



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/2/2016

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Danis Kreimeier - Director
Library
REPORT BY: Danielle Clayton, Staff Services Analyst I - 253-4819
SUBJECT: Agreement with Innovative Interfaces, Inc.

RECOMMENDATION

Director of Library Services and Community Outreach requests approval of and authorization for the Chairman to sign an agreement with Innovative Interfaces, Inc. of Emeryville, California for a maximum of \$88,497 for the term of February 2, 2015 to July 1, 2020 to provide credit card processing and collections on past due accounts.

EXECUTIVE SUMMARY

A Financial Management System (FMS) is needed to process credit card payments through the new Integrated Library System (ILS) the Library is installing. Envisionware was the lowest quote among the two companies who provide this service.

Innovative Interfaces Incorporated is not a local vendor. There are no local vendors who provide the type of service.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Library Reserves will be used if there is not enough budget savings to cover the cost.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The purchase of a financial management system will allow the new Integrated Library System (ILS) to accept credit card payments. This service allows for in-person, self-check and web-based payments.
Is the general fund affected?	No
Future fiscal impact:	The proposed agreement has a term of five years. The cost will be included in the recommended budget in future years.
Consequences if not approved:	If not approved, the Library would be unable to accept credit card and debit card payments which would be an inconvenience for our patrons.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On August 25, 2015, the Board of Supervisors approved the Purchasing Agent to sign a letter informing Solano County of the County of Napa's intent to terminate the agreement that provided access to the Integrated Library System (ILS). On the same date, the Board approved an agreement with Innovative Interfaces Incorporated (III) for the ILS.

Use of the ILS dictates that Napa County Library (NCL) purchase its own Financial Management System (FMS) for credit card payments. NCL determined that only two companies were capable of providing the interfaces needed for the credit card processing portion of the FMS and contacted both companies to obtain quotes. Of the two quotes submitted, Envisionware had the lowest quote with the most complete system. This contract also includes transference of material from the ILS to the collection agency utilized by the Library, Unique Management Services.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins