

Council Communication

October 18, 2016, Business Meeting

Approval of a public contract exceeding \$75,000 for Hosted Credit Card Payment System (Interfaced to Tyler Technologies – MUNIS)

FROM

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SUMMARY

This public contract is for a Hosted Credit Card Payment System and the department's intent is to award the public contract to highest ranked proposer, OpenEdge. If approved by the Council, the contract will be awarded for a two-year term with the option of extending the contract annually for up to three (3) additional years for a maximum term of five (5) years.

BACKGROUND AND POLICY IMPLICATIONS:

The City of Ashland's financial software is being converted at this time to the Tyler product Munis. Along with this conversion, the City was required to change hosted credit card payment systems to integrate with the Munis platform. This credit card payment system will support all of the Munis applications which will assist the public in paying Community Development permits and fees, Public Works permits and fees, accounts receivable payments, business license payments, transient occupancy tax payments, food and beverage tax payments, and utility billing payments.

The sourcing method used to acquire these services is a formal Competitive Sealed Proposal (Request for Proposal). The City received eight (8) proposals in response to the RFP. The proposals were evaluated and scored by a two-person evaluation committee in accordance with the requirements and evaluation criteria set forth in the RFP. Upon the completion of the evaluation process, OpenEdge was declared the highest ranked proposer. The evaluation summary is attached for your review.

Section 2.50.080 Formal Processes - Competitive Sealed Bidding and Proposals

Except as otherwise expressly provided herein, in addition to the requirements of the Model Rules and the Oregon Public Contracting Code:

- C. The Local Contract Review Board shall approve the award of all contracts for which the Ashland Municipal Code or the Oregon Public Contracting Code require formal competitive solicitations or formal competitive bids.

Section 2.50.070 Public Contracting Officer Authority

- A. Except as otherwise provided by this code, the Public Contracting Officer shall have authority to:
 2. Contract for all personal services as long as the contract price does not exceed \$75,000; and

COUNCIL GOALS SUPPORTED:



Any goal referencing monitoring, costing, funding, financial tools or financing an activity will benefit from up-to-date financial software.

Administration and Governance goal:

Provide high quality, effective and efficient city services and governance in an accessible, collaborative and fiscally responsible manner including goals 40 – 51.

FISCAL IMPLICATIONS:

Funding for this service is included each year within the City Records budget under contractual services.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends the public contract for a Hosted Credit Card Payment System (Interfaced to Tyler Technologies – MUNIS) be awarded to the highest ranked proposer, OpenEdge.

SUGGESTED MOTION:

The Council, acting as the Local Contract Review Board, moves to approve the public contract award to OpenEdge.

ATTACHMENTS:

RFP – Evaluation Summary



City of Ashland
REQUEST FOR PROPOSAL
HOSTED CREDIT CARD PAYMENT SYSTEM
Evaluation Summary
October 6, 2016

Evaluation Criteria		Points	Automated Merchant Services, Inc.			Forte Payment Systems			Invoice Cloud, Inc.			NeonLink, LLC			OpenEdge			Paymentus Corporation			U.S. Bank, N.A.			UniPay Direct, Inc.		
			#1	#2	Consensus	#1	#2	Consensus	#1	#2	Consensus	#1	#2	Consensus	#1	#2	Consensus	#1	#2	Consensus	#1	#2	Consensus	#1	#2	Consensus
1	Letter of Introduction/Cover Page	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
2	Proposal Submission Form (Exhibit A)	5	3	2	2.5	3	2	2.5	5	5	5	3	2	2.5	5	5	5	5	5	5	3	2	2.5	5	5	5
3	Technical Proposal Submission Form (Exhibit B)																									
	General Questions	10	10	10	10	10	9	9.5	9	6	7.5	8	5	6.5	10	9	9.5	10	8	9	9	9	9	9	9	
	Tyler MUNIS Application	10	5	7	6	3	8	5.5	3	5	4	3	7	5	5	7	6	5	7	6	0	2	1	4	7	5.5
	Mandatory Service Requirements	10	9	10	9.5	5	1	3	8	8	8	7	8	7.5	8	7	7.5	5	9	7	5	4	4.5	5	5	5
	Technical Support	10	8	9	7.7	9	5	7	8	7	7.3	10	7	8	8	9	6.7	10	9	9.3	10	6	6.7	8	7	7
	Organizational Security Policies and Controls	10	9	9	9	8	5	6.5	7	5	6	9	8	8.5	6	9	7.5	9	9	9	5	1	3	9	9	9
4	Certificate of Compliance (Exhibit D)	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Subtotal		60	49	52	49.7	43	35	39	45	41	42.8	45	42	43	47	51	47.2	49	52	50.3	37	29	31.7	45	47	45.5
5	Cost Proposal (Pricing Schedule) (Exhibit C)	40	35	35	35	25	25	25	30	30	30	10	10	10	40	40	40	5	5	5	15	15	15	20	20	20
TOTAL		100	84	87	84.7	68	60	64	75	71	72.8	55	52	53	87	91	87.2	54	57	55.3	52	44	46.7	65	67	65.5