ADDENDUM NO. 2

Request for Proposal # 1448
COMMERCIAL BANKING SERVICES AND LINE OF CREDIT FACILITY
September 3, 2020

Date of Addenda #1: August 31, 2020
Date of Original Bidding Documents: August 13, 2020

INTENT: This Addendum forms a part of the Contract Documents and modifies the Original Bidding Documents and Prior Addenda, if any, as identified above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

I. Points of Information:
As stated in Addenda No. 1, the bid proposal submission due date has been extended to 10:00 AM on Wednesday, September 23, 2020. Attachment #1, Price Sheets, has been revised to include an Estimated Total Annual Costs (based on fee proposal and volumes presented).

1. Question: What impact has Covid-19 had on the University’s FY20 operations? Financial impact of shift to online learning for spring & summer terms, loss of auxiliary revenues for those periods, cost mitigation initiatives? Are preliminary FY20 financial statements available? If yes, please forward.

   Answer: Preliminary FY20 financial statements are not available. Bidders may include a list of required documentation upon which a line of credit proposal is contingent. Additional non public information may be provided to the awarded bidder subject to execution of a non disclosure agreement. See also attached Exhibit A for additional information on the approved fiscal year 2021 budget as compared to the fiscal year 2020 budget.

2. Question: What are expectations for FY21 on (i) student demand/enrollment (specifically international/graduate), (ii) tuition and fees (iii) aux revs, (iv) State support, (v) endowment support and (vi) cost control measures.

   Answer: See attached Exhibit A which includes the fiscal year 2021 budget as approved by the Board of Trustees on July 15, 2020. Additional non public information may be provided to the awarded bidder subject to execution of a non disclosure agreement.
3. **Question:** What would be the impact of a 2nd wave of Covid-19 this fall and a delayed start to fall term or shift to online for entire 2021 school year? Address same points above.

**Answer:** Classes for the Fall term began on August 25th. The University is offering courses in five modalities collectively referred to as HAWKFlex. Three of these have on campus, face to face components, and two are fully online. As currently scheduled, beginning on November 30th (following the Thanksgiving break) all remaining coursework will be done remotely.

4. **Question:** Does the university have privatized student housing? How will it address reduction in occupancy rates? Legal or moral requirements of university to support projects?

**Answer:** Yes, the student residence hall facility known as the Heights, was designed, built and financed pursuant to an agreement entered into with Provident Group-Montclair Properties, LLC (“Provident”). Provident is entitled to all Heights housing revenues during the term of the agreement. The University is generally required to market and offer the units at the Heights on an equal basis with other University housing units and to collect and remit revenues on behalf of Provident, but there is no obligation to maintain occupancy levels. Beyond the obligations outlined in the transaction agreements, the bonds issued for the Heights are not a debt or liability of the University.

5. **Question:** What is the university’s current liquidity/endowment position? What is the expected utilization of bank liquidity facilities over the next year?

**Answer:** The bank facility is expected to be available for working capital purposes and back up liquidity. In the normal course of operations, we would expect borrowings to be limited, most likely at the natural low point for liquidity during the summer months. Current liquidity is consistent with the beginning of an academic term when tuition inflows are highest. Additional non public information may be provided to the awarded bidder subject to execution of a non disclosure agreement.

6. **Question:** What is the endowment spend policy per year? Are there legal restrictions on availability/amount of endowment funds that can be utilized in a year? Please describe the process to access endowment funds. Does the university directly or indirectly control the foundation and its use of endowment funds?

**Answer:** The Spending policy of the Montclair State University Foundation is based on a rolling 12 Quarter approach which is applied in order to minimize the volatility in Spending Dollars from year-to-year. The Foundation has adopted investment and spending policies that attempt to provide a predictable stream of funding to programs, while seeking to maintain the purchasing power of the endowment funds. The Foundation’s primary investment objectives are to (i) invest its endowment principal to achieve growth of both principal value and income over time sufficient to preserve and/or increase the real (inflation adjusted) purchasing power of the assets and (ii) to provide a stable source of perpetual financial support.
The Foundation’s investment policy is approved by its investment committee which was established by the Foundation’s Board of Trustees. To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). For Fiscal 2020 and 2019 the Foundation has maintained a Spending Rate of 4.25%.

