

3. **Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:**

- a) **Renovations of administration building**
- b) **Other ongoing county owned building construction, renovation repair projects**
- c) **Emergency situations occurring since last agenda meeting**

NO ACTION taken on items 23.A.1-3.a, b & c.

**B. Pct. 4**

1. **AI-21097 a. Requesting approval of a professional services agreement with HARVEY L. HEERSSEN d/b/a HLH APPRAISAL SERVICES for the purposes of "Review of Appraisal Services" (with TxDOTROWIS A-10) for the (North "I" Road Project) "on an as needed basis" for Hidalgo County Precinct No. 4 and (as selected for negotiations through County's protocol from the "POOL" of Appraisers by C.C. on 04/06/10).**

On motion of Commissioner Palacios, seconded by Commissioner Cuellar, the Court made a UNANIMOUS vote of approval.

- b. Requesting approval of a professional services agreement with HARVEY L. HEERSSEN d/b/a HLH APPRAISAL SERVICES for the purposes of "Review of Appraisal Services" (with TxDOTROWIS A-10) for the (San Carlos Drainage Improvements Project) "on an as needed basis" for Hidalgo County Precinct No. 4 and (as selected for negotiations through County's protocol from the "POOL" of Appraisers by C.C. on 04/20/10).**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

**C. Facilities Management:**

1. **AI-21080 Recommending award of bid and approval of contracts to lowest bidder meeting all specifications and/or requirements as attached hereto for: Hidalgo County Facilities Management Office-"Computerized Maintenance Management Software System" RFB No.: 2010-027-03-03-sma**

On motion of Commissioner Palacios, seconded by Commissioner Cuellar, the Court made a UNANIMOUS vote to approve with bigWebApps, Inc.

**D. Tax Office**

1. **AI-21082 a. Presentation for discussion, consideration, and acceptance to utilize the "Texas Online Website's Credit Card" transactions through Electronic Clearing House, Inc. for the "Internet Vehicle Title Registration System (IVTRS)" with Texas NICUSA through the Texas Department Of Information Resources (DIR) as requested by Hidalgo County Tax Office;**

On motion of Commissioner Palacios, seconded by Commissioner Cuellar, the Court made a UNANIMOUS vote of approval.

- b. Presentation for discussion, consideration and approval of an amendment to the Internet Vehicle Title Registration System's Contract due to name change. Texas NICUSA is the new awarded vendor for the Texas Online's Website's Credit Card Transactions under the DIR PROGRAM.**

On motion of Commissioner Palacios, seconded by Commissioner Cuellar, the Court made a UNANIMOUS vote of approval.

**c. Requesting approval for the Hon. Armando Barrera Jr., Hidalgo County Tax Assessor Collector or Agent to sign and execute newly required "Payment Card Industry Data Security Standard Attestation of Compliance for Self-Assessment Questionnaire A (SAQ-A)".**

On motion of Commissioner Palacios, seconded by Commissioner Cuellar, the Court made a UNANIMOUS vote of approval.

E. Co. Wide

**1. HIDALGO COUNTY RE: REAL ESTATE ACQUISITIONS-**

**Requesting authority to obtain and approval of (when applicable), including, but not limited to, the following items necessary in anticipation of real property/estate acquisition(s): fair market value appraisals, inspections, surveys, all phases-environmental assessments, title reports or title policies services, commercial contracts (improved property) or option contracts with authority for County Auditor to issue required earnest money payment(s) or option payment(s) and County Judge or Presiding Officer to execute necessary/required document(s)**

NO ACTION taken on this item.

**24. Adjourn**

On motion of Commissioner Palacios, seconded by Commissioner Cuellar, the Court made a UNANIMOUS vote of approval to Adjourn.

