

**AGENDA ITEM REPORT**

**DATE:** August 3, 2021  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Participation Agreement for Merchant Services Piggyback

**I. MOTION REQUESTED**

- A) Approve a Participation Agreement 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 under Piggyback No. PB210189JJB to utilize pricing on the State of Florida Department of Financial Services E-Payment Collection and Processing Services, Contract number TR227.  
 B) Grant the County Manager or designee authorization to execute the agreement on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Approves a participation agreement with NIC Services, LLC under the piggyback approved by the Board on May 4, 2021, and grants the County Manager or designee authorization to execute the associated documents to finalize the agreement. 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  
 PB210189JJB went to the Board on May 4, 2021 and was approved 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. It was later discovered a Participation Agreement needed to be signed in order for this to become active. Board approval will authorize the County to move forward with utilization of the Merchant Services at the discounted rates through the use of the State contract by way of the participation agreement.
- 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 budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">NIC Services Proposed Contract</a>	7/7/2021	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	7/15/2021 - 9:46 AM
Budget Services	Henkel, Anne	Approved	7/15/2021 - 10:08 AM
Budget Services	Winton, Peter	Approved	7/16/2021 - 8:58 AM
County Attorney	Swindle, Amanda	Approved	7/20/2021 - 9:54 AM
County Manager	Winton, Peter	Approved	7/21/2021 - 11:29 AM