

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a thirty-six month term and supply contract with three twelve-month options to extend for the furnishing of ACH (electronic check), credit/debit processing, and lock box services for year-round online tax payments for use by the Collection Department to UMB Bank of Kansas City, MO, under the terms and conditions of Request for Proposal No. 60-12.

RESOLUTION #17976, September 10, 2012

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the Collection Department has a need for ACH and debit/credit processing, and lock box services for year-round online tax payments; and,

WHEREAS, the Director of Finance and Purchasing has solicited proposals for these services under Request for Proposals No. 60-12; and,

WHEREAS, a total of nineteen notifications were distributed and two responses were received and evaluated as follows:

<u>BIDDER</u>	<u>ACH FEE</u>	<u>CREDIT/DEBIT CARD FEE</u>	<u>LOCK BOX SERVICES</u>
UMB Bank Kansas City (Jackson County), MO	\$.40	2.395%	\$30,000.00 annually
Federal Payment Allen, TX	\$1.50	2.45%	No bid

and,

WHEREAS, pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends award to UMB Bank of Kansas City, MO, as the lowest and best bidder; and,

WHEREAS, this award is made on an as needed basis and does not obligate the County to pay any specific amount, with the availability of funds for specific purchases being subject to annual appropriation; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Director of Finance and Purchasing, and that the Director be, and is hereby, authorized to execute for the County any documents necessary for the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contract, to the extent that sufficient appropriations to the using spending agency are contained in the then current Jackson County budget.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Jim D. Hader
Chief Deputy County Counselor

W. H. Hester
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17976 of September 10, 2012, was duly passed on September 10, 2012 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 7

Nays 0

Abstaining 0

Absent 2

9-10-12
Date

Mary Jo Spino
Mary Jo Spino, Clerk of the Legislature

This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriation.

September 10, 2012
Date

D. W. Thomas
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

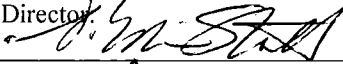

Completed by County Counselor's Office:

Res/~~Ord~~ No.: **17976**

Sponsor(s): **Scott Burnett**

Date: **September 10, 2012**

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Thirty-Six Month Term and Supply Contract with Three Twelve Month Options to Extend for the furnishing of ACH (Echeck), Credit/Debit Card Processing and Lock Box Services for the Collections Department to UMB Bank of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 60-12.</u></p>												
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$65,500.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$65,500.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$65,500.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Collections Estimated Use: \$65,500.00</p> <p>This RLA only approves the Term and Supply Contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable): \$65,000.00 Prior Year Actual Amount Spent (if applicable): \$54,468.68</p>	Amount authorized by this legislation this fiscal year:	\$65,500.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$65,500.00	Amount budgeted for this item * (including transfers):	\$65,500.00	Source of funding (name of fund) and account code number			
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 16020, September 18, 2006*</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>												
<p>REQUEST SUMMARY</p>	<p>The Collections Department requires a Term and Supply Contract for ACH (Echeck), Credit/Debit Card Processing and Lock Box Services. The Purchasing Department issued Request for Proposal No. 60-12 to address those requirements.</p> <p>A total of Nineteen notifications were distributed and two responses were received and evaluated as follows:</p> <table border="0"> <tr> <td></td> <td style="text-align: center;">Federal Payment Allen, TX</td> <td style="text-align: center;">UMB Bank KCMO</td> </tr> <tr> <td>ACH (Echeck)</td> <td style="text-align: center;">\$1.50 per transaction</td> <td style="text-align: center;">\$.40 per transaction</td> </tr> <tr> <td>Credit/Debit Card Processing</td> <td style="text-align: center;">2.45% per transaction</td> <td style="text-align: center;">2.395% per transaction</td> </tr> <tr> <td>Lock Box Services</td> <td style="text-align: center;">N/B</td> <td style="text-align: center;">\$30,000.00 annually</td> </tr> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award for the furnishing of ACH (Echeck), Credit/Debit Card Processing and Lock Box Services for the Collections Department to UMB Bank of Kansas City, Missouri as the best proposal received.</p> <p>This award is made on an "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p> <p>*Resolution 16020 is similar to this request</p>		Federal Payment Allen, TX	UMB Bank KCMO	ACH (Echeck)	\$1.50 per transaction	\$.40 per transaction	Credit/Debit Card Processing	2.45% per transaction	2.395% per transaction	Lock Box Services	N/B	\$30,000.00 annually
	Federal Payment Allen, TX	UMB Bank KCMO											
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Credit/Debit Card Processing	2.45% per transaction	2.395% per transaction											
Lock Box Services	N/B	\$30,000.00 annually											

CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Abstract of Bids, a Memorandum from Mr. Ed Stoll, Deputy Chief Administrative Officer and the pertinent pages of UMB's proposal.	
REVIEW	Department Director: 	Date: 9-7-12
	Finance (Budget Approval); If applicable Alexander S Ball N/A	Date: 9-7-12
	Division Manager: 	Date: 9/8/12
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



V. EDWIN STOLL

DEPUTY CHIEF ADMINISTRATIVE OFFICER

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MEMORANDUM

To: Teddy Ballard

From: V. Edwin Stoll, Deputy Chief Administrative Officer

Date: August 31, 2012

Re: RFP no. 60-12

I have reviewed the two bids received in response to the above referenced RFP. I recommend the bid submitted by UMB Bank.

