

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves a contract for commerce management services from Transact Campus Inc. to integrate with the Workday Student Financials module.

### **BACKGROUND**

The District uses a third-party commerce management system to provide a payment platform (cashiering), electronic refund capabilities, installment plans, and ecommerce and third-party software payment processing.

Request For Proposal (RFP) Number 4520 was issued to procure commerce management services. Three responses were received and evaluated by a team consisting of Bursar's Department staff and IT staff. The proposal submitted by Transact Campus Inc. is being recommended as the best value to the District based upon evaluation scores.

### **IMPACT OF THIS ACTION**

The third-party commerce management system is used to ensure adherence to all payment card industry data security standards and National Automated Clearing House Association regulatory requirements. This purchase will allow the Workday Student consultants to begin working with Transact Campus staff on a Workday integration schedule.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$834,300 for the term of contract, which is budgeted in the Technology Services Department's FY23 operating budget and subsequent years' budgets subject to Board approval.

### **MONITORING AND REPORTING TIMELINE**

The term of contract will be January 25, 2023 through March 31, 2029.

### **RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer  
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