



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145519

PAGE 1 OF 13

DATE: 7/1/2025

**SUBJECT: CONSIDERATION OF ADDENDUM 13 TO MASTER AGREEMENT -
ELECTRONIC PAYMENT PROCESSING SERVICES - LAW LIBRARY -
CATALIS PAYMENTS, LLC - PER CONTRACT TERMS**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider Addendum 13 to Master Agreement for Electronic Payment Processing Services with Catalis Payments, LLC at the per contract terms.

BACKGROUND

On October 26, 2021, the Commissioners Court, through Court Order #136705, approved the Master Agreement and Addenda 1 through 6 for Electronic Payment Processing Services with nCourt, LLC.

On June 14, 2022, the Commissioners Court, through Court Order #138370, approved Addendum 7 to Master Agreement for Electronic Payment Processing Services, for the Sheriff's Office, with nCourt, LLC.

On November 22, 2022, the Commissioners Court, through Court Order #139771, approved Addendum 8 to Master Agreement for Electronic Payment Processing Services, for the Sheriff's Office, with nCourt, LLC.

On November 22, 2022, the Commissioners Court, through Court Order #139772, approved Addendum 9 to Master Agreement for Electronic Payment Processing Services, for the County Clerk's Office, with nCourt, LLC.

On June 6, 2023, the Commissioners Court, through Court Order #141045, acknowledged vendor name change from nCourt, LLC to Catalis Payments, LLC.

On December 19, 2023, the Commissioners Court, through Court Order #142347, approved Addendum 10 to Master Agreement for Electronic Payment Processing Services, for Public Health, with Catalis Payments, LLC.

On March 5, 2024, the Commissioners Court, through Court Order #142780, approved Addendum 11 to Master Agreement for Electronic Payment Processing Services to Catalis Payments, LLC.

On January 28, 2025, the Commissioners Court, through Court Order #144656, approved Addendum 12 to Master Agreement for Electronic Payment Processing Services to Catalis Payments, LLC.

SUBMITTED BY	Purchasing	PREPARED BY:	James Bocks, CPPB
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

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The current request will permit the Law Library use of electronic payment processing services which provide software that permits government agencies to collect citizen payments online via the web or a mobile device as well as allow the integration of payment processing services with existing County systems to ensure citizen account accuracy. Examples of services that the Law Library collects payments for include printing and copying services.

The Addendum 13 to Master Agreement is attached for approval and signature. The Criminal District Attorney's Office reviewed this Addendum as to form.

FISCAL IMPACT

All associated costs are paid by the cardholder through a convenience fee.

CATALIS 

Statement of Work (SOW) and Payment Processing Services Proposal

Progress and Innovation Through Partnership
Tarrant County Law Library

As presented 5.1.2025

*Expanding payment services to
Tarrant County, TX Law Library*

This Statement of Work ("SOW") outlines the scope, requirements, and responsibilities for transitioning the Tarrant County Law Library's electronic payment processing services from Certified Payments to Catalis. The County provided an initial summary of its needs, identifying the objective of lowering transaction fees for patrons while aligning with the County Auditor's broader strategy of consolidating payment vendors under the existing Catalis Master Agreement. By leveraging this Master Agreement through an addendum, the County can achieve a cost-effective transition to Catalis, enhancing payment service consistency across departments without incurring additional expenses.

The Law Library's new Catalis solution will be deployed as a standalone, non-integrated system, operating independently of other County software or databases. This transition will lower service fees for patrons, who primarily utilize low-cost services such as black and white printing and copies, and will address the financial burden caused by recent vendor increases. Catalis' standalone Point-of-Sale (POS) will ensure compliance with PCI DSS standards, provide daily settlement through ACH, and deliver robust reconciliation reporting. This SOW formalizes the plan for a smooth, compliant, and fully supported transition for the Law Library.

Darren LaPorte
Regional Sales Director South Central
Darren.laporte@catalisgov.com

A Framework for Success Through Partnership

Non Integrated and Secure Solution Secure, Reliable, Audited

Catalis current security and data privacy standards include PCI and SOC2 compliance, the highest levels in the industry. Compliance which we extend to all facets of our payments service we shall deploy for the Tarrant County Law Library in a POS Payment service that is non integrated.

Reporting & Training

Catalis shall provide with an online payments dashboard reporting tool, reports sent via email, with ad-hoc reporting support available for settlement, reconciliation, and strategic planning. We include virtual training as an essential part of our commitment to you.

Comprehensive Solution

Catalis shall provide TCPH with its breadth of payment channels and methods as required by the needs of TCPH departments. More detailed information on available channels and methods is in the pages to follow.

Exceptional Client and Tech Support

Catalis shall make available a client support team dedicated to providing unparalleled assistance and guidance throughout your entire journey with us. Your staff will have access by phone and email to our technical client care team. You will also be assigned a dedicated Client Success Manager to work with you on a regular cadence to help you achieve your goals as we work in partnership to achieve success.

Timeline

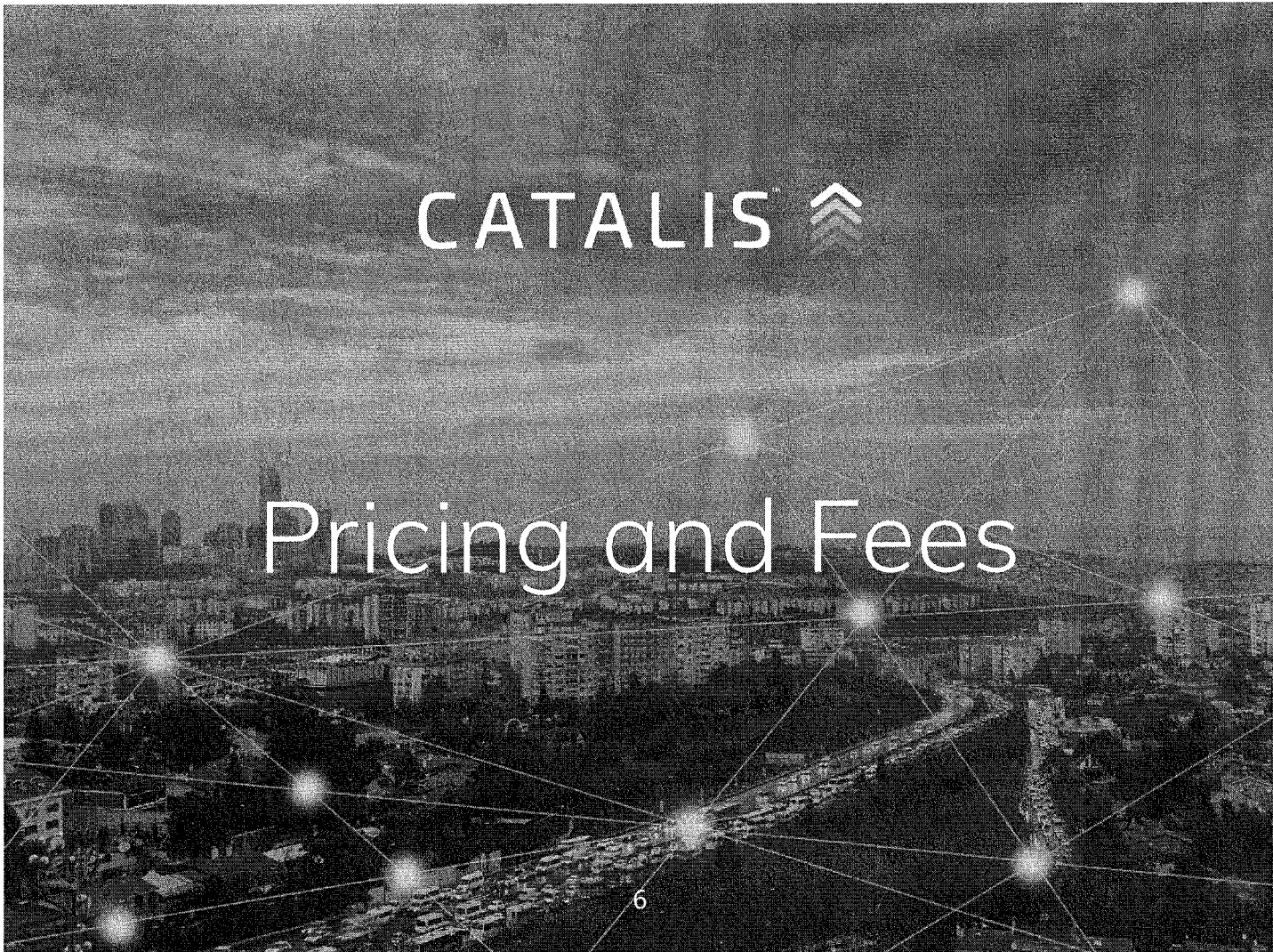
Catalis shall schedule a project kickoff in 2025 with designated County Library Stakeholders. Our project team will work with department stakeholders on a tailored timeline that will satisfy your requirements and also fosters collaborative and productive partnership throughout the project duration for a timely, efficient, and robust implementation.

Law Library Requirement	Catalis Requirement SOW
Vendor Transition	The Catalis solution will facilitate the migration of payment processing services from Certified Payments to Catalis.
Contractual Framework	The solution will be implemented under the existing Master Agreement between Tarrant County and nCourt/Catalis via this formal Statement of Work (SOW) in conjunction with an Addendum.
Payment Channels - POS	The Catalis Payment solution will provide a Catalis-hosted web-based payment page and/or portal in support of POS.
Payment Channels - POS	<p>The solution will include the deployment of four (4) Point-of-Sale (POS) terminals supporting seven (7) users.</p> <p>One device is included at no charge. More than one device share incur a fee as in POS Pricing section as below.</p>
POS Device	<p>The Catalis solution will utilize POS devices that:</p> <ul style="list-style-type: none"> • Are EMV-enabled and PCI-compliant.

	<ul style="list-style-type: none"> • Support "tap and pay" via NFC (Near Field Communication). • Allow inserting cards to read EMV chips. • Allow sliding cards to read magnetic stripes.
Payment Methods Accepted	The Catalis solution will accept Visa, MasterCard, Discover, American Express (AMEX), and Mobile Wallet payments.
Fee Structure	The Catalis solution ensures service/convenience fees associated with payment processing are paid by the public (patrons).
System Integration	The Catalis solution will operate on a standalone, non-integrated basis.
Hardware	The Catalis solution will include one device and the provision of required POS hardware by Catalis, shipped to address as provided by Law Library Stakeholders, installed remotely by Catalis Staff, and functional. Additional device prices are noted in SOW above.
Receipts	<p>The solution will generate a receipt for each transaction that can be printed included, at a minimum, the following:</p> <ul style="list-style-type: none"> • Receipt Number • Time/Date • Invoice item description • Quantity • Amount (Subtotal) • Convenience Fee • Total Amount • Card Name • Last 4 digits of the debit/credit card • Result (approved/declined) • Any other pertinent information
Compliance	The Catalis solution will adhere to Payment Card Industry Data Security Standards (PCI DSS) and all relevant payment network operating regulations, as outlined in the Master Agreement.

<p>User Management</p>	<p>The solution will provide administrative capabilities for designated Law Library management personnel to add, edit, and delete authorized users, as well as reset user passwords when necessary.</p>
<p>Auditor Reporting</p>	<p>The solution will provide reporting capabilities meeting the Auditor's office needs, including:</p> <ul style="list-style-type: none"> • A Summary Report filterable by Date and Date Range, showing Depositor Name and Description. • The Summary Report must list (at minimum) Fund No, Cost Center, Account Number, and Grant Number (if applicable).
<p>Summary Reporting</p>	<ul style="list-style-type: none"> • The solution will generate summary reports based on a specified date range. • These reports will break down totals by payment method type (Visa, MasterCard, AMEX, Discover, etc.). • For each payment method type, the reports will show the number of transactions, the subtotal for payments, the subtotal for credits (refunds/voids), and the net total.
<p>Detail Reporting & Search</p>	<p>For reconciliation and correcting errors, the solution will provide easy and user-friendly ways to search for specific transactions within a Detailed Report using unique field search options, including (at a minimum):</p> <ul style="list-style-type: none"> • Date range • Payment ID/Transaction ID • Specific Date/Time • Transaction Amount • Payment or Credit indicator • Billing Information (e.g., Name) • Card Type • Authorization Code • Last 4 digits of the card number
<p>Training</p>	<p>The solution provider (Catalis) will deliver comprehensive virtual training and user-friendly materials for Law Library staff on POS systems, reporting, and any other relevant components.</p>

Settlement	The solution will ensure accurate daily settlement and remittance of funds to the County via ACH, accompanied by clear reconciliation reporting.
Support	The solution provider (Catalis) will offer responsive customer and technical support consistent with the Master Agreement terms.
Refund Initiation	The solution will enable authorized users to easily initiate a full or partial refund against an original transaction with minimal steps.
Refund Visibility	The solution will ensure refund transactions appear clearly identified with the merchant's name and as a credit/refund on the patron's cardholder statement.



Pricing and Fees

In consideration for the provision of the development, hosting, application, customer service, and processing fees related to the E-Payment System,

The pricing below reflects the pre-negotiated favorable rates per the Tarrant County Master Services Payments Contract currently in force.

POS Counter Payments

▼ Selected

Description

Consumer Debit & Credit Cards
2.35% per transaction
\$1.50 minimum per transaction

One PCI-compliant POS hardware with EMV/NFC/magstripe capability is included at no charge to the county with this SOW.

Additional Devices are available to the county at their request at a rate of \$350 per device.

Hardware & Services Fees		
Description	Quantity	Price
Implementation and System Deployment	1 Project(s)	\$0.00 \$10,000.00 100% OFF
EMV POS Devices - 1 included at no charge	1 Unit(s)	\$0.00 \$350.00 100% OFF
EMV POS Device if > 1 (Number to be finalized)	1 Per Device	\$350.00
Training	1 Virtual Training	\$0.00 \$350.00 100% OFF

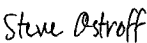
100% OFF

SUBTOTAL ~~\$350.00~~

\$0.00

✓ Selected

Catalis Payments, LLC

Signed by:

811FAF338E2B4FA...
Name

Steve Ostroff
Printed Name

Executive Vice President and GM
Title

5/19/2025 | 4:14:21 PM EDT
Date


SIGNED AND EXECUTED this _____ day of _____, 20__.

COUNTY OF TARRANT

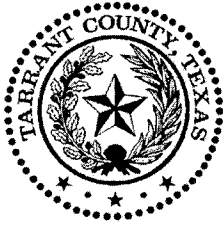
STATE OF TEXAS

Tim O'Hare
County Judge

APPROVED AS TO FORM:


Criminal District Attorney's Office*

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: Consideration of Addendum 13 to Master Agreement - Electronic Payment Processing Services - County Clerk's Office - Catalis Payments, LLC - Per Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
