

STATE OF NEW HAMPSHIRE  
Dept. of Administrative Services  
Div. of Procurement and Support Services  
Bureau of Purchase and Property  
State House Annex  
Concord, New Hampshire 03301

Date: August 1, 2019

**NOTICE OF CONTRACT**  
(REVISION, UPDATED VENDOR CODE)

**COMMODITY:** Fully Supported Payment Processing Solutions

**CONTRACT NO.:** 8002339 **NIGP:** 946-7000

**VENDOR:** LexisNexis VitalChek Network Inc. **VENDOR # :** 220062  
6 Cadillac Drive, Suite 400  
Brentwood, TN 37027

**CONTACT PERSON(s):** David Walton  
**Tel. No.:** (904) 710-1352  
**E-Mail:** [dwalton@vitalchek.com](mailto:dwalton@vitalchek.com)

**EFFECTIVE FROM:** July 1, 2018 through June 30, 2021

**PRODUCTS & PRICING:**

THERE SHALL BE NO COST TO THE STATE FOR AGENCIES THAT CHOOSE TO PASS THE CONVENIENCE FEE ON TO THE CARDHOLDER FOR THE UTILIZATION OF THESE SERVICES; THE FEES SPECIFIED BELOW SHALL BE THE RESPONSIBILITY OF THE CARDHOLDER.

FOR STATE AGENCIES THAT CHOOSE TO ABSORB THE CONVENIENCE FEE THE FEES SPECIFIED BELOW SHALL BE THE RESPONSIBILITY OF THE UTILIZING AGENCY.

If the agency opts to absorb the fee, the following process will occur. State agency revenue will be recorded in full and no convenience fees will be deducted from the deposit. Contractor shall invoice the agency directly on a monthly basis for all convenience fees incurred. Contractor shall not be permitted to deposit revenue less the convenience fee in any circumstances. The revenue and convenience fees must be separate transactions and not a net amount.

**Convenience/Service**

Credit Card 2.49%

Debit Card 2.49%

eCheck \$1.00 non-guaranteed \*

ACH \$1.00 non-guaranteed \*

\*"Non-guaranteed" means State is liable for reimbursement to the appropriate entity of

amounts including the face amount of the transaction related to checks for ACH transactions unpaid for any reason.

**PAYMENT & TERMS:**

Payments shall be made via Procurement Card (P-Card –Visa Credit Card). Orders charged upon delivery/shipment.

The resulting contract has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

**INVOICING & PAYMENTS:**

When an agency chooses to absorb the convenience fee the Contractor shall provide each agency with a monthly invoice for the processing charges incurred by that agency, either in electronic, hard copy, or both, as directed. The invoice shall be in a simple format whereby, the agency shall be able to see all charges and shall be able to easily reconcile with their records. The Contractor shall not, under any circumstances, debit the State's depository bank account(s) or otherwise net fees from credit card revenue. All credit/debit brand cards shall be included on one (1) monthly invoice per agency. Each State of New Hampshire agency shall have its own individual customer account number. There shall be instances where sub-sections of an agency shall need their own individual customer account number. Separate invoices by credit/debit brand cards will not be accepted by the State

**ORDERING:**

The Contractor shall not commence work until a conference is held with Department of Administrative Services – Merchant Card Services (DAS MCS), agencies will not contact the Contractor directly. All agencies must complete the appropriate paperwork and provide to DAS MCS and once approved by DAS MCS the agency will proceed.

**QUESTIONS:**

Direct any questions to Heather Kelley, 603-271-3147 or [Heather.Kelley@das.nh.gov](mailto:Heather.Kelley@das.nh.gov)