NMHU PURCHASING DEPARTMENT

SOLE SOURCE JUSTIFICATION FORM

A sole source procurement is one for which only one vendor is capable of or allowed to perform a particular service and/or construction or for a tangible item that can be offered by only one vendor. A sole source procurement must comply with §13-1-126 and §13-1-128 N.M.S.A. 1978 and all other state statutes and federal regulations pertaining to sole source procurements.

Submittal of this form is one of the steps required prior to approval of the procurement (approved via issuance of a purchase order). If this procurement is approved by the NMHU Purchasing Department it will then be posted onto the University’s website and the State of New Mexico’s Sunshine Portal. The posting will be for no less than thirty (30) calendar days. If a potential vendor submits a protest against a sole source procurement within that timeframe, the sole source will not be awarded until, and if the protest is resolved.

This form must be completed in its entirety. If it is not completed in its entirety it will not be accepted and will be returned to the requestor.

Describe the tangible item(s), construction and/or service(s) you would like to procure.

Payment Gateway Services

Provide the following:

Vendor Name TouchNet Information Systems Inc.
Address 15520 College Blvd
Lenexa, KS 66219

Name of Company Representative Cylinda Duran
Company Contact Information
Email cylinda.duran@touchnet.com
Telephone 913-599-6699
Fax 913-599-5588

Amount of Proposed Sole Source $ 120,000 — 60 months


Can this procurement be made by the regular Invitations for Bids (lowest bid amount) or Request for Proposals (qualifications-based) process? If not, explain why.

TouchNet is the Preferred partner that is licensed from and directly supported by Ellucian. On file, is a sole source justification document that outlines the strategic partnership between Ellucian and TouchNet.

What other tangible items, services or construction methods did you consider? Specify the specifications, sources, technical data and any other non-tangible factors that you considered.

Considered several options for payment services including managed services and current manual process.

Which other companies did you contact for the tangible item(s), construction and/or service(s)? Provide the name of the company, representatives you spoke to and contact information.

CashNet. Can provide similar services, but would take more University resources and time to manage partnership, rather than using a strategic partnership offered by Ellucian.

Did you rely on information from other individuals to make your determination, if so by who and what information did they provide?
No.

Provide any additional information that may be useful in making a determination.
n/a
Attach to this department quotes, technical specifications or other data that describes the tangible item(s), service(s) and/or construction.

I certify that all the information provided in this document and all attachments (if applicable) are to the best of my knowledge and I understand that there are penalties for willful violations of the State of New Mexico Procurement Code.

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<th>Requestor Name and Title</th>
<th>Signature</th>
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<td>Gian V. Giusti</td>
<td>Qian V. C.</td>
<td>5-22-17</td>
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APPROVALS:

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<td>Name and Title</td>
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<td>Adam Gustos</td>
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Introduction

Ellucian™ is pleased to submit this sole source justification for the Ellucian Payment Center by TouchNet. In this letter we will describe the comprehensive, turnkey solution of integrated software modules that meet the eCommerce needs of our Higher Education customer base. The Ellucian Payment Center™ by TouchNet [Payment Center] is licensed from and supported directly by Ellucian.

This product offering became available in March 2013, when Ellucian and TouchNet® executed a new Strategic Partnership Agreement in which Ellucian licenses, distributes, and supports the Ellucian Payment Center by TouchNet for our Banner® by Ellucian, Colleague® by Ellucian, and Ellucian PowerCampus® customer bases. The Payment Center is a combination of the existing TouchNet® Payment Gateway, real-time integration to Banner, Colleague and PowerCampus by Ellucian, and the TouchNet Student Account Center that is in operation at over 500 Ellucian customer sites.

The Ellucian Payment Center by TouchNet is unique in that it provides real time, online student account payments, and provides merchants the ability to accept Credit Cards, Debit Cards, ACH, International Wire Payment as well as Convenience Fee Services in a turnkey eCommerce solution. The Ellucian Payment Center is licensed directly from Ellucian as an addendum to the existing agreement between Ellucian and your campus. Ellucian will deliver the Ellucian Payment Center as a part of your baseline ERP solution and will provide Tier 1 Action Line support.

