

**Purchase Request #9**  
**Regular Board Meeting March 2, 2020**

**Consideration of Approval to Contract for Merchant Credit Card Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with TouchNet Information Systems, Inc. for merchant credit card services for the College.

**BACKGROUND**

Credit card merchant services provide payment processes for Visa, MasterCard, Discover, American Express, and debit cards with Visa or MasterCard affiliation. These processes include the transactions, transmittals to credit card processors, deposits to college bank accounts, and reporting for reconciliation purposes. Credit card payments are accepted for student payments during registration on campus or via the web. Other charges are processed from the campus cafes, cosmetology, and massage therapy departments as well as summer camp and other event-related activity which accept credit card payments through the MarketPlace portal.

Request for proposals #20-14 was issued to procure merchant credit card services. Three responses were received and evaluated by a team comprised of representatives from the business office who determined the response submitted by TouchNet Information Systems, Inc. will provide the best value to the College.

**IMPACT OF THIS ACTION**

The campus business offices and web payments account for over \$36 million through approximately 155,000 transactions per fiscal year and require merchant service processing. The College's current contract will expire August 31, 2020. TouchNet is the current provider of these services to the College so there will be no disruption in the services provided with this new contract.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The annual expenditure related to credit card discount fees is approximately \$450,000 dependent on the number of and value of transactions and will be funded from the district business office department's 2020-2021 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The initial two-year award term will commence on September 1, 2020, with renewal options of three one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
William Dickerson	281-998-6142	bill.dickerson@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**ATTACHMENT NO. 1**

**RFP 20-14 Merchant Credit Card Services  
Evaluation Summary**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>TouchNet Information Services</b>	<b>JPMorgan Chase</b>	<b>Fiserv</b>
Qualifications, experience, and reputation of firm	<b>80</b>	64	61	46
Project approach and services	<b>120</b>	99	96	82
Funds availability	<b>40</b>	33	35	26
Implementation process	<b>40</b>	38	29	27
Customer service structure and availability	<b>40</b>	34	31	27
Price proposal evaluated on a best overall value approach	<b>80</b>	79	80	27
<b>Total (100 x 4 Evaluators)</b>	<b>400</b>	<b>347</b>	<b>332</b>	<b>235</b>

**Final Ranking**

	<b>Vendor Name</b>	<b>Total Score</b>
1	TouchNet Information Services	347
2	JPMorgan Chase	332
3	Fiserv	235