

**34236**

**ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
MAY 6, 2021**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
COUNTY OF COOK AND STATE OF ILLINOIS**

**MERCHANT CARD PROCESSING SERVICES  
WELLS FARGO MERCHANT SERVICES, LLC  
OFFICE OF FINANCE  
(AMENDMENT TO BOARD REPORT #32945, ADOPTED ON MAY 5, 2016)  
DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreement, to amend the professional services agreement with Wells Fargo Merchant Services, LLC to provide District Wide merchant card processing services for the period from July 1, 2016 through June 30, 2021, for an additional \$50,000 in authority for a total cost not to exceed \$900,000 for the contract term.

**VENDOR:** Wells Fargo Merchant Services, LLC  
1200 Montego Way  
Walnut Creek, California 94598

**USERS:** District Wide

**TERM:**

The term of the agreement shall commence July 1, 2016 and shall end on June 30, 2021.

**SCOPE OF SERVICES:**

Wells Fargo Merchant Services, LLC shall provide secure, dependable, electronic authorizations and settlements of Visa, MasterCard and American Express credit cards. Additionally, Wells Fargo Merchant Services, LLC will be responsible for updating all terminal hardware and software; posting credit card transactions; establishing and maintaining merchant accounts; depositing sales transactions into specified District accounts within 48 hours; and ensuring compliance with all EMV PCI/DSS standards. CCC must also have access to a dedicated company representative.

**BENEFITS TO CITY COLLEGES OF CHICAGO:**

- A merchant processing structure that will provide secure (EMV, PCI PSS compliance), confidential, dependable, and timely electronic authorizations and settlements of credit cards transactions
- Funds deposited to CCC's depository accounts within 48 hours
- Online accessibility of chargeback notifications, retrievals and monthly statements
- Continued support with a focus on merchant process improvements

## **VENDOR CRITERIA**

Specifications were prepared by District Procurement staff and Request for Proposal (RFP) #MWJ1603 was publically advertised on February 23, 2016 and issued to twenty (20) companies. Four (4) companies responded to the RFP on March 11, 2016: 1) Bank of America Merchant Services, LLC; 2) Moneris Solutions, Inc.; TouchNet Information Systems, Inc.; and Wells Fargo Merchant Services, LLC. BluePay Processing, LLC and Pace Payment Systems submitted no-bids to this RFP.

All proposals were reviewed, evaluated and ranked by a five member team which included the Office of Finance, Risk Management, Harold Washington College.

The evaluation criteria outlined in RFP #MWJ1603 included:

- Qualifications of the firm
- Proposer's implementation plan for the execution of the requested services
- Past experience with higher educational institutions or comparable organizations
- Fees in relation to the Scope of Services
- MBE/WBE Compliance

Based on the evaluation scoring, staff recommends the acceptance of the proposal from Wells Fargo Merchant Services, LLC to provide merchant card processing services.

Wells Fargo proposed the lowest overall fees per transaction, the most competitive discount on fees per transaction and met all of the required qualifications.

## **MBE/WBE COMPLIANCE:**

The Office of Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services ("merchant card processing services") and the absence of subcontracting opportunities.

## **GENERAL CONDITIONS:**

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and an amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community Act all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL**

**Total:** \$900,000

**Charge to:** Office of Finance

**Source of Funds:** Education Fund

**FY21:** 590000-00003-0010026-80000

**Respectfully submitted,**

**Juan Salgado**  
**Chancellor**

**May 6, 2021 – Office of Finance**