



# Westchester Community College

State University of New York

**39681**

April 11, 2014

To: Board of Acquisition and Contract

From: Dr. John F.M. Flynn  
Interim President

Re: Authority to amend an agreement with TouchNet Information Systems, Inc. for the provision of In-Person Credit Card and Web-Based Payment Services for Westchester Community College

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On March 18, 2010, your Honorable Board authorized the County of Westchester, acting by and through Westchester Community College (the "College") to enter into an agreement with TouchNet Information Systems, Inc. ("TouchNet") for the procurement of in-person credit card and web-based payment services which would interface with the College's PeopleSoft system (the "Agreement"). The Agreement, which has been executed, is for a term of five (5) years. TouchNet is providing in-person credit card and web-based payment services which allow for a secure, centralized hub for College-wide payment transactions. The original total amount payable to TouchNet over the five (5) year term was not to exceed \$150,600.

On June 3, 2010, your Honorable Board authorized an amendment to the Agreement which allowed the College to license a software module that makes the system compliant with standards defined by the PCI Security Standards Council, which is an open global forum for the ongoing development, enhancement, storage, dissemination and implementation of security standards for account data protection. The organization was founded by American Express, Discover Financial Services, JCB International, MasterCard Worldwide, and Visa, Inc. The functional change effected by the installation of this module is that the credit card data is not retained on the College servers but is stored on the TouchNet server, removing all credit card data from the College's PeopleSoft application. The total amount payable to TouchNet over the five (5) year term was increased by an amount not to exceed \$58,460 for a new total amount not to exceed \$209,060.

Thereafter, on March 22, 2012, your Honorable Board authorized an amendment to the Agreement so that the College could license an additional software module that allows secure credit card payments from a web application. The total amount payable to TouchNet over

the five (5) year term was increased by an amount not to exceed \$42,775.98 for a new total amount not to exceed \$251,835.98.

The College would now like to further amend the Agreement in order to access the TouchNet Ready Partner Program which will allow payment transactions to a third party vendor to be processed through the TouchNet interface. Specifically, credit and debit card transactions initiated by students for the cost of printing beyond their specified limit will now be processed. The volume of student printing is managed by the College's PaperCut system, which is licensed from a third party vendor. The College shall pay to TouchNet a set-up fee of \$1,250 and an annual fee of \$1,500 for using the the TouchNet Ready Partner Program, thereby increasing the total not to exceed amount to \$254,585.98.

The goal and objective of this amendment is to provide secure processing services for credit card and ACH payments at the College. The College will be able to monitor the success of TouchNet's performance based on total credit card transactions.

Attached for your approval is an appropriate resolution.

JNH/rpc

APPROVED BOARD OF ACQUISITION & CONTRACTS 05/08/2014 SOMMERS SECRETARY

RESOLUTION

Upon a communication from the Interim President of Westchester Community College, be it hereby

RESOLVED, that the County of Westchester, acting by and through Westchester Community College (the "College"), is hereby authorized to amend an agreement with TouchNet Information Systems, Inc. ("TouchNet") for the provision of in-person credit card and web-based payment services in order to access the TouchNet Ready Partner Program which will allow payment transactions to a third party vendor to be processed through the TouchNet interface; and be it further

RESOLVED, that the College will pay TouchNet a one-time a set-up fee of \$1,250 and an annual fee of \$1,500 (which will be prorated depending on initiation date) for the fifth year of the agreement; and be it further

RESOLVED, that the total amount payable to TouchNet over the five (5) year term of the agreement shall be increased by an amount not to exceed \$2,750 for a new total amount not to exceed \$254,585.98; and be it further

RESOLVED, that all other terms and conditions of the agreement shall remain the same; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Original Agreement:	\$150,600.00
First Amendment:	\$ 58,460.00
Second Amendment:	\$ 42,775.98
This Amendment:	<u>\$ 2,750.00</u>
Total:	<u>\$254,585.98</u>

Account to be  
Charged/credited

Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub Object	Trust Account	Dollars
010	0130			4425		\$2750

Budget Funding Year(s) 2014 Start Date 5/1/2014 End Date 4/30/2015  
(must match resolution)

Funding Source Tax Dollars \$632.50

State Aid \$742.50

\$2750 Federal Aid \_\_\_\_\_

(must match resolution)

Other \$1,375 (Tuition)

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/08/2014 - JOMARY WEIR SECRETARY