

COLLEGE STATION I.S.D.
9604 ROCK PRAIRIE ROAD, COLLEGE STATION, TX. 77840
(979) 764-5408 * FAX (979) 694-5636

PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Martindale
DATE: June 4, 2018
SUBJECT: Cash Receipt Software

For the past several years the Business Office has been asked if the district could accept credit cards for various items like drama tickets, AP tests, field trips, uniforms, summer school, sports camps, shirts, bus fees, etc. A group of administrators from the Business Office with assistance from campus personnel began researching several vendors that supply cash receipt software for activity funds, trust and agency and general fund receipts.

Based on the evaluation and testing of the systems, the group agreed that the In Touch Receipting Suite was the best solution for the district. This software has the following capabilities:

- Accept credit cards online and the funds go directly to the correct campus/club account,
- Automates the counting of cash and checks,
- Reduces the deposit task time process by 50%,
- Prints the Bank Deposit tickets (no more handwriting),
- Sub-totals monies from many different sponsors and provides a grand total for the bank deposit,
- Sorts incoming checks in the system for easy follow-up research,
- Provides ability to print numbered receipts for in-school staff, parents, office,
- NSF tracking system,
- Automates and digitizes the entire cash handling process,
- A field trip: permission slips + fees turned in,
- Collect information from staff for shirts to easily place order
- Fines and fees follow students from site-to-site, year-to-year
- Able to partially pay for fines/fees/items – example: student conference fees,
- Student store with cash register, touch screen monitor, and inventory tracking,
- Items can be published for parents, community and linked from all sources,
- Full tracking of donations including donor information (if requested),
- Web reports for students, teachers and administrators,

- Setup of students – students come in from the student information system,
- Non-students represent clubs, teachers, donors, building rentals,
- Mass fees and customer groups for mass fees and reporting,
- Account billings and management,
- Parent can pay for fees, fines, items on line – immediate recognition in the reporting at the sites,
- Can control if a student account can purchase an item based on open fines,
- District is the merchant – secure and safe,
- Check compliance: students need to turn in forms (permission, concussion, conduct..), have grade levels and class participation, pay fees to be able to participate in extra curricula,
- Integrates with grades,
- Integrates with library system fines/fees lost books as applicable,
- Works with fee waivers,
- Free and reduced (waivers). Many districts adjust pricing for items based on a student's payment status – this information alerts InTouch to adjust the amount charged to a student over the counter or online based on the payment status,
- Integrates with school messenger to notify parents there are items to pay or order online,
- Allows the office to set up a zero cost item to collect shirt sizes for staff shirts at the beginning of the year. The office will be able to print out a report summarized by size so they can easily order. A report can also be printed with the staff name and size to use for distribution.

The attached quote was requested from In Touch Receipting for the software which is available from the Purchasing Cooperative of America (PCA) Contract #3-192-18. PCA contracts have been competitively bid and meet the State of Texas bid statutes.

It is the recommendation of Mark Pantel, Director of Purchasing and Debra Parks, Director of Business that the district purchase the In Touch Cash Receipt Software from In Touch Receipting in the amount of \$83,846.80 to be paid from 2017-2018 operating funds. The term of this agreement shall be five (5) years.



Mark Pantel, Director of Purchasing



Debra Parks, Director of Business



Costing and peripheral analysis

Premier Model – Turn Key

InTouch Receipting Suite

InTouch Receipting Software (e)(f) - One time

| | List | Price | Discount | Costs | Units | Net | Cost | Recurring? | Units | Extended |
|--|------|--------|----------|-------|--------------|-----|----------|------------|-------|----------|
| Site license - High Schools | 2600 | 15.00% | | 2,210 | per building | | one time | | 3 | 6630 |
| Site license - Middle Schools/Intermediate | 2200 | 15.00% | | 1,870 | per building | | one time | | 3 | 5610 |
| Site License - Elementary | 600 | 15.00% | | 510 | per building | | one time | | 13 | 6630 |
| Site License - Alternative/Pre School | 600 | 15.00% | | 510 | per building | | one time | | 0 | 0 |
| Site License - Pool/Other | 1500 | 15.00% | | 1,275 | per building | | one time | | 0 | 0 |
| Site License - District Office (optional) | 2600 | 15.00% | | 2,210 | per building | | one time | | 1 | 2210 |
| Site License - Student Stores | 2000 | 15.00% | | 1,700 | per building | | one time | | 2 | 3400 |
| InTouch Receipting Software | | | | | | | one time | | 22 | 24480 |