In working with our existing customers, we found that Universities are looking for a vendor that is a leader in their field and offers a best practice approach to these services by utilizing state-of-the-art services, technology and management strategies to process and secure all payments across the university. Ellucian evaluated all of their payment partners and chose to work with TouchNet to create the Ellucian Payment Center by TouchNet. As a part of the XE Ecosystem, Ellucian certifies, sublicenses, delivers, and supports the Ellucian Payment Center to take payments within the XE Ecosystem.

In our due diligence research, Ellucian appreciated the fact that TouchNet introduced the first commercial payment gateway for colleges and universities; and today has the broadest spectrum of campus commerce solutions in the market. In addition, TouchNet was the first Higher Education-focused provider of commerce management solutions to be certified for both the PCI DSS (Payment Card Industry Data Security Standard) and the PA-DSS (Payment Application Data Security Standard). TouchNet is a knowledge leader in industry best practices regarding security, payment processing, and PCI compliance. In addition to being fully certified, TouchNet is also a contributing member of the Payment Card Industry Security Standards Council.

Sole Source Rationale

We believe the following items are unique to the Ellucian Payment Center by TouchNet that are not available through any other eCommerce Vendor:

1. The Ellucian Payment Center by TouchNet is licensed and supported directly by Ellucian. Ellucian does not license or support any other eCommerce payment vendor. This solution may be added on to your existing Ellucian Contract.
2. The Banner integration for the Ellucian Payment Center by TouchNet is delivered and supported directly by Ellucian. Integration components are tested by Ellucian. Only code that is tested by Ellucian is loaded into your mission critical Banner environment.

3. The Ellucian Payment Center by TouchNet is the only eCommerce Payment Solution that is fully PCI DSS and Payment Application Data Security Standard (PA-DSS) Certified by the PCI Security Council. No other Higher Education eCommerce vendor has certified all of their applications to the Payment Application Data Security Standard (PA-DSS).

4. The Ellucian Payment Center by TouchNet is the payment hub of the Ellucian XE (Extensible EcoSystem) vision. This system will be used to support payments and eCommerce solutions across our entire product roadmap.

5. TouchNet provides additional eCommerce modules that are integrated into the Ellucian Payment Center by TouchNet, including in person cashiering payments, mobile payments, payment plans, deposits, refunds, 1098Ts, eBilling, eDeposits and Payment Plans.
6. The Ellucian Payment Center by TouchNet is the only eCommerce system that Ellucian provides Tier 1 ActionLine Support.

About TouchNet

TouchNet Information Systems, Inc. is a pioneer in delivering innovative financial technology to institutions of Higher Education. Since 1989, colleges and universities have relied on TouchNet to unify and secure payments and related business transactions campuswide. TouchNet helps these institutions save, make, and manage money more effectively by giving them greater control over transactions, costs, and compliance while providing greater operational efficiencies and self-service access to real-time information.

Ellucian/TouchNet Partnership

TouchNet has partnered with Ellucian and its heritage companies since 1995, providing software solutions that complement Ellucian’s solutions. TouchNet works closely with Ellucian in the design of our software in order to provide real-time updates to ERP software. Because TouchNet and Ellucian have a successful and well-established relationship, the joint level of customer support is excellent.

At the Ellucian Live conference on April 7, 2013, Ellucian announced a material change to its partnership with TouchNet. Ellucian and TouchNet have executed a new Strategic Partnership Agreement in which Ellucian will distribute and license the Ellucian Payment Center™ by TouchNet as a supported Ellucian product. Moving forward, TouchNet will be the only payment partner whose solutions will be licensed, distributed, and supported by Ellucian.
The new Payment Center will provide colleges and universities with a base module that is rich in user features, is PCI (Payment Card Industry) compliant, and offers campus constituents a range of payment options. The Payment Center will support Banner® by Ellucian, Colleague® by Ellucian, Ellucian Advance™, Ellucian Recruiter™, and PowerCampus™ by Ellucian.

Payment Center gives students self-service access to real-time account balances, as well as the ability to make electronic account payments, manage online payment profiles, and designate authorized users who can make payments on their behalf. It gives campus administrators a single sign-on administrative center, including the Payment Center Dashboard, to monitor and manage payment transactions.

In keeping with the Ellucian XE (Extensible Ecosystem) vision, this highly functional Payment Center can be easily expanded to a fully unified and comprehensive campus commerce system. Upgrade modules include self-service payment plans, electronic student refunds, online storefronts, cashing, POS capabilities, and more.