

**Purchase Request #6**  
**Regular Board Meeting May 24, 2016**  
**Consideration of Approval to Renew Annual**  
**Contract for 1098-T Basic Reporting (Web Services)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a renewal of the annual contract for 1098-T basic reporting from Educational Computer Systems, Inc. (ECSI) for the Business Office.

**BACKGROUND**

An invitation to bid (ITB) Number 3610, was issued in October 2013 to procure services on behalf of the Business office. The Board approved the original contract with ECSI in October 2013. For 2015, ECSI prepared 34,394 paper and 2,427 electronic 1098-T forms for a total invoice of \$25,167.95.

ECSI provides eligible students with the option to receive the 1098-T form electronically or in paper format. ECSI provides various methods of communication to answer questions that students may have concerning their form.

**IMPACT OF THIS ACTION**

The 1098-T is a reporting form required by the IRS annually. Contracting through ECSI allows District staff to focus on the needs of current students while meeting IRS requirements and deadlines. In addition, ECSI provides the portal and cumulative archives of the electronic authorizations provided for and by students.

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

The estimated annual expenditure for this request is \$30,000.00. This expenditure will be funded by the Business Office's 2015-2016 operating budget.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second and final of two (2) one-year renewal options available. The term of contract will be June 1, 2016 through May 31, 2017.

**RESOURCE PERSONNEL**

Ken Lynn

Acting VP of Administrative Services/CFO 972-758-3831