Other software

| | | | | | | | | | | |
|--|------|--------|--|-------|--------------------------|-----------|--|--|----|-------|
| InTouch Pay, InTouch Pay Lite and Counter Credit Cards (g) | 0.4 | 15.00% | | 0.34 | per card transaction | recurring | | | | |
| Student Update Interface | 1500 | 15.00% | | 1,275 | per district | one time | | | 1 | 1275 |
| Accounting Interface | 1500 | 15.00% | | 1,275 | per district | one time | | | 1 | 1275 |
| Athletics and Activities Module (optional) | 1000 | 15.00% | | 850 | per secondary buildir | one time | | | 6 | 5100 |
| Athletics and Activities Module (elementary) | 250 | 15.00% | | 213 | per elementary buildi | one time | | | 13 | 2769 |
| Library Interface - District Wide | 1000 | 15.00% | | 850 | per district | one time | | | 1 | 850 |
| Library Interface - Site License | 200 | 15.00% | | 170 | per site using library i | one time | | | 19 | 3230 |
| Food Service interface | 1000 | 15.00% | | 850 | per district | one time | | | 0 | 0 |
| Food Service interface | 200 | 15.00% | | 170 | per site | one time | | | 0 | 0 |
| FundTracker (building level check writing/accounting) | 1000 | 15.00% | | 850 | per site | one time | | | 19 | 16150 |
| Stadium Point of Sale (specific gate functionality) | 1500 | 15.00% | | 1,275 | per building | one time | | | 0 | 0 |
| Concession Point of Sale | 1500 | 15.00% | | 1,275 | per building | one time | | | 0 | 0 |
| Athletic/Activity Registration Software | 1500 | 15.00% | | 1,275 | per building | one time | | | 0 | 0 |
| | | | | | | | | | | 30649 |

FundTracker Full District Discount

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|-------|
| | | | | | | | | | | -8075 |
|--|--|--|--|--|--|--|--|--|--|-------|

Professional Services (b)

| | | | | | | | | | | |
|---|------|--------|--|-----|--|----------------|--|--|------|------|
| | | | | | | | | | | |
| District setup | 1000 | 10.00% | | 900 | | 2 one time | | | 2 | 1800 |
| Site-level setup - high schools | 1000 | 10.00% | | 900 | | 0.5 one time | | | 1.5 | 1350 |
| Site-level setup - Middle School | 1000 | 10.00% | | 900 | | 0.25 one time | | | 0.75 | 675 |
| Setup - Elementary | 1000 | 10.00% | | 900 | | 0.125 one time | | | 1.5 | 1350 |
| Setup - Alternative | 1000 | 10.00% | | 900 | | 0.125 one time | | | 0 | 0 |
| Setup - Pool/Other | 1000 | 10.00% | | 900 | | 0.5 one time | | | 0 | 0 |
| Setup - District Office | 1000 | 10.00% | | 900 | | 1 one time | | | 1 | 900 |
| Setup - Student Stores | 1000 | 10.00% | | 900 | | 1 one time | | | 2 | 1800 |
| Per hour | 150 | 10.00% | | 135 | | 0 one time | | | 0 | 0 |
| Library interface setup and configuration | 1000 | 10.00% | | 900 | | 1 one time | | | 1 | 900 |
| Student Schedule Interface Setup | 1000 | 10.00% | | 900 | | 0.5 | | | 0.5 | 450 |
| Student Demographics Extract Setup | 1000 | 10.00% | | 900 | | 0.5 | | | 0.5 | 450 |
| | | | | | | | | | | 9675 |

Professional Services

| | Rate/ Site | Disc. | Sites | | | |
|---|---------------|--------|------------------------------|-----------|----|-------|
| Annual Support and Update Costs - Annual | | | | | | |
| Unlimited Help Desk, M-F S/W updates - High School | 700 | 10.00% | 630 per building | recurring | 3 | 1890 |
| Unlimited Help Desk, M-F S/W updates - Middle School | 700 | 10.00% | 630 per building | recurring | 3 | 1890 |
| Unlimited Help Desk, M-F S/W updates - Elementary School | 300 | 10.00% | 270 per building | recurring | 13 | 3510 |
| Unlimited Help Desk, M-F S/W updates - Alternative School | 300 | 10.00% | 270 per building | recurring | 0 | 0 |
| Unlimited Help Desk, M-F S/W updates - Pool/Other | 700 | 10.00% | 630 per building | recurring | 0 | 0 |
| Unlimited Help Desk, M-F S/W updates - District Office | 700 | 10.00% | 630 per building | recurring | 1 | 630 |
| Unlimited Help Desk, M-F S/W updates - Student Stores | 700 | 10.00% | 630 per building | recurring | 2 | 1260 |
| Unlimited Help Desk - Athletic and Activities Module | 300 | 10.00% | 270 per secondary buildir | recurring | 6 | 1620 |
| Unlimited Help Desk - AAD - Elementary | 150 | 10.00% | 135 per elementary buildi | recurring | 13 | 1755 |
| Accounting Interface Updates and Support | 300 | 10.00% | 270 per district | recurring | 1 | 270 |
| Library interface - update and support | 200 | 10.00% | 180 per site using library i | recurring | 19 | 3420 |
| Food Service Interface | 300 | 10.00% | 270 per site using library i | recurring | 0 | 0 |
| FundTracker Module - Update and Support | 300 | 10.00% | 270 per site | recurring | 19 | 5130 |
| InTouch Hosting Services | 1 | 10.00% | 1,200 all sites | recurring | 1 | 1200 |
| Athletic/Activity Registration Software | 700 | 10.00% | 630 per building | recurring | 0 | 0 |
| | | | | | | 22575 |

