Request for Information: Banking Services

Banking Services for library operations and capital construction projects

Issued by: Laramie County Library System
Location: 2200 Pioneer Avenue, Cheyenne, Wyoming 82001
Issue Date: October 5, 2026
Proposal Due Date: November 30, 2026
Contact: Laura Block, Director of Business & Administration, lblock@lclsonline.org, 307.773.7223

1. RFI Overview

The Laramie County Library System is seeking information from qualified financial institutions regarding available banking, treasury, cash management, merchant, and related financial services. The information received will help the Library understand current market offerings, evaluate service delivery models, identify banking technology capabilities, and determine prudent financial services for system operations and capital construction projects.

2. Background

The Laramie County Library System seeks to maintain secure, efficient, cost-effective banking relationships that support daily operations, revenue collections, vendor payments, payroll, deposits, investments, reporting, and fraud prevention for operational accounts and capital construction accounts. Respondents should describe how their institution can provide reliable banking services, modern digital platforms, strong internal controls, competitive pricing, and responsive customer support.

3. RFI Objectives

- Understand the range of banking services, treasury management tools, and digital solutions available in the marketplace.
- Identify institutions with the capacity, experience, and controls necessary to support the Library's banking needs.
- Gather information on pricing models, service-level expectations, account structures, fraud prevention, reporting capabilities, and implementation support.

- Inform the scope, requirements, and evaluation approach for any future Request for Proposals (RFP) or procurement process.

4. Requested Banking Services

Respondents are asked to describe their capabilities for the following service areas, as applicable:

- Depository accounts, operating accounts, investment or sweep accounts, and restricted or fiduciary accounts.
- ACH origination, wire transfers, positive pay, controlled disbursement, electronic funds transfer services, and stop-payment processing.
- Remote deposit capture, branch deposits, and check imaging.
- Merchant services, payment card processing, electronic bill payment, online payment portals, and related settlement reporting.
- Online banking platforms, user permissions, dual-control workflows, audit logs, file transmission, APIs, ERP integration, and automated reporting.
- Fraud prevention, cybersecurity controls, account reconciliation, exception management, and incident response processes.
- Customer service, implementation support, training, dedicated relationship management, and ongoing account reviews.

5. Information Requested from Respondents

1. Provide an overview of your institution, including ownership structure, service footprint, financial strength, regulatory status, and relevant experience serving governmental agencies and organizations holding and utilizing public funds.
2. Describe the banking services you recommend for the Library's needs and identify any services that are typically delivered by third-party providers.
3. Describe your online banking, treasury management, reporting, file transmission, API, and ERP integration capabilities.
4. Explain fraud prevention tools, cybersecurity practices, user-access controls, dual-authorization options, and account-monitoring processes.
5. Describe your proposed account structure, liquidity options, earnings credit approach, interest-bearing options, sweep services, and investment-related capabilities.
6. Provide sample implementation timelines, transition activities, training approach, and key staffing commitments.

7. Describe your customer service model, escalation process, service-level standards, and after-hours support.
8. Provide representative pricing structures, fee schedules, compensating balance requirements, earnings credit rate methodology, and any cost-saving recommendations.
9. Identify all standard bank agreements, service terms, account documentation, and required legal forms that the Library would be expected to execute.
10. Describe any recommended innovations, best practices, automation opportunities, or process improvements the Library should consider.

6. Respondent Format

Responses should be clear, concise, and organized according to the sections in this RFI. Respondents may include attachments such as fee schedules, product brochures, sample reports, implementation plans, account agreements, security summaries, and service-level documentation. Marketing materials may be included as supplemental information but should not replace direct responses to the questions requested.

7. Submission Instructions

Responses must be submitted electronically to Laura Block, Director of Business & Administration at lblock@lclsonline.org no later than 5pm on November 30, 2026.

Questions regarding this RFI should be submitted to Laura Block at lblock@lclsonline.org by 5pm on November 19, 2026.

The Library may, at its discretion, issue written responses to questions, request follow-up information, conduct vendor demonstrations, or invite respondents to participate in informational discussions.

8. Tentative Schedule

Event	Date
RFI issued	October 5, 2026
Deadline for questions	November 19, 2026
Responses to questions issued, if applicable	November 23, 2026
RFI responses due	November 30, 2026

Tentative decision	December 10, 2026

9. Evaluation and Use of Information

This RFI is for informational and planning purposes only. It does not constitute a solicitation, offer, commitment to purchase, or promise to issue a future procurement. Responses may be reviewed to assess market capabilities, refine business requirements, understand potential risks, and inform any future competitive process. The Library reserves the right to use, not use, or modify any information received through this RFI.

