



# Westchester Community College

State University of New York

**76665**

May 7, 2020

**To:** Board of Acquisition and Contract

**From:** Dr. Belinda S. Miles  
President

**Re:** Authority to enter into 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 January 22, 2020, Westchester Community College (the “College”) issued a Request for Proposals (“RFP”) for the provision of In-Person Credit Card and Web-Based Payment Services. The RFP was posted to the County website and proposals were due by February 26, 2020. Only one proposal was received. Attached is a resolution that would authorize the College to enter into an agreement with the incumbent provider, TouchNet Information Systems, Inc. (“TouchNet”), for a term of five (5) years. The total amount payable to TouchNet over the term of the agreement will not exceed \$410,000.

TouchNet’s performance over the last five (5) years as the provider of these services has clearly established that they meet or exceed all the requirements contained in the RFP. Their proposal includes access to a third party software package called Papercut, which enables the College to keep track of and manage student printing. Because of the College’s experience with them, the functionality contained within their system and the fact that there will be no need to institute an

implementation process, it is recommended that the College enter into a new five (5) year agreement with them.

The goals and objectives of this agreement 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.

BSM/rpc

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/28/2020 - LISA M. P. J. SECRETARY

RESOLUTION

Upon a communication from the 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 enter into an agreement with TouchNet Information Systems, Inc. ("TouchNet") for the provision of in-person credit card and web-based payment services for a term of five (5) years; and be it further

RESOLVED, that the total amount payable to TouchNet over the term of the agreement will not exceed \$410,000; 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.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub Object	Trust Account	Dollars
WCC FY 20/21	010	0115			4424		74,097
WCC FY 21/22	010	0115			4424		77,727
WCC FY 22/23	010	0115			4424		81,539
WCC FY 23/24	010	0115			4424		85,541
WCC FY 24/25	010	0115			4424		91,096

Budget Funding Year(s) 2020/2025 Start Date 05/01/2020 End Date 4/30/2025  
 (must match resolution)

Funding Source Tax Dollars 100,700  
 State Aid 113,100  
 \$ 410,000 Federal Aid \_\_\_\_\_  
 (must match resolution)  
 Other 196,200 (Tuition)