

# MEMORANDUM

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**To:** Jason Horne, Purchasing Agent

**From:** Scott Parke, Comptroller, Weber County Clerk/Auditor's Office

**CC:**

**Date:** May 6, 2021

**Subject:** **Online Bill Pay Service**

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This memo is to document the procurement procedures undertaken to select a vendor to provide an online bill pay solution to our sewer division customers. I contacted three vendors to see if they could provide this service as follows:

Vendor	Comment
Xpress Bill Pay	A Utah based company that provides a simple and low-priced solution for customers to pay their invoices online using a credit card, debit card, or bank bill pay. Costs are estimated to be about \$100 per month after implementation
Muni Billing	Provides a full-service billing and collection solution. Costs are estimated to be about \$1,200 per month after implementation
Invoice Cloud	Did not respond to repeated requests for information.

Xpress Bill Pay presented a demo of their software to Lynelle Jensen in the treasurer's office, Ronna Tidwell and Sean Wilkinson in the Operations department, all of whom feel that the software will work for the County.

Commissioners approved funding for a web-based invoicing software in the 2021 budget.

Based on this we have chosen Xpress Bill pay to be our software solution provider.

Please let me know if you have questions.