



Westchester Community College

State University of New York

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February 22, 2010

To: Board of Acquisition and Contract

From: Joseph N. Hankin
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

On October 19, 2009, the County of Westchester, acting by and through Westchester Community College (the "College"), issued a request for proposals ("RFP") for the procurement of in-person credit card and web-based payment services. RFP's were sent to five different firms with expertise in this area. Attached is a resolution that would authorize an agreement with TouchNet Information Systems, Inc. located at 15520 College Blvd., Lenexa, Kansas 66219, ("TouchNet") for a five year period.

The College received two (2) proposals. Of the firms that failed to submit a proposal, one firm claimed they never received the RFP and the other two firms are geared towards commercial businesses, not colleges. The other proposal that was submitted was deemed to be non-responsive to the requirements of the RFP in that Chase Connexion doesn't provide an "out-of-the-box" solution and the proposer was not a PeopleSoft certified provider. The proposed solution will need to interface with the College's PeopleSoft system.

The proposed agreement will commence upon execution and have a term of five (5) years. TouchNet will provide in-person credit card and web-based payment services which will allow for a secure, centralized hub for College-wide payment transactions. The College will pay TouchNet a one-time fee of \$12,500 for implementation and training services. The College will also pay an annual license fee of \$24,000 for the first year of the agreement. In the remaining four (4) years of the agreement, TouchNet has the option to increase the annual license fee by a maximum of 7.0% above the previous year's payment. The total amount payable to TouchNet over the five (5) year term shall not exceed \$150,600.

The goal and objective of this agreement is to provide 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. This agreement will enable the College to provide these services in a cost efficient manner.

Attached for your approval is an appropriate resolution.

JNH/rpc

APPROVED BOARD OF ACQUISITION & CONTRACT - 3-18-2010 - JOMARY VIEIRA, 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, is hereby authorized to enter into an agreement with TouchNet Information Systems, Inc., Lenexa, Kansas 66219 (“TouchNet”) for the provision of in-person credit card and web-based payment services for Westchester Community College; and be it further

RESOLVED, that the Agreement will commence upon execution and will have a term of five (5) years; and be it further

RESOLVED, that the College will pay TouchNet a one-time fee of \$12,500 for implementation and training services and will also pay an annual license fee of \$24,000 for the first year of the agreement; and be it further

RESOLVED, that in the remaining four (4) years of the agreement, TouchNet has the option to increase the annual license fee by a maximum of 7.0% above the previous year’s payment. The total amount payable to TouchNet over the five (5) year term shall not exceed \$150,600; 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
	381	9995	WCC 77	01-S	605000		\$ 36,500
	010	0120			440500		\$114,100

Budget Funding Year(s) 2009/2010 – 2013/2014 Start Date 2010 End Date 2014
(must match resolution)

Funding Source Tax Dollars \$69,247
State Aid \$30,932
\$150,600 Federal Aid
(must match resolution)
Other \$50,421