



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

PAGE 1 OF 9

DATE: 1/28/2025

**SUBJECT: CONSIDERATION OF ADDENDUM 12 TO MASTER AGREEMENT -
ELECTRONIC PAYMENT PROCESSING SERVICES - COUNTY CLERK'S
OFFICE - CATALIS PAYMENTS, LLC - PER CONTRACT TERMS**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider Addendum 12 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.

The current request will permit the County Clerk's Office 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.

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



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 1/28/2025 PAGE 2 OF 9

The Addendum 12 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. Any optional equipment or services will be provided on an as-needed basis.

Addendum 12 to Master Agreement for with Catalis Payments, LLC. (nCOURT) Electronic
Payment Processing Services

1. BACKGROUND

This Addendum of the Master Agreement for Electronic Payment Processing Services formalizes the scope of services and implementation plan for the following department:
Tarrant County Clerk

County of Tarrant, State of Texas
Master Agreement Electronic Payment Processing Services

Contract duration: Refer to the Master Agreement

The Statement of Work (SOW) is to be used by all Tarrant County, Texas departments/agencies for any engagement of Merchant Services Credit/Debit and Electronic Payment Services.

Once a department/agency identifies the scope of the engagement (services to be performed, resources, projected timelines etc.), this SOW serves as the formal engagement for Catalis LLC (nCOURT).

Note: All allowable terms and conditions have been included in the Master Agreement by and between Catalis Payments, LLC (VENDOR) and the County of Tarrant, State of Texas (COUNTY). There is NO need to enter into a separate contract form or addendum with engagement or contractual terms. All performance expectations must be included as part of this SOW.

Tarrant County Department/Agency Name: Tarrant County Clerk
Mailing Address: 100 W. Weatherford Street, Fort Worth, TX 76196
Contact Name: Mary Louise Nicholson
Email address: mlnicholson@tarrantcountytexas.gov
Telephone: 817-884-1070

The expected processing volume in the Program is estimated at 80,000 transactions per year with total receipts processed of approximately \$2.7M.

Services Sought under this SOW are identified in two implementation phases:

Table 1. Service and Payment Options

Check all that apply	Payment Channels	Check all that apply	Payment Methods	Check all that apply	Additional High Level Functional Requirements
<input checked="" type="checkbox"/>	Hosted web-based payment page	<input checked="" type="checkbox"/>	VISA	<input checked="" type="checkbox"/>	System integration (Phases 1 and 2)
	Authorization and settlement only (dept./agency) hosts the web page	<input checked="" type="checkbox"/>	MasterCard		
<input checked="" type="checkbox"/>	POS terminals – indicate the number of devices below	<input checked="" type="checkbox"/>	AMEX	YES	Will a cloud-based application originate the payment request?
<input checked="" type="checkbox"/>	Interactive Voice Response (IVR)	<input checked="" type="checkbox"/>	DISCOVER	<input checked="" type="checkbox"/>	Payment Plans
<input checked="" type="checkbox"/>	Mobile payment application	<input checked="" type="checkbox"/>	ACH/e-check	<input checked="" type="checkbox"/>	Recurring payments
<input checked="" type="checkbox"/>	Call Center	<input checked="" type="checkbox"/>	Cash payments (PayNearMe)	<input checked="" type="checkbox"/>	Outbound notification service
		<input checked="" type="checkbox"/>	Mobile wallet	<input checked="" type="checkbox"/>	Shopping cart functionality
				<input checked="" type="checkbox"/>	Ticket in the system notification
87	Total number of POS devices in use by the County Clerk			<input checked="" type="checkbox"/>	Public pays the service fee
					COUNTY absorbs the service fee
				<input checked="" type="checkbox"/>	Bifurcation of funds into multiple County accounts

1. Phase One – Remote Marriage License Integration

The Tarrant County Clerk’s Office manages a Remote Marriage License service, where County residents can pay marriage license fees online. Table 1 in this document contains the list of Payment Channels, Payment Types, and High-level functions required under this agreement. GovOS Marriage License Solution integrations services covered under this Addendum include, but are not limited to:

- 1.1 VENDOR shall develop custom integrations to the GovOS Marriage License solution to facilitate the extraction of data pertinent to the payment to present the payment due

and, following the processing of the payment, to update the County systems with payment information on a real-time basis.

- 1.2 COUNTY staff supporting the GovOS system will actively support the requirements to integrate with VENDOR system and the anticipated “go-live”. COUNTY will facilitate said system vendor support, as needed, to meet the “Go-live” date in the specified timeframe.
- 1.3 To provide the COUNTY with a posting file to the COUNTY Marriage License system, GovOS, COUNTY will provide the file format specification to be used to post payments to the Marriage License system.
- 1.4 Implementation Plan
Timeline and Milestones to be agreed upon by VENDOR and COUNTY. This will include reporting and go-live support, as needed.

Table 2. Project Team

	VENDOR	COUNTY
Project Manager		Madhavi Chadalawada
Email		MChadalawada@tarrantcountytexas.gov
Phone		817-884-1850
Technical Lead		Michael Webb
Email		MAWebb2@tarrantcountytexas.gov
Phone		817-884-7454
Executive Sponsor		Mary Louise Nicholson, Tarrant County Clerk

2. Phase Two – Records Management System(s) (RMS) Integration

The Cloud Records System provided by GovOS supports a variety County Clerk Vital Records and Office of Public Records (OPR) functions. This section includes both web-based transactions and Point of Sale transactions. Table 1 in this document contains the list of Payment Channels, Payment Types, and High-level functions required under this agreement. The services covered under this Agreement include, but are not limited to the following:

- 2.1 VENDOR shall develop custom integrations to the GovOS system to facilitate the extraction of data pertinent to the payment to present the payment due and, following the processing of the payment, to update the County systems with payment information on a real-time basis.
- 2.2 COUNTY will make the RMS System Vendor (GovOS) aware of the requirement to integrate with VENDOR system and of the anticipated “go-live” date contemplated herein. COUNTY will compel said system vendor to actively participate in accomplishing the “go-live” date in the specified timeframe outlined herein.
- 2.3 To provide the COUNTY a posting file for posting to the COUNTY’s record management system, RMS System (GovOS); COUNTY will facilitate the creation of the file format specification to be used to post its payments to the records management system, RMS System (GovOS). COUNTY will fully cooperate with VENDOR and provide the information required to integrate with the COUNTY’s records management system.
- 2.4 IMPLEMENTATION PLAN

Timeline and Milestones – to be agreed upon by VENDOR and COUNTY project teams.
This will include reporting and go-live support, as needed.

2.5 Project Team

COUNTY and VENDOR project team for Phase 2 will be determined during implementation.

3. All other Terms & Conditions set forth in the Agreement remain in effect.

CATALIS PAYMENTS, LLC

Signed by:
Steve Ostroff
Name 811FAF338E2B4FA...

Steve Ostroff

Printed Name

Executive Vice President and GM

Title

12/17/2024

Date

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

COUNTY OF TARRANT

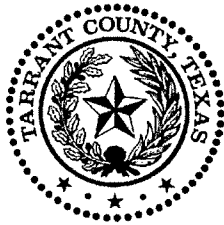
STATE OF TEXAS

Tim O'Hare
County Judge

Kimberly Colliet Wesley

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 12 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.
