
2.3 SERVICES TO BE PERFORMED

The University seeks proposals that specify the following:

2.3.1 Qualifications
The Proposer shall include the background and qualifications of the financial institution to provide ATM equipment and services to the University community.

2.3.2 Operational Model
The Proposer shall provide a detailed description of the ATM equipment and services that would be made available for the Bone Student Center, including but not limited to:

- the make and model number of the ATM to be provided;
- the hours of operation and range of services that the ATM will provide;
- the frequency and schedule of replenishment and maintenance to the ATM equipment by the Proposer or their agent;
- a detailed description of the Proposer’s national and regional network affiliations, as well as the card types that will be accepted;
- the security measures that the ATM equipment features, including physical security and data security;
- a detailed description of how the Proposer’s ATM meets all Accessibility Requirements. In addition, describe in detail the Proposer’s procedures for monitoring changes to all Accessibility Requirements and subsequently applying any necessary updates to the ATM;
- the Proposer’s procedures for identifying and addressing issues related to the maintenance and services of the ATM;
- the Proposer’s ATM customer service process, including, but not limited to, hours of availability by telephone and the response time to customer inquiries including procedures for contacting customers if their card is lost using the ATM;
- the insurance coverage that the Proposer has in place for its ATM, including but not limited to identification of the insurance provider(s), risk coverage, levels, limits, deductibles, and expiration dates.

2.3.3 Lease Rate
The Proposer shall indicate the offered annual lease rate, which rate shall not be below $7500 per annum with a 3% annual increase.

2.3.4 Transaction Payments
The proposer shall also detail their offer with regard to monthly transaction payments related to surcharge fees collected from the ATM’s use.

2.3.5 Term
The proposer shall indicate the length of lease requested for placement of an ATM at the Bone Student Center.
2.3.6 Premises
The Proposer shall include a plan for anticipated improvements to the selected ATM location, as needed, at the sole cost of the Proposer. The plan should include, but is not limited to, the following items:

- a detailed description of the installation and removal process for the ATM equipment, to also include delivery and pickup of the equipment at the Bone Student Center and transportation of the equipment within the facility
- the ATM equipment’s dimensions, physical space requirements, mounting/anchoring requirements, electrical power requirements, connectivity/communication requirements, and any other requirements that may exist.

2.3.7 Branding
The Proposer shall provide a description of the intended branding/signage that would be utilized with the ATM machine and confirm its agreement that all ATM-related signage shall be subject to the University’s pre-approval.