**AI-21082****23.D.1.****TexasOnline (Website Credit Card Transactions)****CC REGULAR****Date:** 05/11/2010**Submitted By:** Vangie Garcia, PURCHASING DEPT.**Submitted For:** Marty Salazar**Department:** PURCHASING DEPT.**Agenda Category:** Purchasing Department**Sub-category:** Tax Office**Information****CAPTION**

- a. Presentation for discussion, consideration, and acceptance to utilize the "Texas Online Website's Credit Card" transactions through Electronic Clearing House, Inc. for the "Internet Vehicle Title Registration System (IVTRS)" with Texas NICUSA through the Texas Department Of Information Resources (DIR) as requested by Hidalgo County Tax Office;
- b. Presentation for discussion, consideration and approval of an amendment to the Internet Vehicle Title Registration System's Contract due to name change. Texas NICUSA is the new awarded vendor for the Texas Online's Website's Credit Card Transactions under the DIR PROGRAM.
- c. Requesting approval for the Hon. Armando Barrera Jr., Hidalgo County Tax Assessor Collector or Agent to sign and execute newly required "Payment Card Industry Data Security Standard Attestation of Compliance for Self-Assessment Questionnaire A (SAQ-A)".

**BACKGROUND**

Attachment is for line item C only, was not provided information for line item B (please see internal comments) and as per Ms. Gloria Guerrero from Texas Department of Motor Vehicle, original contract initiated by Texas Department of Motor Vehicles to include Hidalgo County Tax Office for compliance purposes.

**Fiscal Impact****FISCAL YEAR:****ACCT. #:****FUNDS AVAILABLE Y/N?:****MATCHING FUNDS Y/N?:****BUDGETARY IMPACT:**

No fiscal impact, amendment to reflect the new awarded vendor, Texas NICUSA.

**Attachments**Link: [PCI FORM](#)Link: [Memo](#)**Form Routing/Status**

<b>Route Seq</b>	<b>Inbox</b>	<b>Approved By</b>	<b>Date</b>	<b>Status</b>
	(Originator)	Vangie Garcia	05/05/2010 08:36 AM	CREATED
1	Purchasing Department	Marty Salazar	05/06/2010 01:45 PM	APRV
2	Budget & Management	Erika Zamora	05/06/2010 01:50 PM	APRV
3	Perla Lopez	Perla Lopez	05/07/2010 02:48 PM	APRV
4	Auditor's Office			NEW

Form Started By: Vangie Garcia                      Started On: 05/05/2010 08:36 AM

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Office of Tax Assessor-Collector

# COUNTY of HIDALGO



*Armando Barrera Jr., RTA*  
Assessor and Collector

Auto License  
2804 S. Bus. Hwy. 281

P.O. Box 178  
Edinburg, Texas 78540-0178  
(956) 318-2158 • Fax (956) 318-2191

## Memorandum

To: Martha L. Salazar  
Purchasing Agent

From: Armando Barrera Jr. *ABJ*  
Tax Assessor & Collector

Date: April 29, 2010

Subject: New Vendor for TexasOnline

We would like to amend the IVTRS (Internet Vehicle Title Registration System) contract because of a change in Vendor. NICUSA will be the new vendor responsible for managing the Texas Online website's credit card transactions through Electronic Clearing House Inc. We would appreciate if this amendment can be placed for consideration and approval at the next Hidalgo County Commissioner's Court meeting. We will need the original SAQ-A stamped approved and dated by the Hidalgo County Commissioners Court.

Items to be placed on agenda:

- A. Presentation for discussion, consideration, acceptance and approval of IVTRS (Internet Vehicle Title Registration System) vendor change. NICUSA is a new vendor responsible for managing the TexasOnline website's credit card transactions. Electronic Clearing House, Inc. will be used to process payments for the new vendor. A written security policy is required by the Payment Card Industry Data Security Standard.
- B. Presentation for discussion, consideration, acceptance and approval of authority for the Hon. Armando Barrera Jr. Hidalgo County Tax Assessor Collector or Agent to sign and execute newly required Self-Assessment Questionnaire A. (SAQ-A).

