



Thursday, October 19, 2006

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**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**

**ITEM No 30**

**Subject** Authorize award, negotiation, and execution of a 36-month requirements service contract with RETRIEVER PAYMENT SYSTEMS INC , Houston, TX, for Visa and MasterCard credit card processing services in an estimated amount not to exceed \$1,017,194, with three 12-month extension options in an estimated amount not to exceed \$438,036 for the first extension option, \$498,762 for the second extension option, and \$567,580 for the third extension option, for an estimated total contract amount not to exceed \$2,521,572

**Amount and Source of Funding** Funding in the amount of \$339,064.68 is available in the Fiscal Year 2006-2007 Operating Budgets of various departments. Funding for the remaining 24 months of the original contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note** There is no unanticipated fiscal impact. A fiscal note is not required.

**Additional Backup Material**  
(click to open)  
No Attachments Available

**For More Information** Vikie DeLuyck, MSW, Buyer/974-2003

**Purchasing Language** Best evaluated proposal of eight proposals received.

**MBE/WBE** This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified, therefore, no goals were established for this solicitation.

This contract will provide credit card processing services for various City departments including Austin Convention Center, Health and Human Services, Municipal Court, Parks and Recreation, Water and Wastewater Utility, and Emergency Medical Services. Credit card acceptance by various City departments is a customer service convenience since it provides citizens with another payment option in addition to cash. Visa and MasterCard credit cards are accepted as a method of payment at numerous locations throughout the City. Customers can currently use these credit cards for payment of various City services. Additionally, credit card payment through the Internet will be made more readily available for more departments so citizens may make payments from any computer connected to the internet.

A Request for Proposal (RFP) was issued June 26, 2006 with responses due August 2, 2006. Eight proposals were received. An evaluation team consisting of five professional and managerial staff from the Financial & Administrative Services Department, Austin Convention Center Department, Parks and Recreation Department, and Municipal Court Department reviewed and scored the proposals. The panel members recommended Retriever Payment Systems Inc. as the best Proposer offering reasonable fees for services proposed and based upon the following evaluation categories: 1) Credit Card Processing Service Program, 2) Project Management and Personnel, 3) Applicable Prior Experience and 4) Cost. Retriever is the City's existing credit card processor. This firm has extensive experience and expertise in processing credit card transactions for several government entities. City staff has been satisfied with the previous services provided by Retriever. MBE/WBE solicited 0/0 MBE/WBE bid 0/0.

**PROPOSAL ANALYSIS** a Adequate competition b Seventy-nine notices were sent and 19 solicitations were issued. Eight proposals were received. There are no known MBEs/WBEs for this commodity.

APPROVAL JUSTIFICATON a Best evaluated proposal b The Purchasing Office concurs with the Financial and Administrative Services Department's Treasury Office recommended award c Advertised in the Austin-American Statesman and on the Internet