



Suspension of Competition Acquisition Request

[\[Email Me\]](#)
Double click!

1. Fully describe the product(s) and/or service(s) being requested.
Heartland Payment Systems provides payment acceptance solutions via in Person/Cashier, Online, and mobile channels for credit/debit card and electronic checks.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
Heartland Payment Solutions
90 Nassau Street
Princeton NJ 08542

Don Lewis
Senior National Account Director
don.lewis@e-phs.com
727-224-1439
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.
Credit card payments are charged a fee of 2.25% on tax transactions and 2.35% on non-tax transactions. electronic checks are \$1.50 each transaction, and debit card transactions are a flat fee of \$3.29. The contract fees are not to exceed \$110,000 annually, or \$550,000 in total
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.
Heartland Payment Solutions is our current vendor and they meet our needs. The County is going to convert its property tax system from a mainframe to MegaByte. This is an extra ordinary large conversion and has been given a deadline of July 2019. Megabyte has named Heartland as a preferred vendor. Since we are currently using Heartland, conversion time will be eliminated and Megabyte interface time will be minimal, since they are a preferred vendor.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
 - ☐ In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
 - ☐ When the contract is with a federal, state, or local governmental agency.
 - ☐ When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$2,500 whichever is more.
 - ☐ When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
 - ☐ When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
 - ☒ When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.
The property tax system conversion is a massive undertaking for multiple departments. Heartland meets our current and ongoing needs to accept electronic payments and has agreed to not increase their fees. Staying with Heartland will save the time of converting while utilizing a preferred vendor, Megabyte.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.
Meetings have been held with Megabyte, about the conversion process and it has come up multiple times that Heartland is a preferred vendor and they are the only proven vendor to work seamlessly with Megabyte. It is the department's preference to hold constant to Heartland as a vendor, as the programming and connectivity point are already proven. By keeping Heartland, it will eliminate a variable, should issues arise during the Megabyte conversion.

fgomez 10/1/2018 1:32:42 PM

Requested By:

Title

[\[Sign\]](#) Double click!

I approve this request to suspend competition for the service(s) and/or product(s) identified herein.

ogarcia 10/1/2018 2:34:02 PM

Department Head Signature

[\[✕ Sign\]](#) Double click!

gcornuelle 10/8/2018 11:58:26 AM

Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!