

February 24, 2005

05-057

GRANT EXEMPTION FROM A FORMAL COMPETITIVE
PROCESS AND ACCEPT QUOTE/AWARD CONTRACT
FOR ELECTRONIC BILLING PRESENTMENT AND
PAYMENT SERVICES

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FINANCIAL
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REPORT: The Finance Department has a need to provide, as an option for the College students, an electronic billing presentment and payment (EBPP) process. The College can significantly enhance delivery of student account services available through MyPCC by providing electronic billing and payment processing. With this enhanced eCommerce solution, students will have the convenience of viewing their bill and making an online payment by check or credit card nearly 24 hours a day 7 days a week. An equally important consideration is the increased level of security afforded to the College and its students. The service provider will "host" all confidential credit card data within their secure server accessed via PCC's secure website. This will diminish the potential for compromising confidential data, which in turn will reduce liability to the College. With the current process, the College mails about 220,000 billing statements annually at a cost of \$.60 a piece to process and mail through the postal service. With the EBPP the College will be saving approximately \$.32 per piece when process and mailing the billing statements.

The Department wished to find out how many vendors could provide this product and service, what type of system functions were available, and the total cost. The estimated cost of the project was projected to be under \$100,000, therefore an informal competitive process, a Request for Quotations, was used to solicit responses.

On December 15, 2004, a Request for Quotations (RFQ) for Electronic Billing Presentment and Payment was published and made available on the PCC Procurement Solicitation Website and the State of Oregon VIP system. A total of eight (8) vendors received a copy of the RFQ, and none of the vendors are registered as MWESB firms. On the due date of January 7, 2005, the College received a total of four (4) quote responses. The quotes will be evaluated based on qualifications, system availability/functions, and costs. Below is a list of quotes received by the College.

Vendor	Costs
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The committee is still in the process of evaluating all the responses and has selected the top three vendors to interview. The final recommendation will be presented and made available prior to the Board of Directors scheduled meeting.

As the quotes received all exceeded the \$100,000 formal competitive threshold, a specific exemption from the formal competitive process must be granted by the College Board in their capacity as the Local Contract Review Board. The actual costs of the software and maintenance came to be slightly higher than was anticipated. Due to the reduction in per item cost in excess of fifty percent (50%), it would be beneficial for the College to implement this contract as quickly as possible. Implementation and on-going maintenance costs will be recovered within the first year. Should we be required to go through another formal competitive process, a formal Request for Proposals, it would delay these potential cost savings. It is unlikely that this exemption will encourage favoritism or substantially diminish competition as an alternative contracting method, the competitive price quotation process, was already utilized. The RFQ was advertised electronically and made available and accessible to all vendors who might be interested in providing a response.

The EBPP process will be provided to students as an option. The College will continue to accept cash, check and bankcard payments. Students will continue to be able to pay in person or online.

RECOMMENDATION:

That the Board of Directors grant an exemption from a formal competitive process and authorize the College to accept a quote from, and award a contract to _____. The contract amount will be for a not to exceed \$_____, for a total term of _____. Expenditures for this project will be covered by the General Fund.

Director Williams moved to approve Resolutions 05-52 through 05-056 and 05-058 through 05-061 and it passed unanimously. Resolution 05-057 was removed from the agenda.