The total investments of the Foundation consist of both permanent and quasi endowed funds. The Foundation follows the guidelines established under the Uniform Prudent Management of Institutional Funds Act (“UPMIFA”) as enacted in New Jersey and therefore strives to preserve the principal balance of its permanent endowments for use by future generations of the University community. At June 30, 2020 the investment portfolio of the Foundation approximated $84mil of which approximately $50mil consisted of permanently endowed funds and another $28mil in quasi endowed funds. The Foundation works with the University to assess current needs, including the access to quasi-endowed principal balances to meet those needs.

The access to Spending dollars on permanently and quasi endowed non-scholarship funds occurs annually through coordination of the Foundation staff and University program administrators. Access to endowed scholarship funds is coordinated through the University Financial Aid Office on a semi-annual basis. Access to the principal in quasi endowed funds or special purpose funding (“special allocations”) is typically coordinated through the President of the University, the University Budget Office, and the Foundation staff, and approval is obtained from the Foundation Board for these special allocations.

The University does not directly control the use of Foundation endowment funds. However, the Foundation was established primarily for the purposes of encouraging and supporting the development of Montclair State University. As an Inter-Related Foundation, the Foundation is considered a component unit of the University since the purpose for its operations is entirely or almost entirely for the direct benefit of the University.

7. **Question:** What are the university’s capital project plans over the next 12-18 months and housing projects and/or any timing flexibility in those plans?

   **Answer:** The University is in the final phases of completing a substantial renovation of College Hall, the vast majority of which has already been funded with remaining amounts held in project reserves. There are currently no other major capital plans other than normal maintenance and repair projects.

8. **Question:** What federal funding has the University received from CARES or other programs?

   **Answer:** To date, the University has been awarded $19.9 million of the Higher Education Emergency Relief Fund (half of which is for student financial aid and half is institutional);
$1.4 million as a Hispanic Serving Institution; $6.6 million of the Governor’s Emergency Education Relief Fund; and $15.1 million of the funds allocated thus far under the Coronavirus Relief Fund.

9. **Question:** Please provide the University’s Fall 2018 and Fall 2019 admissions data.

**Answer:** In Fall 2019, the University enrolled 4,626 new undergraduate students including freshmen and transfer students. For Fall 2018, the University had 14,324 applicants, 10,157 acceptances and 3,199 matriculations. For Fall 2019, applicants totaled 12,729, acceptances were 9,713, and matriculations were 3,101. The average combined SAT score for incoming freshmen was 1081 for Fall 2018 and 1085 for Fall 2019.

10. **Question:** Section 4.3: Contents of Bid Proposals mentions bids should not contain URL’s in their response. In section 4.9.3 Financial Capability of Provider asks for the most recent audited financial statements. Our statements are over 200 pages in length. Can we provide a link to our financial statements?

**Answer:** Yes, a URL link to a bidder’s recently audited financial statements is acceptable.

11. **Question:** Section 4.8 Number of Bid Proposal Copies. The University is asking for one (1) original and three (3) exact copies along with five (5) full, complete and exact copies of the original on USB Drive. Do you expect five separate USB Drives?

**Answer:** No. This requirement has been revised. Bidders are to submit an original hard copy of their bid proposal and a full, complete and exact copy in a non-editable PDF format on a USB drive in a sealed package clearly labeled with the RFP number and title on the outside of the package by or before 10:00 AM on Wednesday, September 23, 2020.

12. **Question:** As many people are working remotely from home and our in house print shop is shut down at this time will the University waive this requirement and accept submissions via secure email. To produce hard copy and USB Drive would require us to use an outside provider who may not meet the data security requirements we are required to use. We are asking you to reconsider the need for hard copy and USB Drive and accept electronic submission via secure email.

**Answer:** At this time, the University is unable to accept proposals via a secure Email, and the submittal requirement has been revised as stated in question 11 herein.

13. **Question:** In section 7.1 Precedence of Special Contractual Terms and Conditions it states “In the event of a conflict between provisions within the contract documents, the contract documents shall have the following order of priority: Agreement, RFP Addendum in the order of the most recent issuance date, the RFP, the University’s Standard Contract Terms and Conditions and the contractor’s bid proposal but it does not mention the use of the financial institutions Terms and Conditions which are required for areas where the University’s T&C’s are silent or conflict with federal banking regulations. Will the University agree to include the Bank’s T&C’s in the final contract?

**Answer:** The University’s Standard Terms and Conditions are based on State of New Jersey
regulations. As a State University, there are certain terms and conditions that are non-negotiable.

