

THE FAIRFIELD COUNTY TREASURER

PRESENTS

**A REQUEST FOR PROPOSALS FOR
FAIRFIELD COUNTY FINANCIAL
TRANSACTION DEVICES AND SERVICES**

Deadline to submit proposals:

4:00 PM EDT September 20, 2024

Address to submit proposals:

**Fairfield County Treasurer's Office
210 East Main Street, Room 104
Lancaster, OH 43130**

INTRODUCTION

On March 3, 2014, the Board of Fairfield County Commissioners adopted resolution no. 2015-03.03.g to authorize acceptance of payments by financial transaction devices for county expenses (meaning fees, costs, taxes, assessments, fines, penalties, payments or other expense a person owes or otherwise pays to a County Office). Pursuant to that resolution, and Ohio Revised Code Section 301.28 the Fairfield County Treasurer, acting as administrative agent for Fairfield County has previously solicited proposals from the provision of financial transaction devices. At this time, the Fairfield County Treasurer is providing an opportunity for financial institutions, issuers of financial transaction devices, or processors of financial transaction devices to submit additional proposals for the provision of financial transaction devices to the several offices and departments of Fairfield County. *Financial institutions, issuers of financial transaction devices, or processors of financial transaction devices who currently have a contract in place with Fairfield County to provide financial transaction devices need not submit new proposals.*

TIMELINE

The Fairfield County Treasurer will accept sealed proposals for the provision of financial transaction devices up to **4:00PM (Eastern Daylight Time) on September 20, 2024.** Thereafter, the Treasurer will review the proposals received and make a recommendation of which proposal or proposals should be accepted to the Board of Fairfield County Commissioners no later than October 11, 2024.

SELECTED PROPOSALS

Pursuant to Ohio Revised Code Section 301.28, the Board of Fairfield County Commissioners may choose to contract with any or all of the entities submitting proposals, as appropriate. Due to the varying nature of the needs of the different office and departments of Fairfield County, the Fairfield County Treasurer may recommend different proposals as appropriate for one or more county office or department.

Upon selection Fairfield County will negotiate an appropriate contract with the selected entity or entities.

SPECIFICATIONS

Pursuant to the resolution adopted by the Board of Fairfield County Commissioners, any proposal submitted in response to this request for proposals must meet the following criteria:

1. The financial transaction device may use or accept electronic checks, credit cards, debit cards, or charge cards. The proposed device may utilize any one or more of these acceptable means of payment.
2. A surcharge or convenience fee shall be in compliance with program processing and may be charged to the person utilizing the financial transaction device. This fee is to be

charged in addition to the payment made for county expenses, and the payment to the county is not to be reduced by use of the financial transaction device. Uniform application of the surcharges or convenience fees among different payments of county expenses is not required.

3. Optional specifications: Proposals may meet the any or all of the following criteria, and proposals may limit their offering to these specific optional specifications:
 - a. The financial transaction device provides services in connection with Tyler Technologies products, including but not limited to, Tyler Odyssey Case Management Solutions and Tyler Self Service.
 - b. The financial transaction device provides services in connection with the HS GovTech products, including but not limited to, MyHealth Department Citizens Portal.
 - c. The financial transaction device provides services in connection with Fidlar Technologies products, including but not limited to Avid Land Records Management Software.

CONSIDERATIONS

The Fairfield County Treasurer will consider the following factors in determining which proposals to recommend to the Board of Fairfield County Commissioners:

1. Familiarity, knowledge and experience with providing financial transaction devices and services.
2. Specificity of the submitted proposal regarding the proposing entity's ability and plan to provide financial transaction devices and services, type, brand, model, etc.
3. Extent that the proposal follows the specification requirements, instructions for submission, and Ohio law.
4. References, preferably from Ohio.
5. Amount of surcharge or convenience fee.
6. Ability to receive payments online, over the telephone, or in person.
7. Statement on Standards for Attestation Engagements (SSAE) 16 compliance.

INSTRUCTIONS FOR SUBMISSION

Each proposal should specify the recommended equipment necessary to implement the proposal, whether said equipment will be provided, leased, or owned, and the cost (if any). Each proposal should provide services including security, software updates, maintenance, warranty, compatibility with Windows 365, and any other services you deem necessary. Each proposal

should provide for a convenience fee model with detailed daily reports coded with the appropriate account information.

If maintenance and warranty are additional costs, please state with specificity. Identify how you will process each payment type. State the fee for each transaction.

All entities submitting proposals should note that pursuant to the Ohio Attorney General's interpretation of Ohio Revised Code section 5705.41(D)(1), that any open-ended indemnification clause issued against Fairfield County cannot be agreed to and needs to be deleted before submitting the proposal.

In reference to above-noted consideration number seven, Fairfield County will likely request that the following clause be included in any contract for financial transaction devices: "At least [once] per year, Service Provider shall conduct site audits of the information technology and information security controls for all facilities used in complying with its obligations under this Agreement, including, but not limited to, obtaining a network-level vulnerability assessment performed by a recognized third-party audit firm based on the recognized industry best practices. Upon Customer's written request, Service Provider shall make available to Customer for review all of the following, as applicable: Service Provider's latest Payment Card Industry (PCI) Compliance Report, WebTrust, Systrust, and Statement on Standards for Attestation Engagements (SSAE) No. 16 audit reports for Reporting on Controls at a Service Organization and any reports relating to its ISO/ICE 27001 certification. [Customer shall treat such audit reports as Service Provider's Confidential Information under this Agreement.] Any exceptions noted on the SSAE report or other audit reports will be promptly addressed with the development and implementation of a corrective action plan by service provider's management"

Proposals should be sealed in an envelope and marked "FINANCIAL TRANSACTION DEVICE PROPOSAL". Proposals should be delivered to the Fairfield County Treasurer's Office at 210 East main Street, Room 105, Lancaster, Ohio 43130. **Proposals must be received by 4:00PM (Eastern Daylight Time) on September 20, 2024, in order to be considered by the Fairfield County Treasurer.**

Any questions should be submitted in writing to the Fairfield County Treasurer at the address noted above, or via email at Michael.kaper@fairfieldcountyohio.gov (Proposals may **not** be submitted by email).