



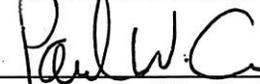
Request for City Council Committee Action from the Information Technology Department

Date July 16, 2013
To: The Honorable Betsy Hodges, Chair, Ways and Means Committee
Subject: Execute Contract with CyberSource Corporation for Online Credit Card Processing

Recommendation: Authorize proper City officials to:
a) Execute a contract with CyberSource Corporation, for a two-year contract not to exceed \$35,000.
b) Customize the liability terms and conditions

Prepared by Barbara K. Malinski, Contract Administrator 673-3249

Submitted by Otto Doll  673-3633
Chief Information Officer

Approved by Paul Aasen 
City Coordinator

Presenter in Committee Otto Doll

Policy Review Group Not Applicable

Permanent Review Committee (PRC) Not Applicable

Prior Related Directives: None

Financial Impact: None. No additional appropriation is required.

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to department's finance contact prior to the Committee Coordinator

Background/Supporting Information

CyberSource is the City's preferred provider for this service. Seven City locations use CyberSource including the Park Board, Truth in Housing, Block Events, Regulatory Services, Impound Lot, Convention Center, and Animal Control.

The cost for the online credit card processing is estimated to be \$35,000 over a two-year period. Typically the City's Standard Agreement form is used to procure these services, however CyberSource is not able to agree to all of the City's terms and conditions in the Standard Agreement form. The City Attorney's Office and IT staff have successfully negotiated specific terms with CyberSource that are agreeable to both parties and protect the City's interests.

Request for Approval

IT and the City Attorney's Office request approval to authorize proper City officials to:

- a) Execute a contract with CyberSource Corporation, for a two-year contract for online credit card processing, not to exceed \$35,000, and
- b) Customize the liability terms and conditions to limit CyberSource's liability to fees paid during the prior twelve-month period.

The costs for the contract are covered within the IT allocation model. No additional appropriation is required.