InTouch Pay Setup and Configuration (ONLINE)

| | | | | | | |
|---|------|--------|-----|--------------|---|------|
| Training/setup - district office/business | 1000 | 10.00% | 900 | 1 one time | 1 | 900 |
| Setup technology | 1000 | 10.00% | 900 | 0.5 one time | 1 | 900 |
| InTouch Pay Setup Costs | | | | | | 1800 |

Training

| | | | | | | |
|--|------|--------|-----|--------------|---|------|
| Training classes - on-site (days) (a) | 1000 | 10.00% | 900 | 4 one time | 4 | 3600 |
| Travel costs - based on actual (3) | | | 0 | 1 one time | | 0 |
| Travel days - estimate | 800 | 10.00% | 720 | 1 | | 0 |
| Athletics and Activities Module - training © | 1000 | 10.00% | 900 | 0.5 one time | 1 | 900 |
| Training | | | | | | 4500 |

| | | | | | | |
|---|-----|-------|-----|------------|----------|--------------|
| POS Station Configuration (estimated) | | | | | | |
| Thermal customer receipt printer | 399 | 5.00% | 379 | 0 optional | 0 | not budgeted |
| Cash drawer | 200 | 5.00% | 190 | 2 | 380 | |
| 15" High Res. Touch Monitor - Flat Panel | 450 | 5.00% | 428 | 2 | 856 | |
| Magnetic Stripe Reader for Counter Credit Cards | 150 | 5.00% | 143 | 9 | 1,287 | |
| NCR 856995 Case of thermal paper/230"x48" | 130 | 5.00% | 124 | 0 optional | 0 | not budgeted |
| POS Station Configuration (estimated) | | | | | 0 | |

| | | |
|---|----------|----------|
| Total System Costs (prior to applicable taxes) | 88,127 | 88,127 |
| Additional Full District Discount | -4280.2 | -4280.2 |
| Net Cost - Applicable Sales taxes will be added | 83,846.8 | 83,846.8 |
| Budget save items not specifically noted above | | |
| (a) Training on site implementation | | |
| (b) InTouch is ready to "run" prior to training. Software installation is generally completed prior to training remotely. Training only makes minor modifications to an otherwise completed product. Users setup their touch screens is the major modifications (fun). | | |
| (c) best to schedule the athletics and activities training following the bookkeeper training | | |
| (e) InTouch Licensing and support - the schedule above is a matrix site type multiplied by number of sites. Discounting has been calculated from the estimated total. Support is required. | | |
| (f) site licenses allow for unlimited terminals. | | |
| (g) InTouch Pay / all credit cards are charged in arrears only for credit card payment transactions (online/counter) processor fees additional - budget \$.10 + 2.1% of transaction. Total credit card costs on a \$100 transaction for both InTouch + the processor should be around 3% | | |

Dear Carmella,

Thank you again for viewing our demo and choosing InTouch Receipting for you receipting needs. Please accept the costing proposal with the detailed descriptions of line items, related modules, professional services and so forth. Please reach out with any questions and we look forward to working with you. The annual renewal costs are guaranteed to be the same level for 5 years. It is our understanding that this proposal will be presented to the College Station ISD School board in June, 2018 for approval, with the PO being opened briefly after. InTouch is part of the purchasing consortium for Choice Partners, Goodbuys-ESC 2 and PCA America.

Please reply "confirmed" to this email and we will move forward with scheduling your on-boarding call. Thank you and feel free to contact me any time at 740-803-2178.

Sincerely,

Mike Neubig
Chief Sales Officer