



Missouri State University  
Office of Procurement Services  
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**REQUEST FOR INFORMATION (RFI) 8461-18**

**May 28, 2026**

**BRANCH BANK SERVICES**

**Date and Time Returnable: 3:00 p.m. on Thursday June 18, 2026 or Before**  
Buyer: John Banion E-mail: [jbaniou@missouristate.edu](mailto:jbaniou@missouristate.edu) Telephone: 417.836.5356

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**1.0 INTRODUCTION AND GENERAL INFORMATION**

**Introduction**

The University is conducting a prequalification assessment to determine the best qualified source(s) to provide Branch Bank Services for the Missouri State University campus.

A new branch bank would replace the long-standing and full-time Commerce Bank facility, vacated in 2022 as located in Plaster Student Union, Springfield, Missouri.

Great Southern Bank is to continue to provide ATM Services.

Campus (Springfield)

Employees – 2,929

Students Seated – 13,296 (Fall 2025 Census)

## General Information

Missouri State University is a public, comprehensive metropolitan university system with a statewide mission in public affairs with an enrollment of over 23,000, whose purpose is to develop educated persons while guided by three overarching and enduring commitments to student learning, inclusive excellence and institutional impact. The University's identity is distinguished by its statewide mission in public affairs, requiring a campus-wide commitment to foster competence and responsibility in the common vocation of citizenship. The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values, and institutions in society.

Developing educated persons obligates the University to expand the store of human understanding through research, scholarship and creative endeavor, and drawing from that store of understanding, to provide service to the communities that support it. In all of its programs, the University uses the most effective methods of discovering and imparting knowledge and the appropriate use of technology in support of these activities.

University campuses are structured to address the special needs of the urban and rural populations they serve. Missouri State University-Springfield is a selective admissions, graduate level teaching and research institution. Missouri State University-West Plains is an open admissions campus serving seven counties in south central Missouri. Missouri State University-Mountain Grove serves Missouri's fruit industry through operation of the State Fruit Experiment Station. The Extended Campus provides anytime, anyplace learning opportunities through telecourses, Internet-based instruction and through its interactive video network (BearNet).

The University also operates various other special facilities, such as the Darr Agricultural Center in southwest Springfield, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, Baker's Acres and Observatory near Marshfield, the Missouri State University Graduate Center in Joplin and a branch campus at Liaoning Normal University in Dalian, China. In addition, Missouri State has the operations and program offerings of one entire academic department, its Department of Defense and Strategic Studies, located near Washington, D.C., in Fairfax, Virginia.

## Websites

- University: <http://www.missouristate.edu>
- West Plains Campus: <http://www.wp.missouristate.edu>

- Financial Services: <http://www.missouristate.edu/financialservices/>
- Procurement Services: <http://www.missouristate.edu/procurement/>

## 2.0 QUALIFICATIONS

### Experience

- Sources should have experience in Branch Bank Services

## 3.0 INFORMATION REQUESTED

### Detail

- Description of Branch Bank Services
  - Estimated timing: Fall 2026
  - Contractor shall be responsible for installing all equipment
  - General information – Proposed hours of operation to include staffing levels
  - Scope

#### Minimum requirements

- Maintenance and upkeep of the branch bank
- Appearance should not distract from the campus environment
- Branch Bank exterior design should not distract from the campus environment
- Contractor must perform all necessary repairs and/or replace the equipment in a timely manner
- Equipment provided by the contractor shall remain the property of the contractor

#### Preferred requirements

- Contractor able to provide services within 90 days after notice of award
- Flexibility

- References from current clients
- Availability for a presentation and/or conference call with University representatives if needed
- Capability of awardee of a solicitation to produce plans to update the space
- Other information considered relevant or important

#### **4.0 CONDITIONS**

Contractor must be self insured and be able to provide a Certificate of Liability Insurance.

#### **5.0 PROCESS**

After evaluating the submitted material, the University, at its sole discretion, may determine to issue a Request for Quote, a Request for Proposal, or negotiate with the entity with the most favorable terms as determined by the University.