All bidders should submit their acceptance of the University’s Standard Terms and Conditions. If there are any exceptions, bidders should state these and where appropriate cite the applicable federal banking regulation within their response.

14. **Question:** In Appendix #1 Required Supporting Bid Documents the Non Collusion Affidavit requires a Notary Public to sign the form. Will the University accept the form signed by the Bidder without the Notary and allow the Bidder to resubmit the form signed by a Notary within 60 days of contract award?

**Answer:** This is acceptable.

15. **Question:** Will the University waive the use of the Surety Agreement? We have responded to many Public Sector RFP’s within the State of New Jersey (including municipalities, Boards of Education, Counties, and the State) and have never been required to use a Surety Agreement.

**Answer:** The Surety Agreement is not required as stated in Appendix #1 Required Supporting Bid Documents, page 24.

16. **Question:** Can we submit a proposal for the line of credit only?

**Answer:** Yes.

17. **Question:** Will the University provide three months of combined analysis statements so that we may determine balance levels? If this cannot be provided, please provide average monthly balances for all bank accounts for a twelve-month period.

**Answer:** Please see attached Exhibit B - Average Collected Balances.

18. **Question:** Will the University Consider electronic proposals due to the Holiday weekend falling prior to the due date and unreliable delivery due to the pandemic?

**Answer:** Please refer to the University’s response to questions 11 and 12 herein.

19. **Question:** Will the University consider an extension of the due date of the request for proposal?

**Answer:** Yes. Please refer to the University's response to question 11 herein.

20. **Question:** Which bank rating organizations would be acceptable?

**Answer:** Any Nationally Recognized Statistical Rating Organization as defined by the Securities and Exchange Commission is acceptable. Commonly used ratings are provided by Moody’s, Standard & Poors, and Fitch, among others.
21. **Question:** Can we receive interim accountant or management prepared financial statements?

   **Answer:** *Please refer to the University’s response to question 1 herein.*

22. **Question:** Are there projections available to match the credit facility request?

   **Answer:** *Please refer to the University’s response to question 1 herein.*

23. **Question:** What is the estimated Impact of the Coronavirus? Student enrollment, increased costs, etc.?

   **Answer:** *Please refer to the University’s response to questions 1, 2 and 3 herein.*

24. **Question:** What has been the impact of reduced State funding?

   **Answer:** *Please refer to the University’s response to question 2 herein.*

25. **Question:** How have the endowments been impacted—will they need to recognize a loss if mark to market?

   **Answer:** *Please refer to the University’s response to questions 2 and 5 herein.*

26. **Question:** Is there collateral available or is the facility unsecured?

   **Answer:** *The University is requesting an unsecured credit facility.*

27. **Question:** Are the existing bonds secured by specific assets or blanket liens? Any specific covenants? In compliance?

   **Answer:** *The University funds much of its major capital improvements with bonds issued through the New Jersey Educational Facilities Authority and are secured by specific property as defined in the Indenture for each series. There are no financial covenants.*

28. **Question:** Is there any limitation on additional debt in the bond indenture?

   **Answer:** *There are no covenants or restrictions which prohibit or limit the incurrence of debt or additional obligations.*

29. **Question:** Will the University entertain carve outs reducing the bank’s liability under the indemnification provision?

   **Answer:** *Bidders should submit their acceptance of the University’s Standard Terms and Conditions. If there are any exceptions, including any proposed carve outs under the Indemnification provision, bidders should state so and provide any applicable explanation or justification.*
30. **Question:** Will the University entertain changes that between the Contract and the RFP incorporated therein, on the one hand, and bank standard service agreements and standard-language documents executed at any time, on the other hand, the Contract and the RFP incorporated therein will govern as to those express terms only?

**Answer:** Please refer to the University’s response to question 13 herein.

31. **Question:** Are NJ chartered banks exempted from the Business Registration Certificate, in favor of its NJDOBI charter or good standing certificate or otherwise?

**Answer:** The State of New Jersey Business Registration Certificate is required and is required for the awarded bidder to receive payment from the University.

32. **Question:** Will the University accept the ability of the bank to terminate the Contract and the RFP with or without cause? What about an ability to revisit pricing and other terms during the pendency of the Contract?

**Answer:** No, the University will not accept the ability of the bank to terminate the Contract without cause. Section 3.7.5, Fee and Charges for Banking Services, requests that Bidders “Include information on the period to which the fee proposal applies and whether any pricing is subject to change during the term of the agreement.”

