



Jaime Kovar  
Waller County Procurement Director

August 11, 2025

TO: All Prospective Bidders

RE: Addendum No. 1 – Waller County RFP 25-003 – Depository Bank Services

Addendum 1:

Attached is addendum 1. Vendors are to utilize while preparing their solicitation response. Revisions include Exhibit E. Questionnaire.

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**Vendor must sign and return Addendum 1 with RFP submittal.**

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Company Name

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Signature of person receiving addendum

Date

If you have any questions, please contact Jaime Kovar at: [j.kovar@wallercounty.us](mailto:j.kovar@wallercounty.us)

Sincerely,

Jaime Kovar  
Waller County Procurement Director

**R25-003 Exhibit E****QUESTIONNAIRE**

Mark an "x" in the "Yes" or "No" column, when applicable. When "Yes or No is not applicable, provide detailed response in the appropriate "Response/Comments" section.

*This form must be included with RFP response*

Vendor Name:

Item No.	Description	Yes	No	Response/Comments
1	Present Company Name			
2	Location of company headquarters			
3	Primary local address			
4	Owner(s)			
5	Form of Business			
	Corporation			
	Partnership			
	Sole Proprietary			
6	Principal office location			
7	To be completed by Corporations			
	Date Incorporated			
	Under the laws of what state			
	Provide a COMPLETE list of officers			
	Executive Officer			
8	To be completed by Partnerships			
	Date formed			
	Is Partnership general, Limited, or associated?			
	Provide a COMPLETE list of members.			
	Provide a COMPLETE list of all local branch offices.			

Item No.	Description	Yes	No	Response/Comments
9	Submitted by (name of person submitting questionnaire)			
10	Is your company presently in compliance with all City, State and Federal requirements with jurisdiction over your business?			
11	If your answer is "NO", what is the specific area of non-compliance and what do you anticipate as the outcome?			
12	How many years has your company been in existence in its current business form and operating under the same name? Please attach documentation as proof.			
13	What are your general office hours?			
14	Telephone Number (must be a local or toll free)			
	After hours contact information			
	Fax number (must be local or toll free)			
	Email address			
<b>GENERAL REQUIREMENTS</b>				
15	Provide a brief history and background of the company including parent and/or subsidiary companies relating to the merchant card services.			
16	Describe company's organizational structure, especially as it applies to service provisions and customer service.			
17	Explain how company's expertise differs from those of company's competitor.			
18	Include how long company has been providing the proposed solutions and how long the company has been assisting clients with these solutions.			
19	Provide number of clients supported and the number of transactions that are processed annually.			

Item No.	Description	Yes	No	Response/Comments
20	Explain how the company plans to stay current and competitive.			
21	Describe what major changes the company sees occurring in banking services in the next five (5) years. Explain plans to help customers move to new technologies. What approach the company is taking in the development of new services?			
22	Explain any new services or features implemented in the past two (2) years. Describe any new services / technologies that are currently in implementation.			
23	Include any major changes in hardware that your firm anticipates in the next three (3) years. If any, what changes should Waller County anticipate and how should Waller County plan for those changes on hardware issues.			
24	State present workload, outline the percentage of time available for this RFP and how current workload will affect current workload will affect the ability to accomplish the requirements of this RFP.			
25	Vendor shall provide qualified personnel who will perform in a professional manner. "Professional manner" means the personnel performing shall possess the skill, license(s) and competence consistent with the prevailing business standards within the State of Texas.			
26	The vendor shall have available key personnel with a combined minimum work force that can meet the technical requirements described herein.			

Item No.	Description	Yes	No	Response/Comments
<b>LITIGATION AND OR COMPLAINTS DISCLOSURE</b>				
27	Respond to each of the following with "yes"/"no" responses. Failure to fully and truthfully disclose the information required may result in disqualification of vendor's response from consideration or termination of the resulting agreement. "Yes" answers must indicate the name of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page attached to vendor's response.			
28	Has vendor or any member of its firm or team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years? Is the vendor's company or any of its officers, director, partners or principals now under indictment, court order or investigation?			
29	Has vendor or any member of its firm or team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the County or any other federal, state or local government, or private entity?			
30	Has vendor or any member of its firm or team to be assigned to this engagement been involved in any claim or litigation with the County or any other federal, state or local government, or private entity during the last ten (10) years?			
31	Describe any litigation against vendor's company in the past five years including any settled or dismissed matters. Is vendor's company under investigation or subject to any regulatory action by either a state or federal agency? If yes, explain.			
32	Has vendor had any complaints filed with the Better Business Bureau for failure to perform in accordance with agreements.			
33	Is vendor's company currently involved in any active/pending civil matters? If yes, explain.			
34	If your company does not have an office in Waller County, please explain how your company will provide services should Waller County decide to award to your company?			

Vendor Name:

Representative Title:

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 Representative Name:

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 Signature: