

KITTITAS COUNTY  
SHERIFF'S OFFICE

**AGENDA STAFF REPORT**

**AGENDA DATE:** August 2, 2016

**ACTION REQUESTED:** Request to Approve the 'Attachment A – Services' page of the Professional Services Agreement between Kittitas County Sheriff's Office and Government Payment Service, Inc.

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**BACKGROUND:** The Kittitas County Sheriff's Office elects to purchase from Government Payment Services, Inc. a one-year *GovSwipe* service for Sheriff Admin. This will enable the Sheriff's Office to take debit and credit card payments in the lobby of the Admin building for services such as concealed weapons permits and renewals and fingerprinting. The card swipe machines are free to the county, and their ownership is retained by the vendor. Enabling the use of a card swiper is expected to greatly reduce the amount of cash and checks that the Sheriff's Office handles. Card payments would be automatically deposited into the bank account specified by the County Treasurer. Customers will still have the choice between cash, check, or card. A small convenience fee will be charged by the vendor directly to the customer, and the customer will be advised of this fee before the transaction is completed. The County will not be responsible for cancellations or chargebacks by customers, the vendor will handle those.

**INTERACTION:** This 'Attachment A – Services' page was reviewed and approved by the Kittitas County Prosecutor's Office.

**RECOMMENDATION:** Request to Approve the 'Attachment A – Services' page of the Professional Services Agreement between Kittitas County Sheriff's Office and Government Payment Service, Inc.

**HANDLING:** Please return one set of signed originals to Kittitas County Sheriff's Office, so we can return them to the vendor for their records.

**LEAD STAFF:** Heather Seibert, Chief Financial Manager