The RFP invited bids on two services, year round on-line tax payment processing and lock box services, either separately or collectively. The bid of ACH Direct Inc., d/b/a Federal Payments, is a bid for the on-line tax payment processing service, only. It proposes to operate from Allen, Texas. It failed to include any plans for an interface with Sonant's EPS payment servers (as mentioned in **Respondent Requirements**). The Federal Payments bid pricing is the highest bid. Therefore the bid is unacceptable.

Consequently, I recommend the bid of UMB Bank for the two services for which invitation to bid was set forth in the above referenced RFP. After careful review, the Collection Department finds UMB Bank capable of fulfilling the referenced requirements, providing local customer support and meeting all schedule requirements. UMB Bank, our current provider, presented a bid price that equals the current pricing structure. No additional budgeting is required for this contract.

Pricing

As stated in our intro letter, UMB will continue to honor our existing pricing on the current processing. We very much value our partnership and wish to continue working with Jackson County. We are not passing on any additional costs relative to the current processing. This aggressive pricing structure was developed to streamline the County's cost structure and minimize expenses, while also emphasizing the high value UMB places on this relationship.

ACH Processing-

Real Time ACH Processing through UMB WebSolutions:
\$0.40 per transaction

Web Solutions Returned ACH Transaction:
\$2.50 per transaction

ACH Batch Processing:
\$0.00 per transaction

***Please note ACH Batch Processing Fee removed to remain consistent with existing pricing.

Credit / Debit Card Processing-

For on-line web transactions a convenience fee will be charged back to the customer of:

2.395%

Please see the following pricing for credit / debit card processing at the counter.

Fee Description	Per Transaction ^{1,2,3}
Elavon Acquirer Fee	0.08% + \$0.08

¹All Visa® & MasterCard® association authorization, interchange, assessment, and settlement fees are passed to the County at cost. American Express® & Discover® transactions may be authorized by Elavon. Settlement and discount fees will be billed by those parties.

²Interchange fees will be assessed on net bankcard sales deposits and/or sales items. Assessments will be paid on all sales deposits. Assessments are not returned on returns or charge backs.

³Processing fees will be debited daily or monthly depending on settlement method

Other Fees	Cost	Frequency
Application Fee	Waived	Per merchant account
Re-Programming Fee	Waived	Per device
Monthly Statement Fee	Waived	Per merchant account
Elavon Convenience Fee Terminal (Vx570IP)	\$750.00	Per unit
VeriFone Pin Pad 1000SE	\$120.00	Per unit
American Express Authorization Fee	\$0.10	Per authorization
Discover Authorization Fee	\$0.10	Per authorization
Next Day Air RUSH Request	\$35.00	Per request
Monthly Minimum	\$25.00	Per month per merchant account
Voice Authorization	\$0.75	Per occurrence
Address Verification Service	\$1.00	Per occurrence
Voice Authorization (Operator Assisted)	\$1.00	Per occurrence
Voice Authorization (Bank Referral)	\$4.00	Per occurrence
Chargeback Handling	\$7.00	Per occurrence
PCI Compliance Fee ⁴	\$7.00	Per month per merchant account
PCI Non Compliance Fee ⁵	\$29.95	Per month per merchant account
PCI Administration Fee ⁶	\$35.00	Per year per merchant account

⁴A compliance account will be created for the County department through the Elavon PCI web portal to automate the Self-Assessment Questionnaire and Network Scan.

⁵ The County must provide a certificate of compliance validation within ninety (90) days of account approval to avoid a monthly non-compliance fee.

⁶ PCI Administration Fee is required if the County provides compliance validation from a Qualified Security Assessor (QSA) other than Trustwave.

Lockbox Pricing

As currently billed by UMB for seasonal lockbox services and optional services.

<u>Current Services</u>	<u>Unit Price</u>
<u>Seasonal Lockbox Services</u>	
Retail Address Change	\$ 0.23
Retail File Transmission	\$ 125.00
Retail Go Backs	\$ 0.26
Retail Lockbox CD	\$ 200.00
Retail Multiple items	\$ 0.28
Retail LB Singles Automated	\$ 0.21
Retail LB Singles Manual	\$ 0.21
Retail LB Single Lo U	\$ 0.21
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<u>Services for Retail Lockbox - Optional:</u>	
Retail Lockbox Interactive Maint.,mo	\$ 200.00
Retail Lockbox Interactive, per item	\$ 0.15
Retail Lockbox Image File Transmission	\$ 125.00
E-Lockbox Monthly Maintenance	\$ 15.00
E-Lockbox, per item	\$ 0.10
<u>Check Clearing Charges – Optional (Not Processed in UMB Lockbox)</u>	
On-U's Items	\$ 0.04
Non-UMB Items	\$ 0.04
<u>Wholesale Lockbox Services - Optional</u>	
Custom Price based on dialogue w/ County	
<u>Online Payment Solutions - Optional</u>	
Monthly Maintenance - website, per acct.	\$ 125.00
OPS - Per Transaction	\$ 0.25
Image Presentment, monthly maintenance	\$ 50.00
Per Image Presented	\$ 0.25
Online Payment - Agent Payment	\$ 0.25
Online Payment - Conv. Fee Split	\$ 0.15
Online Payment - Professional Services	Custom