

OMB Granicus Review

Granicus Title	Participation amendment with Bank of America Merchant Services LLC d/b/a Bank of America Merchant Services for electronic payment provider services.				
Granicus ID#	23-1662A	Reference #	23-0028-S	Date	12/06/2023

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information:

New Contract (Y/N)	Y	Original Amount	\$	350,000.00
Fund(s)	Multiple Funds	Amount of Change (+/-)		N/A
Cost Center(s)	Multiple Centers	Total Amount	\$	350,000.00
Program(s)	Multiple Programs	Amount Available (FY23)	\$	358,160.00
Account(s)	Multiple Accounts	Included in Applicable Budget? (Y/N)	Y	
Fiscal Year(s)	FY24 – FY25			

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Summary

- The proposed participation amendment creates a not-to-exceed threshold of \$350,000.00 for a 12-month term.
- This only creates a not-to-exceed threshold and does not guarantee an exact amount to be paid. Departments may use the full \$350,000.00 or less.
- This participation amendment is fully budgeted for in the FY24 Adopted Budget and will utilize multiple funds, centers, accounts, and programs.

Background

The Department of Administrative Services (DAS) Purchasing and Risk Management Division (Purchasing) is seeking the approval of the participation amendment with Banc of America Merchant Services LLC, doing business as (dba) Bank of America Merchant Services (BOA) for electronic payment provider services. Per the Staff Report, “this participation amendment for electronic payment provider services provides a mechanism for County departments to accept payment for County goods and services via credit card.” This new contract (Contract No. 24-0028-S) will have a total not-to-exceed amount of \$350,000.00 for a 12-month term. This contract will replace the existing contract with BOA (Contract No. 123-0463-S), which had a total not-to-exceed threshold of \$3,635,000.00 for an 11-year term and an estimated average annual expenditure of \$330,454.55. This new contract represents an increase of \$19,545.45, or 5.9% over the previous estimated average annual expenditure.

The current contract’s Blanket Purchase Agreement (BPA) (BPA #412666) has expensed a total of \$3,564,372.74 since 2014 per iSupplier. The current contract is 98.9% expensed and has \$38,197.44 remaining, which is not enough to meet the needs of County operations, thus the need for this new contract.

Parks and Conservation Resources (PCR), Solid Waste (DSW), and Building and Development Review Services (BDRS) have been the primary users of the current contract (Table 1). BDRS has transitioned to Accela and will no longer be utilizing this contract in the future, which has reduced the utilization of this

contract in recent years. With BDRS no longer utilizing this contract, the \$350,000.00 not-to-exceed threshold is expected to meet the operational needs of the County in FY24¹.

BPA Approved Actuals Summary by Department		
Department	Approved Amount	Percent of Total
Air Quality	\$ 12,239.46	0.3%
Animal Services	\$ 123,221.62	3.5%
Building and Development Review Services	\$ 1,012,417.32	28.4%
Business Technology Services	\$ 79.20	0.0%
Convention and Visitors Bureau	\$ 6,633.40	0.2%
Economic Development	\$ 719.52	0.0%
Human Services	\$ 11,659.63	0.3%
Parks & Conservation Resources	\$ 1,356,205.84	38.0%
Solid Waste	\$ 1,041,196.75	29.2%
Total	\$ 3,564,372.74	100.0%

Table 1: BPA Approved Actuals Summary by Department

This contract is used by multiple departments and funding is derived from multiple Funds, Centers, Accounts, and Programs. Approval for the use of funds and whether budgetary conditions are met will need to be made on a department-by-department basis. Departments have budgeted \$358,160.00 in FY24, which is sufficient to meet the not-to-exceed threshold of \$350,000.00 of this participation amendment (Table 2).

FY24 Adopted Budget Summary			
Department	Fund	Center	Amount
Animal Services	0001 - General Fund	211010 - Animal Services	\$ 23,000.00
Building and Development Review Services	1071 - Construction License Board	651110 - Contractor Licensing	\$ 7,480.00
Business Technology Services	5001 - Business Technology Svcs	641114 - BTS - OPUS Enterprise Resource Planning Services	\$ 580.00
Convention and Visitors Bureau	1040 - Tourist Development Tax Fund	381210 - Business Support	\$ 5,000.00
Economic Development	0001 - General Fund	261230 - SBDC Program Exp	\$ 300.00
Human Services	0001 - General Fund	311112 - Justice Coordination Core Service Area	\$ 1,800.00
Parks & Conservation Resources	0001 - General Fund	251005 - PCR Administration	\$ 130,000.00
Solid Waste	4021 - Solid Waste Rev & Op	432935 - Scalehouse	\$ 190,000.00
Total	-	-	\$ 358,160.00

Table 2: FY24 Adopted Budget Summary

¹ The current contract has a term end date of June 10, 2024, which means that approved actuals are outpacing the estimated annual average expenditures. If BDRS had stayed on, then this new contract would not have been enough to meet operational needs. The 5.9% increase to the estimated annual average expenditure for this new contract is expected to be sufficient to meet the County's operational needs due to BDRS no longer requiring these services.

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
 - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ____ percent higher or lower due to ____)"**.
5. Save the form with the following naming convention:
 - a. **OMB.Review_XX-XXXX_Department_Subject_Date)**
 - b. (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
 - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).