December 2, 2015

Re: Request for Proposal – Banking Services for Kern Community College District

The Kern Community College District and its college campuses, invites your Financial Institution to submit a Proposal for Banking Services, for its bank accounts and related depository and cash management services.

Key dates associated with this Request for Proposal include:

- First week Advertisement of RFP: December 2, 2015
- Second week Advertisement of RFP: December 9, 2015
- Deadline for Proposer Questions: December 15, 2015 at 12:00 p.m.
- RFP Submission Deadline: January 5, 2016 at 2:00 p.m.
- Prospective Vendor Presentations: Week of January 11, 2016
- Notice of Award: January 2016
- Submitted to the Board of Trustees for Approval
- Board Award Date: February 11, 2016
- Anticipated Commencement Date: March 1, 2016

General Information and Specifications may be obtained at the Kern Community College District, Business Services website at https://www.kccd.edu/current-rfp-listing or interested bidders may register (registration instructions attached) at www.publicpurchase.com to obtain the RFP.

If your Financial Institution is not interested in responding to this bid request, please complete the “No Bid” Response Form, located on page 30 of the attached Request for Proposal, and return the form via email cammie.ehret@kccd.edu or fax (661) 336-5178.

If you have any questions relating to this Request for Proposal offering or would like an electronic copy of the Request for Proposal emailed to you, please contact me via email at cammie.ehret@kccd.edu or phone at (661) 336-5155.

Best wishes,

Cammie Ehret-Stevens
Purchasing Coordinator/Analyst
Dear Vendor,

The Kern Community College District Purchasing Department uses an online bid management system called Public Purchase. In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. If you would like to do business with our District please complete the registration process detailed below.

**INSTRUCTIONS**

1. **Register with Public Purchase:**
   
   Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.


   If you are already registered with Public Purchase previously please proceed directly to step 2.

2. **Register with Kern Community College District:**
   
   A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

   B. Then click on the link below to start your registration process with the Kern Community College District. Begin by selecting the NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.


   C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

   Use the Public Purchase link in Step 1 and log in. Then click “Select Region,” and “Select Agency.” After selecting Kern Community College District, click on the “Register with Kern Community College District” on the right hand side of the Kern Community College District logo

*It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the Kern Community College District. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*
**Why the switch?**
Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

**Benefits to Us**
This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up to date vendor database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

**Benefits to You?**
This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in the Kern Community College District vendor registration process.

Sincerely,

[Signature]

Cammie Ehret-Stevens  
*Purchasing Coordinator/Analyst*