

November 18, 2021

22-058

CONTRACT APPROVAL FOR ELECTRONIC BILLING  
AND PAYMENT SERVICES TO TOUCHNET  
INFORMATION SYSTEMS INC.

PREPARED BY: Michael Mathews, College Purchasing Manager,  
Procurement

FINANCIAL  
RESPONSIBILITY: Michelle Brown, Treasury Manager and Bursar, Treasury

APPROVED BY: Dina Farrell, Associate Vice President, Finance  
Mark Mitsui, President

STRATEGIC THEMES: Workforce: Respond to community and workforce needs  
by developing a culture of agility by creating a data-  
informed continuous improvement ecosystem to establish  
agile decision-making.

REPORT: TouchNet is a comprehensive electronic billing and  
payment suite along with additional online services  
including integrated payment plan options and shopping  
cart functionality. The existing contract with TouchNet will  
expire on December 9, 2021.

The Community College Rules of Procurement CCR.212  
allow for the purchase of proprietary software without  
additional competition. TouchNet is the sole provider of  
the TouchNet E-Commerce Suite and ASP Services that  
work with our existing infrastructure.

The term of the contract will be for 5 years, commencing  
on December 10, 2021. The Annual cost is \$238,670.00.

No firms registered with the Oregon COBID office are  
able to support this contract.

RECOMMENDATION: The Board of Directors authorize the College to enter into  
a contract with TouchNet for \$1,193,350.00 over five  
years with funding from the General Fund.