33. **Question:** Will the University allow the bank to benefit from the Price Fluctuation provision during the pendency of the Contract i.e. reduce rate due to decreases in rate index?

**Answer:** No. The Price Fluctuation provision provides that the University shall receive the benefit of price reductions. Bidders should note where any interest rate quotes within the proposal are tied to an index, a description of the index, any applicable spread over the index rate and any reset periods. Please also refer to the University's response to question 32 herein.

34. **Question:** Has the University given notice or expect to give notice to its contractors invoking the Force Majeure clause?

**Answer:** Yes, the University has used the Force Majeure clause when it was necessary to protect our interests.

35. **Question:** Please provide average collected balances across all DDA accounts?

**Answer:** The average collected balances across all DDAs are provided in the graph in Exhibit B - Average Collected Balances.

36. **Question:** Will the University consider providing extension on the Final Due Date – given how broad in scope the RFP is? If so, what would be the new date?

**Answer:** Please refer to the University’s response to question 11 herein.

37. **Question:** Would the University consider email submission due to COVID-19, with hard copies and USBS provided as a follow-up?
Answer: Please refer to the University's responses to questions 11 and 12 herein.

38. **Question:** RFP Section 1.3, Are the Rental Property Escrow Accounts setup as demand deposit accounts with ZBA structure or are these accounts held in the Escrow Dept at Bank of America?

   **Answer:** The Rental account was converted from an escrow account to a regular DDA that does not ZBA to our Operating account. It is used for tenant security deposits/refunds upon vacancy.

39. **Question:** RFP Section 3.6 What is the expected impact of COVID on fiscal 2020’s operating performance (Revenue loss/Expenditure increases/etc.)? How has Fall 2020 enrollment been impacted?

   **Answer:** Please refer to the University’s response to questions 1, 2 and 3 herein.

40. **Question:** RFP Section 3.6, Is an updated fiscal 2021 budget available?

   **Answer:** Please see Exhibit A.

41. **Question:** RFP Section 3.6, What is the University’s campus re-opening plan/contingencies for a potential shut down?

   **Answer:** Please refer to the University’s response to question 3 herein. Additional information on campus re-opening plans can be found at - https://www.montclair.edu/redhawk-restart/

42. **Question:** RFP Section 3.6, Has the University received stimulus funds to date? Are any anticipated?

   **Answer:** Please refer to the University’s response to question 8 herein.

43. **Question:** RFP Section 3.6, What is the University’s current liquidity position?

   **Answer:** Please refer to University’s response to Question 5 herein.

44. **Question:** RFP Section 3.6, What portion of the student population is on-campus vs commuting?

   **Answer:** Based on Fall 2019 enrollment, approximately 24% were on campus versus 76% commuter.

45. **Question:** RFP Section 3.6, What portion of the graduate school relies on international students?

   **Answer:** Based on Fall 2019 enrollment, approximately 4.5% of graduate students were international.
**Question:** RFP Section 3.6, What portion of the total school population is international?

**Answer:** Based on Fall 2019 enrollment, less than 2% of the total school population was international.

46. **Question:** RFP Section 3.6, What portion of the population is in State vs. Out of State?

   **Answer:** Based on Fall 2019 Enrollment, approximately 95% of the student population is in State. (Additional Information is available at https://irdata.montclair.edu/institutionalresearch/Data-and-Reports/Tableau/enrollment.html)

47. **Question:** RFP Section 3.6, Please provide your June 2020 Audited Financial Statements or DRAFT version. If not possible, we would accept a company prepared version at this point.

   **Answer:** Please refer to the University’s response to question 1 herein.

48. **Question:** RFP Section 3.7.3, Is Merchant Services processing in scope for this RFP?

   **Answer:** No.

49. **Question:** RFP Section 4.3, Would the University consider accepting url links to our standard agreements and product terms?

   **Answer:** No.

50. **Question:** RFP Section 4.9.3, Would the University accept links to our financial statement or do you wish for us to provide the 300+ page annual report?

   **Answer:** Please refer to the University’s response to question 10 herein.

51. **Question:** RFP Section 4.9.3, Is the bank reference requirement only for financial institutions that cannot provide financial statement information?

   **Answer:** No.

52. Question: Price Sheet, Please define the Image drop reflected on the pricing page so we price this solution correctly.

