

**AGENDA ITEM REPORT**

**DATE:** May 4, 2021  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Piggyback for Merchant Services – Countywide

**I. MOTION REQUESTED**

A) Approve Piggyback No. PB210189JJB to utilize pricing on the State of Florida Department of Financial Services E-Payment Collection and Processing Services, Contract number TR227, with NIC Services, LLC, to provide Lee County the ability to accept credit cards for payments for goods and services, on an as needed basis, through the contract expiration date of October 4, 2025, and any renewals or extensions approved by the State of Florida Department of Financial Services, as approved in the departments' annual adopted budgets.

**II. ITEM SUMMARY**

Approves the use of the E-Payment Collection and Processing Services contract through the State of Florida Department of Financial Services to provide merchant services from NIC Services, LLC, on an as needed basis, through the contract expiration date of October 4, 2025, and any renewals or extensions approved by the State of Florida Department of Financial Services. This contract will give Lee County the ability to accept credit cards for payments for goods and services. Expenditures during Fiscal Year 19-20 were \$716,533.33. A market analysis was completed and the piggyback purchase is being used because it will represent a savings of \$0.17 per credit card transaction.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
The State of Florida Department of Financial Services solicited an Invitation to Negotiate that went through the competitive procurement process and negotiations for merchant services. A market analysis was completed and the piggyback purchase is recommended as it will represent a savings of \$0.17 per credit card transaction.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be on an as needed basis, as approved in the departments' annual adopted budget.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION****VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">NIC Services LLC Contract - State Master Agreement</a>	4/12/2021	Contract
<a href="#">Market Analysis</a>	4/12/2021	Backup Material
<a href="#">Piggyback Summary Form</a>	4/12/2021	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	4/21/2021 - 4:02 PM
Budget Services	Henkel, Anne	Approved	4/22/2021 - 10:13 AM
Budget Services	Winton, Peter	Approved	4/22/2021 - 10:40 AM
County Attorney	Swindle, Amanda	Approved	4/23/2021 - 10:40 AM
County Manager	Winton, Peter	Approved	4/23/2021 - 4:27 PM