



Office of the State Treasurer

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Steve McCoy
Treasurer

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(Date)

Agency Version

Contact

Agency

Address

City, State Zip

RE: Solicitation of banking proposals

Dear ():

In accordance with the State of Georgia Depository and Bank Fee Policy (the "Policy"), agencies are to review their banking relationships every three years. The Office of the State Treasurer (OST) is pleased to assist you in this process by providing the instructions and forms to be used in obtaining information on bank accounts, bank services and bank fees. We are enclosing a set of instructions, an agency questionnaire and sample bank questions for your use. On your behalf, we will forward the following forms to the banks in the Bank Fee Program and any other banks you are interested in our evaluating.

Instructions to Banks

Templates for Inclusion in Banking Bids

Bank Fee Schedule

Bank Compensation Proposal

For the convenience of (**Agency Name**) and the banks, the instructions to the agency, an agency questionnaire, sample bank questions and instructions to the banks are posted on our OST website.

For all of your Bank Fee Program accounts, OST will provide your completed Bank Fee Schedules to all Bank Fee Program participating banks. For all non-Bank Fee Program accounts, we ask that your agency consider all Bank Fee Program banks as well as any other bank(s) with a branch within a reasonable distance from your office(s). As explained below, banks must complete and include both the Bank Fee Schedules and the Bank Compensation Proposals in their responses.

Upon receipt of the banking proposals, we will prepare a cost analysis of the information and send you a report identifying the three lowest cost banking service providers. For bank accounts that are not in the Bank Fee Program, **(Agency Name)** may select from among the three lowest cost providers for banking services in accordance with your own selection process. For Bank Fee Program accounts, OST will make a recommendation for the lowest cost provider per account or on a consolidated basis. If you do not desire to award the account to the recommended bank(s), you must request an exception per a provision in the Policy.

Following the selection of your agency's bank(s) but prior to making any binding agreement or signing any banking agreement, **(Agency Name)** should provide OST with the names of your bank accounts, a copy of the agreement(s) proposed to be executed, and an explanation of your selection if not choosing the lowest cost provider(s). OST will submit your request to the State Depository Board for consideration. Upon approval and receipt of State Signature Card and Depository Agreements, we will list any new account(s) in the State Bank Registry.

We look forward to assisting **(Agency Name)** in the evaluation of its banks.

Sincerely,

Steve McCoy
State Treasurer

cc: attachments