

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of September 11, 2012**

**ITEM TITLE:**

Electronic Transaction Processing Agreement with Official Payments Corporation (OPC).

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of an open purchase order for Official Payments Corporation in the amount not to exceed \$300,000. The contract is needed to pay for student credit card processing fees until the end of this Fiscal Year, June 30, 2013.

**ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)**

The District provides students with a variety of payment options in effort to collect student fees timely (i.e. debit card, electronic check and credit card). OPC currently offers Peralta Community College District electronic check payment and processing transaction services and credit/debit card payment transaction services through an Internet interface over the web, an interactive telephone voice response system, and a point of sale interface. This service includes the validation of student's bank account routing numbers, ACH eligibility, determination of dollar amount specified by students, and the creation of transaction files that are then forwarded to the Automated Clearing House.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

**UNRESTRICTED GENERAL FUND**

**BACKGROUND/ANALYSIS:**

The services provided by OPC allows the District to collect student fees owed through Visa, MasterCard, Discover Card, American Express as well as through electronic checks. The fees paid by the District to OPC for these services are 2.5% of the transaction amount. During fiscal year 2011-12, the District collected fees of approximately \$12.4 million, most of which was collected through credit card transactions.

**DELIVERABLES/SCOPE OF WORK:**

**ANTICIPATED COMPLETION DATE:**

June 30, 2013

**ALTERNATIVES/OPTIONS:**

None

**EVALUATION AND RECOMMENDED ACTION:**

**APPROVE OPEN PURCHASE ORDER FOR OFFICIAL PAYMENTS.**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

**YES** \_\_\_\_\_ **NO**     **X**    

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)**

VICE CHANCELLOR GERHARD

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: *Ronald Gerhard* Date: 8/28/12  
Ron Gerhard, Chief Financial Officer

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: *Ronald Gerhard* Date: 8/28/12  
Ron Gerhard, Chief Financial Officer

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required

If Finance review is required, determination is:  Approved  Not Approved

If not approved, please give reason: \_\_\_\_\_  
\_\_\_\_\_

Signature: *Ronald Gerhard* Date: 8/28/12  
Ron Gerhard, Chief Financial Officer

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required  Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda  Not Approved, but Place on Agenda

Signature: *José M. Ortiz* Date: 9-4-12  
José M. Ortiz, Chancellor