   **Answer:** We have a host to host connection that drops cleared check images onto a University server. Current fees for this service include the following: Image Drop file Maintenance- $10.00; Image Drop per file - $10.00; Image Drop per item - $.03.

53. **Question:** Is MSU willing to accept electronic submissions given the majority, if not all, of our employees are working remotely and not able to go into our offices?
Answer: Please refer to the University’s response to questions 11 and 12 herein.

54. **Question:** Is there any flexibility around the 9/9/2020 due date of the RFP since we received the RFP on the 17th and it was issued on the 13th?

**Answer:** Please refer to the University’s response to question 11 herein.

55. **Question:** Page 2, Signature Page, - states “agrees to all Terms and Conditions”. If the Financial Institute takes exception to this statement will they be disqualified? How would the University like to see exceptions to the RFP and/or Terms and Conditions?

**Answer:** Exceptions, if any, are to be stated in the order of the RFP and the University’s Standard Terms and Conditions. The University may deem a bidder’s proposal non-responsive based on exceptions.

56. **Question:** Section 3.1, Page 10. Please define “full service” in terms of ATM functionality for the requested ATMs.

**Answer:** The University is seeking to provide the campus community with access to ATMs providing services customarily associated with bank provided ATMs, including cash withdrawals, deposit services, and balance checking capability. The awarded bidder would be responsible for the installation and maintenance of the ATM, including responding to all service calls.

57. **Question:** Are the 3 ATMs noted in Section 3.1 the only ATMs currently on campus? If not, where are the additional ATMs located, who is the provider, what are the terms of their deployment, i.e.: Contract Expiration Date and Compensation to the provider or from the provider?

**Answer:** Yes, these are the only ATMs on campus. In the past, an additional ATM was located at the Montclair State Ice Arena which was previously operated by a third party, unrelated to the University. Information on the volume of transactions at that location or the financial terms are not available. Earlier this year, the University assumed control of the facility and there is currently no ATM on site. Bidders may include in their bid additional proposed ATM locations, at this or other locations on campus.

58. **Question:** Is the ATM located in the RED Hawk Parking Deck in a controlled environment, i.e. heated and air conditioned or is it exposed to the outside elements?

**Answer:** Yes, it is located in an enclosed area within the parking facility.
59. **Question:** Is the University compensated for the current ATM deployment from Bank of America? What is the annual compensation and how is it calculated?

**Answer:** No.

60. Question: Please provide the average number of new employees hired each year.

**Answer:** Approximately 100 new full time employees in an average year.

61. **Question:** Page 15, Section 4.3 states that “Note: Bid proposals shall not contain URLs ....” Reference to certain URLs will give a more informative example of what we can provide to students. The information on these URLs is updated as needed; for example, portions of the website that may change are those referencing financial education and certain disclosures based on regulatory changes. Is Montclair willing to make an exception for certain references to URLs in the response document?

**Answer:** No.

62. **Question:** Page 17, Section 4.4 states that the proposals will be submitted either via US mail or via Overnight Delivery. Corporate employees are working remotely and are prohibited from entering their buildings during the pandemic. Is Montclair willing to accept proposals submitted electronically via email?

**Answer:** Please refer to the University’s response to question 12 herein.

63. **Question:** What is the dollar amount of the ACHs for ACH credit approval? On a given day, what is the dollar amount the University would initiate for Debits and the dollar amount of initiation for Credits?

**Answer:** On a given day, the University initiates up to $4 million in ACH credits (outbound payments). ACH debits (incoming payments) are typically minimal, with a maximum of $15,000 per day.

64. **Question:** Does the University use coupons at all for their billings? If so, are these coupons for donations, tuition, etc.? What are the specific billing documents?

**Answer:** No.

65. **Question:** How is Montclair applying the cash for checks that are scanned through RDC?

**Answer:** After scanning through Remote Deposit Captures, the University manually enters the details into the University’s financial management system, Workday Finance, typically in a process referred to as a cash sale or customer payment.
66. **Question:** Could you please clarify the capability you are asking about for interface with Touchnet / 3rd party vendors for gateway payments including Direct ACH deposits of payment receipts and credit card processing?
   a. What Touchnet solutions does the University currently use?
   b. Does the University offer an online bill payment solution, and would you like the bank to process these credit card transactions?
   c. How does the University envision the bank interacting with Touchnet?
   d. For ACH direct deposits, how would that information be provided to the bank?
   e. How are ACH deposits provided/managed today?

