

MEMORANDUM M16-045

TO: A&F Committee
FROM: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Brian Bechtold, Director BPC
SUBJECT: **BPC/Cayan LLC Credit Card Gateway**
DATE: March 11, 2016

Background

The Hoffman Estates Park District has purchased the Select Touch Member/Credit Card/PIN Package for the RangeServant golf ball dispenser at the Bridges of Poplar Creek that will allow patrons to use credit cards and range passes purchased from the pro-shop directly at the ball dispenser. In order to process credit card transactions with Select Touch, the District must utilize a credit card Gateway processor to communicate between the Select Touch module and the District's credit card processor, Elavon.

Implications

The only credit card gateway compatible with both the Select Touch module and our credit card processor is Cayan LLC. In order for the Select Touch to communicate with Elavon, the District must enter into a contractual agreement with Cayan LLC to provide the credit card gateway. Cayan LLC requires a three (3) year platform agreement. The agreement (attached) requires a monthly administration fee of \$9.95 plus \$0.05 per each credit card transaction processed. Based on 2,300 projected credit card transactions at the Range Servant in 2016, the cost would be approximately \$204.55.

While laws governing park districts normally do not allow a park district to enter into a three year agreement, there are three exceptions to that rule; employment contracts with a specific person, contracts with outside professional services, and contracts with data systems or services providers. Credit card gateway processors qualify as data services providers, so a three year contract may be approved by the Board.

Recommendation

Staff recommends that the A&F Committee recommend to the full board to approve the attached three year contract with Cayan LLC to provide the credit card gateway at the Bridges of Poplar Creek range dispenser.