10. Confidentiality and Public Disclosure

Respondents should clearly identify any information they believe to be confidential, proprietary, or exempt from public disclosure and provide the legal basis for such designation. The Library will handle submitted materials in accordance with applicable laws, policies, and records-retention requirements. Respondents should not submit information that they are unwilling to have reviewed by the Library or its Board of Directors.

11. Reservation of Rights

The Library reserves the right to amend or cancel this RFI, request clarification or additional information, meet with respondents, reject any or all responses, waive informalities, and determine what information best serves the Library's interests. Respondents are responsible for all costs incurred in preparing and submitting RFI responses.

12. Disclosures of RFI Content:

All material submitted becomes the property of the Library and may be returned only at the Library's option. The Library has the right to use any or all ideas presented in any reply to this RFI. Selection or rejection of any proposal does not affect this right.

Respondent's Responsibilities:

A respondent, by submitting a proposal represents that:

1. The respondent has read and understands the RFI in its entirety that and the information provided is made in accordance therewith, and
2. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the Library, and

3. Before submitting a response to this RFI, each respondent shall make all investigations and examinations necessary to ascertain site and/or local conditions and requirements affecting the full performance of the requested services and to verify any representations made by Laramie County Library System upon which the respondent will rely. If the respondent receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of providing services to Library, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

Conflict of Interest Disclosure Form:

All respondents shall complete and have notarized the attached disclosure form of any potential conflict of interest that the respondent may have due to ownership, other clients, contracts, or interest associated with this project.

Governmental Immunity:

Laramie County Library System does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. 1-39-101 et seq., by issuing the RFI/RFP or by entering into any subsequent agreement. Further, Laramie County Library Systems fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFI or any subsequent agreement.

Indemnification:

To the fullest extent permitted by law, the successful respondent agrees to indemnify and hold harmless Laramie County Library Systems, its appointed officials, elected officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with any work performed by or on behalf of respondent for Laramie County Library Systems pursuant to any agreement with Laramie County Library Systems.

Termination:

The selection may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of the RFI or any subsequent agreement; (b) by either party, with thirty (30) days' notice to the other party; or (c) upon mutual written agreement by both parties.

Force Majeure:

Neither the respondent nor Laramie County Library System shall be liable to perform under this RFI or subsequent agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not

restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

Conflict of Interest Disclosure Form

Respondent legal name: _____

Business address: _____

Primary contact and title: _____

Telephone: _____ **Email:** _____

Purpose and Instructions

This form must be completed, signed by an authorized representative, and submitted with the respondent's proposal. Disclose any actual, potential, or perceived conflict of interest involving the respondent; its owners, officers, directors, employees, agents, proposed subcontractors, or immediate family members that could affect—or reasonably appear to affect—the impartial performance, evaluation, award, or administration of this solicitation or any resulting contract. A disclosure does not automatically disqualify a respondent; the Library will evaluate the circumstances and determine any required mitigation.

Disclosure Status — check one:

☐ **No conflict to disclose.** The respondent is not aware of any actual, potential, or perceived conflict of interest related to this solicitation.

☐ **Conflict disclosed.** The respondent identifies one or more actual, potential, or perceived conflicts below.

Conflict Details (attach additional pages if necessary)	
Person or entity involved	
Relationship to respondent	
Library official, employee, evaluator, or related party involved, if any	
Nature of financial, business, personal, familial, employment, ownership, client, contract, gift, or other interest	
How the interest relates to this solicitation or resulting contract	

Proposed steps to avoid, manage, or mitigate the conflict	_____ _____

Continuing Duty to Disclose

The respondent agrees to notify the Library promptly in writing if any actual, potential, or perceived conflict arises or becomes known after submission and throughout the solicitation, evaluation, award, negotiation, and contract periods. The respondent will cooperate with reasonable mitigation measures required by the Library.

Certification

I certify that I am authorized to sign on behalf of the respondent; that I have reviewed this disclosure with the individuals responsible for preparing and performing the proposal; and that the information provided is true, complete, and accurate to the best of my knowledge. I understand that failure to disclose relevant information or any material misrepresentation may result in rejection of the proposal, termination of any resulting agreement, or other remedies available to the Library.

Authorized representative: _____

Title: _____

Signature: _____ **Date:** _____