   **Answer:** Based on the University’s current system configuration, we would expect limited interface between Touchnet and the awarded bidder. The University currently utilizes Touchnet’s Payment Center, Bill + Payment, Marketplace, Cashiering and Transaction Services. The online bill payment solution includes ACH and credit card processing through Heartland with detailed analysis information available through RECON1. Bidders are not being asked to process these individual credit card transactions.

67. **Question:** Spreadsheet pricing questions for Treasury Management (Tab 1):
   a. You have 12 ACH Blocks Authorization Maintenance but 11 Accounts. Could you please clarify that volume?
   b. It appears you have 23 Previous Day accounts but the Account Maintenance only says 11. Could you please clarify?
   c. What does ACH Off Debits and ACH On credits and Debits mean?
   d. What is ACH Optional Reports Electronic mean?
   e. What are ACH Standard Reports Electronic? Could you please clarify?
   f. What is ARP PP Maintenance no Recon? Could you please clarify?
   g. What is ARP PP No Recon Input Item? Could you please clarify?
   h. What is the ARP Sub-Accounting fee and volume? Could you please clarify?
   i. What is CashPro Connect Rec Invoices and Maintenance?
   j. What’s the difference between CashPro Connect Previous Day account and CashPro Online Previous day account?
   k. What is Cashpro Online Research Item? There are 2582 items.
   l. What is the Cashpro Reporting Subscription versus the Cashpro Online Subscription?
   m. What is CPO ACH Notifications?
   n. What is CPO GPS Confirms?
   o. What are GCS Internal Transfers?
   p. What is GCS Transaction History?
   q. What is Gen Disb Checks Paid-Trunc?
   r. What is Gen Disb Checks Paid Image?
   s. What is Photocopy – Manual and Photocopy Self Service? What photocopies are you getting?

   **Answers:**
   a. We had 12 ACH blocks for each of our 12 bank accounts. Earlier in the year, we closed one bank account.
b. Row 65 in the pricing sheet references a CashPro Online PDR account with a monthly average of 13 listed, based calendar 2019 data and relates to host to host data transfers. A number of accounts have since been closed. The current number of active accounts is 11. The account maintenance fee is also a monthly fee applied per account. Bidders should assume 11 active accounts.

c. ACH Off Debits-Per item fee to originate eligible ACH transactions destined for an account at another financial institution. Items < $25,000 and non-monetary transactions, including prenotes and zero dollar entries that convey remittance information, are eligible for same-day processing.

ACH On Credits- Per item fee to originate a future-dated ACH item which is destined for another bank of america account holder.

ACH Off Credits-Per item fee to originate a future-dated ACH item which is destined for an account holder at another financial institution.

d. ACH Optional Reports Electronic-A per report charge to deliver an optional ACH report electronically, including via echannel, transmission and other electronic delivery methods.

e. ACH Standard Reports Electronic-A per report charge to deliver standard ACH reports electronically, this includes report delivery online, via transmission and other electronic methods.

f. Account Reconciliation Plan Positive Pay Maintenance no Recon-The per month per account charge for providing Positive Pay to a customer if the account is not using any other reconciliation service.

g. Account Reconciliation Plan Positive Pay No Recon Input Item-The per item charge for each check issue received via transmission or CashPro for an account with no other reconciliation services.

h. Account Reconciliation Plan Sub-Accounting Fee and Volume-Monthly maintenance fee for providing sub accounting (high order prefix) for full and partial reconciliation services.

i. CashPro Connect Rec Invoices-Per invoice fee for reporting EDI remittance information to cpc receivables clients.

CashPro Connect Rec Maintenance-Monthly maintenance fee for CashPro report per set up.

ej. CashPro Connect Previous Day Account-CashPro host to host information reporting services, previous day BoA reporting account, per account, per month.

CashPro Online Previous Day Account-CashPro premium package, information reporting services, previous day reporting item stored 2 years, per item stored (loaded one time).

k. Cashpro Online Research Item-Charge when using integrated reporting research module, results of search query are charged per item retrieved.

l. Cashpro Reporting Subscription-Information reporting monthly maintenance, monthly charged for having access to information reporting application when company is entitled to Previous Day Reports and/or Current Day Reports, includes 24 month data retention for reports.

