

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

July 9, 2024

**FROM**

**JOSHUA DUGAS, Director, Department of Public Health**

**SUBJECT**

Amendment to Agreement with Bank of America for Licensing and Encryption of Mobile Credit Card Readers

**RECOMMENDATION(S)**

Approve **Amendment No. 2 to Agreement No. 23-824** with Bank of America for the TransArmor Data Protection Services Addendum for continued licensing and encryption of the Bank of America Mobile Credit Card Readers, increasing the total in an amount not-to-exceed \$2,000 per year, from \$12,000 to \$20,000, and extending an additional four years, for a total period of July 25, 2023 through July 24, 2028.

(Presenter: Joshua Dugas, Director, 387-9146)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for Safety, Health, and Social Services Needs to County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

This item will not result in the use of Discretionary General Funding (Net County Cost). Amendment No. 2 to Agreement No. 23-824 (Agreement) increases the Agreement total by \$8,000 (\$2,000 yearly cost over four years), from \$12,000 to \$20,000, and will be paid through revenue generated from the collection of animal adoption and licensing fees. Adequate appropriation and revenue have been included in the Department of Public Health's (DPH) 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

DPH has utilized the Mobile Credit Card Reader (Card Reader) hardware since 2023 for door-to-door sales of pet licenses through DPH's canvassing program. Conducting canvassing is integral to maintaining current pet licenses throughout the county. DPH staff are assigned zones to check pet licenses at individual residences and obtain payment through the Card Reader, to immediately issue new or renewed licenses directly in the field. Transactions processed through the Card Readers are encrypted and licensed through TransArmor Data Protection Services (TransArmor). The Bank of America agreement includes a TransArmor addendum for the annual licensing and data encryption, which are required for secured use of the Card Readers.

On July 25, 2023 (Item No. 44), the Board of Supervisors (Board) approved the non-competitive Agreement, including non-standard terms, with Bank of America for the purchase of nine Card Readers, in the amount not to exceed \$10,000. The Board also approved Amendment No. 1 to

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July 9, 2024**

the Agreement for the TransArmor addendum for annual licensing of the Card Readers, in the amount not to exceed \$2,000, for the one-year period of July 25, 2023, through July 24, 2024.

DPH recommends approval of Amendment No. 2 to the Agreement, as it is necessary for the continued utilization of the Card Readers and success of the pet license canvassing program.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on May 14, 2024; Finance (Carl Lofton, Administrative Analyst, 387-5404) on May 22, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 22, 2024.

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Record of Action of the Board of Supervisors  
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**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: July 9, 2024



cc: PH - Saucedo w/ agree  
Contractor c/o PH w/ agree  
File w/ agree  
JLL 07/17/2024