

*NEW LIBERTY HOSPITAL
DISTRICT*

REQUEST FOR
QUALIFICATIONS /
PROPOSALS

BANKING SERVICES

SUBMITTALS DUE 2:00 pm – January 30, 2026

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Introduction

The New Liberty Hospital District (NLHD) is requesting proposals from qualified financial institutions to provide banking services for NLHD that would include, but not be limited to, the following:

- 1 Primary checking account and/or 1 interest bearing account for operating funds (estimated daily balance between \$400,000-\$800,000)
- Check processing and monthly statements (less than 10 checks per month)
- Online banking access with view/download capability
- ACH origination and receipt (payroll and vendor payments) (less than 10 per month)
- Domestic wire transfers (rare)
- Positive Pay or similar basic fraud protection
- Customer service and account support

The goal of this RFP/Q is to identify a qualified financial institution that is capable of providing the required banking services.

Request for Qualification/Proposal

The Letter of Interest shall define the firm's reasons for interest in providing the banking services, provide a Statement of Qualifications, and Banking Services Proposal. The Letter of Interest shall at minimum include the following:

1. Cover Letter
2. Statement of Qualifications and Banking Services Proposal, which shall at a minimum include the following:
 - a. Brief history of the Institution;
 - b. Institutional experience and qualifications for this project
 - c. Experience serving Missouri political subdivisions;
 - d. List of customer service personnel and resources—bank and branch locations;
 - e. Confirmation of FDIC insurance and all legal requirements for financial institutions providing banking services for Missouri political subdivisions;
 - f. Description of online banking platform;
 - g. Fee schedule—provide a simple fee schedule for the requested banking services, including any monthly account fee, per-item fees, ACH fees, wire fees, and any minimum balance requirements, as well as earnings credit or interest-bearing options.
 - h. Additional items/information that makes the Institution uniquely qualified for providing the requested banking services.

Submittal Requirements and Procedure

The letter of interest shall be submitted by (1) electronic copy in pdf format as well as (1) printed copy of the submittal. Submissions shall be received no later than 2:00 pm on Friday, January 30, 2026. The submittal shall be delivered and addressed as follows:

RFQ/P – New Liberty Hospital District
22 N. Main
Liberty, MO 64068
Attn: Greg Canuteson, NLHD General Counsel
gcanuteson@canutesonlaw.com

Public Records

During the evaluation of proposals submittal content shall be confidential. After the evaluation process has been completed, the submittals shall be open to public inspection, after the award of a contract. Proposals should not contain any information which the submitters do not wish to become public. If it is necessary to submit confidential information, each page containing confidential information should be clearly marked “NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS.” NLHD accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and any claims arising out of any public record request for such information shall be at the proposer’s expense.

Evaluation Criteria

All proposals shall be reviewed and ranked by a selection committee in accordance with the following rating criteria to determine the most qualified financial institutions:

- Experience and Technical Competence – 25
- Capacity and Capability – 25
- Past Record of Performance – 25
- Cost – 25

Anticipated Selection Schedule

Publish RFP:	January 9, 2026
Proposal submission deadline:	2:00PM January 30, 2026
Proposals reviewed by NLHD Board of Trustees:	February 19, 2026
Contract awarded by NLHD Board of Trustees:	February 19, 2026
Notify selected Financial Institution:	February 19, 2026

Disclaimers and Conditions

An RFQ/P Pre-Submittal Conference will not be held. Individual meetings with NLHD General Counsel or elected public officials prior to the RFQ/P submittal shall not be held. Questions should be directed in writing to Greg Canuteson, NLHD General Counsel, at gcanuteson@canutesonlaw.com. All answers to questions, additional information or addendums shall be made public to all other applicants.