Cashpro Online Subscription-CashPro Online portal fee; charged for having access to CashPro Online, if the Company ID has one or more treasury apps (ACH, ACH PPY, Billpay, Global payments, Previous Day Reports/Current Day Reports, Receivables) and is setup with commercial or large corporate segment & standard price plan in CashPro tool.

m. Cashpro Online ACH Notifications-Per item fee for an ACH notification of change item sent by receiver’s financial institution to notify the originator that the information on an ACH
transaction is erroneous or has become outdated.

n. **Cashpro Online Global Payments Confirms**—Confirmations receive from the bank for international and domestic wire payments.

o. **Global Custody Service Internal Transfers**—The charge to initiate a transfer between two Bank of America accounts for the same customer on webconnect.

p. **Global Custody Service Transaction History**—Securities/monetary instrument trade transaction history.

q. **General Disbursement Checks Paid Trunc**—Per item fee for general checks paid truncated.

r. **General Disbursement Checks Paid Image**—The general disbursement per item checks paid charge for receiving images only of paid checks on an image statement.

s. **Photocopy**—The per item charge for photocopying checks, deposit tickets, etc. This is not a recurring service, rather on an as needed basis.

68. **Question:** Line of Credit, Please provide an update on the effects of COVID-19, including:

   a. Increased expenses related to refunds of room and board, tuition reimbursement (if any), or additional technology needs
   b. Effects on the investment portfolio given recent volatility
   c. Declines in contribution revenue
   d. Expectation for covenant compliance

   **Answer:** Prorated refunds for room and board were provided to students during the Spring and will be reflected in fiscal 2020 results. A significant portion of such refunds is expected to be supported by certain CARES Act funds. There were no tuition refunds. A number of other expenses related to the effects of COVID-19 including incremental technology costs to support both remote learning and other modalities have been incurred and are ongoing. As noted above, additional non public information may be provided to the awarded bidder subject to execution of a non disclosure agreement. Please also refer to the University’s response to question 1 and 5 herein.

69. **Question:** Line of Credit, Does the University have internally prepared financial statements available to share for FY 2020?

   **Answer:** Please refer to the University’s response to question 1 herein.

70. **Question:** Line of Credit, Has there been any impact to the University’s capital plan as a result of COVID-19?

   **Answer:** Please refer to the University’s response to question 7 herein.

71. **Question:** Line of Credit, Please provide enrollment projections for the following for fall 2020:

   a. Projected 1st year enrollment
      i. Undergraduate (Domestic and International):
      ii. Graduate (Domestic and International):
   b. Projected total enrollment
i. Undergraduate (Domestic and International):
   ii. Graduate (Domestic and International):

   **Answer:** *Fall census information is not yet available.*

72. **Question:** Line of Credit, What is the number of previously enrolled international students returning to campus this year?

   **Answer:** *The number of returning international students for the Fall of 2020 is not currently available, although we would note that international students are typically a very small percentage of total enrollment.*

73. **Question:** Line of Credit, What is the University’s plan to attract international students in light of continued visa difficulties / travel restrictions?

   **Answer:** *As noted in prior questions, additional non public information may be provided to the awarded bidder following execution of a non disclosure agreement.*

74. **Question:** Line of Credit, What are the University’s plans for financial aid packages for fall 2020? Will the University look to increase tuition discount rates for students? If so, what would be the funding source?

   **Answer:** *As noted in prior questions, additional non public information may be provided to the awarded bidder following execution of a non disclosure agreement.*

75. **Question:** Line of Credit, If a majority of the University’s classes were to end up being online, would tuition rates be adjusted?

   **Answer:** *This is not currently anticipated.*

76. **Question:** Line of Credit, Have you received/requested government aid related to the CARES Act or any other interim support?

   **Answer:** *Please refer to the University’s response to question 8 herein.*

**II. Special Notice of Bid Extension:**
As stated in Addenda No. 1, the bid proposal submission due date has been **extended to 10:00 AM on Wednesday, September 23, 2020.**

**III. Changes to Prior Addenda:**
NOT USED

**IV. Changes to Bidding Requirements:**
Revised Attachment #1, Pricing Sheet is attached.
V. Changes to Agreement and Other Contract Forms:
   NOT USED

VI. Changes to Conditions of the Contract:
   NOT USED

VII. Changes to Specifications:
   NOT USED

VIII. Changes to Drawings:
   NOT USED

Attachments:
   Exhibit A - FY21 Operating Budget, page 17
   Exhibit B - Average Collected Balances, page 18
   Revised Attachment #1 Price Sheets, MS Excel Spreadsheet

