



Recommendation for Action

File #: 23-3296, **Agenda Item #:** 33.

11/30/2023

Posting Language

Authorize negotiation and execution of a contract for payment processing services with RecTrac, LLC d/b/a Vermont Systems, for up to three years for a total contract amount not to exceed \$750,000.

[Note: Sole source contracts are exempt from the City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program); therefore, no subcontracting goals were established].

Lead Department

Financial Services Department.

Client Department(s)

Parks and Recreation Department.

Fiscal Note

Funding in the amount of \$250,000 is available in the Fiscal Year 2023-2024 Operating Budget of the Parks and Recreation Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

Sole Source.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500.

Additional Backup Information:

This contract is for the PayTrac payment processing software used by the Parks and Recreation Department. This proprietary credit card transaction software is used for all program, facility, golf tee time, and campsite reservations, equipment rentals, point-of-sale purchases, pass management, visit tracking, and related services. RecTrac, LLC d/b/a Vermont Systems processes over \$15 million in revenue annually. Over 98% of these transactions are paid via credit card. RecTrac's PayTrac payment processing solution is a self-contained, end-to-end system, designed for the parks and recreation industry and is the only software that offers fully integrated payment processing across all RecTrac application software.

RecTrac, LLC d/b/a Vermont Systems is the sole provider, developer, and implementer of the PayTrac payment processing solution software. There are no other authorized resellers of the software.

Contract Details:

Contract Term	Length of Term	Contract Authorization
Initial Term	1 year	\$250,000
Optional Extension 1	1 year	\$250,000

Optional Extension 2	1 year	\$250,000
Total	3 years	\$750,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.