



## MEMORANDUM CITY STANDARD APPROVAL

**TO:** Hugh Dunkley, Finance Director  
**FROM:** Don Marese, Assistant IT Director  
**SUBJECT:** City Standard Approval of Selectron Technologies, Inc.  
**DATE:** March 16, 2023

**Background:** In 2004, a competitive solicitation was performed to obtain software and hardware for a new solution to provide the City's customers the ability to pay for utility bills and building permit fees using checks and credit cards via our interactive voice response and web-based portals. Selectron Technologies, Inc. (Selectron) was awarded the contract, and has been the City's sole utility billing and building permit fee payment solution since then. The original contract is attached to this same procurement package.

In order to continue to support and maintain the Selectron payment solution, staff requests approval of Selectron as a city standard.

**Justification:** As stated above, Selectron has been the City's sole provider for this type of solution since they were awarded the contract in 2004; they are an industry-leading standard for government payment solutions. The City is satisfied with Selectron and has no immediate plans to solicit for a replacement solution. Selectron is the only company authorized to sell, maintain, and service their own software and hardware.

**Market Research:** Selectron is an industry-leading provider for payment systems for government services. Selectron has provided a sole source letter confirming that all maintenance, enhancements, and upgrades for the City's Selectron solution are only available directly through Selectron due to proprietary reasons.

**Quote or Proposal is attached:** ☒ Yes ☐ No

Comments: \_\_\_\_\_


☒ Approved. This City Standard approval is valid for 60 months from date of approval. Attach this City Standard Approval to all Acquisition Approval Memos and/or requisitions for this item.

☐ Need Additional Information ☐ Not Approved

Comments: \_\_\_\_\_

Hugh Dunkley  
Finance Director

Jun 26, 2023  
Date

  
Information Technology (IT) Director  
Jun 12, 2023  
Date