Distribution:
   All Bidders
   Bid Evaluation Committee
Exhibit A

Montclair State University
Proposed Fiscal Year 2021 Operating Budget
($ in thousands)

### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2020 Budget</th>
<th>Fiscal Year 2021 Budget</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tuition</td>
<td>$247,204</td>
<td>$235,017</td>
<td>($12,187)</td>
</tr>
<tr>
<td>Fees</td>
<td>10,452</td>
<td>9,614</td>
<td>($838)</td>
</tr>
<tr>
<td>State Appropriation(^1)</td>
<td>39,607</td>
<td>30,079</td>
<td>($9,528)</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>41,559</td>
<td>42,482</td>
<td>923</td>
</tr>
<tr>
<td>Investment Income</td>
<td>2,600</td>
<td>1,200</td>
<td>($1,400)</td>
</tr>
<tr>
<td>Educational Services</td>
<td>5,521</td>
<td>6,191</td>
<td>670</td>
</tr>
<tr>
<td>Other Sources</td>
<td>9,735</td>
<td>14,881</td>
<td>5,146</td>
</tr>
<tr>
<td>Coronavirus Relief Fund(^2)</td>
<td>-</td>
<td>18,400</td>
<td>18,400</td>
</tr>
<tr>
<td><strong>Subtotal General Revenues</strong></td>
<td>$356,769</td>
<td>$357,864</td>
<td>$1,095</td>
</tr>
<tr>
<td><strong>Auxiliary Enterprises</strong></td>
<td>72,088</td>
<td>53,408</td>
<td>($18,680)</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT REVENUES</strong></td>
<td>$428,857</td>
<td>$411,272</td>
<td>($17,585)</td>
</tr>
</tbody>
</table>

1. Excluded $7.5 million in general appropriation approved in FY2020 Appropriation ACT that was held in reserve by the State.
2. Preliminary estimate of federal Coronavirus Relief Fund grant distributed by the State.

### Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2020 Budget</th>
<th>Fiscal Year 2021 Budget</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational &amp; General:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$147,515</td>
<td>$141,365</td>
<td>($6,150)</td>
</tr>
<tr>
<td>Research</td>
<td>4,441</td>
<td>5,109</td>
<td>668</td>
</tr>
<tr>
<td>Public Service</td>
<td>10,048</td>
<td>9,501</td>
<td>($547)</td>
</tr>
<tr>
<td>Academic Support</td>
<td>32,810</td>
<td>32,262</td>
<td>($548)</td>
</tr>
<tr>
<td>Student Services</td>
<td>19,408</td>
<td>18,384</td>
<td>($1,024)</td>
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<tr>
<td>Institutional Support</td>
<td>58,704</td>
<td>58,887</td>
<td>183</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant(^1)</td>
<td>41,263</td>
<td>42,261</td>
<td>998</td>
</tr>
<tr>
<td>Scholarship &amp; Fellowship</td>
<td>16,463</td>
<td>19,258</td>
<td>2,795</td>
</tr>
<tr>
<td>Debt Service</td>
<td>23,039</td>
<td>21,778</td>
<td>($1,261)</td>
</tr>
<tr>
<td>Transfers</td>
<td>4,000</td>
<td></td>
<td>($4,000)</td>
</tr>
<tr>
<td><strong>Subtotal Educational &amp; General</strong></td>
<td>$357,691</td>
<td>$348,805</td>
<td>($8,886)</td>
</tr>
<tr>
<td><strong>Auxiliary Enterprises:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenditures(^2)</td>
<td>60,355</td>
<td>51,101</td>
<td>($9,254)</td>
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<tr>
<td>Debt Service</td>
<td>10,811</td>
<td>11,456</td>
<td>645</td>
</tr>
<tr>
<td><strong>Subtotal Auxiliary Enterprises</strong></td>
<td>$71,166</td>
<td>$62,557</td>
<td>($8,609)</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT EXPENDITURES</strong></td>
<td>$428,857</td>
<td>$411,362</td>
<td>($17,495)</td>
</tr>
</tbody>
</table>

1. Includes $13.9 million in utility expenses in FY2021.
2. Includes $4.8 million in utility expenses in FY2021.
Exhibit B

12 Months Average Collected Balances (All DDAs)