HS/sc

### Tax Office Sub-Stations

509 Earling Rd.  
San Juan, TX 78589  
(956) 283-1645  
Fax (956) 283-1855

1902 Joe Stephen  
Westlaco, TX 78596  
(956) 973-7825  
Fax (956) 973-7829

702 Breyfogle Rd.  
Mission, TX 78575  
(956) 581-8898  
Fax (956) 580-7425

300 E. Hackberry  
McAllen, TX 78501  
(956) 686-6790  
Fax (956) 994-0232



# **Payment Card Industry (PCI) Data Security Standard**

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## **Attestation of Compliance for Self-Assessment Questionnaire A**

Version 1.2

October 2008

## Attestation of Compliance, SAQ A

### Instructions for Submission

The merchant must complete this Attestation of Compliance as a declaration of the merchant's compliance status with the *Payment Card Industry Data Security Standard (PCI DSS) Requirements and Security Assessment Procedures*. Complete all applicable sections and refer to the submission instructions at "PCI DSS Compliance – Completion Steps" in this document.

### Part 1. Qualified Security Assessor Company Information (if applicable)

Company Name:

Lead QSA Contact  
Name:

Title:

Telephone:

E-mail:

Business Address:

City:

State/Province:

Country:

ZIP:

URL:

### Part 2. Merchant Organization Information

Company Name: HIDALGO COUNTY TAX  
COLLECTORS OFFICE

DBA(S): 2108

Contact Name: SANTOS CASTILLEJA III

Title: ACCOUNTANT

Telephone: 956-292-7000 EXT. 4764

E-mail: santos.castilleja@taxoffice.co.hidalgo.tx.us

Business Address: 2802 S. US BUS. HWY 281

City: EDINBURG

State/Province: Texas

Country: USA

ZIP: 78539

URL:

### Part 2a. Type of merchant business (check all that apply):

- Retailer   
  Telecommunication   
  Grocery and Supermarkets  
 Petroleum   
  E-Commerce   
  Mail/Telephone-Order   
  Others (please specify): Title &  
 Registration of Vehicles in Hidalgo County

List facilities and locations included in PCI DSS review: Edinburg Office

### Part 2b. Relationships

Does your company have a relationship with one or more third-party service providers (for example, gateways, web-hosting companies, airline booking agents, loyalty program agents, etc)?  Yes  No

Does your company have a relationship with more than one acquirer?  Yes  No

### Part 2c. Eligibility to Complete SAQ A

Merchant certifies eligibility to complete this shortened version of the Self-Assessment Questionnaire because:

- Merchant does not store, process, or transmit any cardholder data on merchant premises but relies entirely on third party service provider(s) to handle these functions;
- The third-party service provider(s) handling storage, processing, and/or transmission of cardholder data is confirmed to be PCI DSS compliant;
- Merchant does not store any cardholder data in electronic format; and
- If Merchant does store cardholder data, such data is only in paper reports or copies of receipts and is not received electronically.

### Part 3. PCI DSS Validation

Based on the results noted in the SAQ A dated (*completion date*), (*Merchant Company Name*) asserts the following compliance status (check one):

- Compliant:** All sections of the PCI SAQ are complete, and all questions answered "yes," resulting in an overall **COMPLIANT** rating, thereby (*Merchant Company Name*) has demonstrated full compliance with the PCI DSS.
- Non-Compliant:** Not all sections of the PCI SAQ are complete, or some questions are answered "no," resulting in an overall **NON-COMPLIANT** rating, thereby (*Merchant Company Name*) has not demonstrated full compliance with the PCI DSS.

**Target Date** for Compliance:

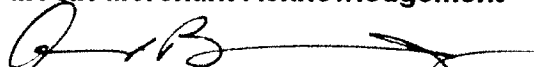
An entity submitting this form with a status of Non-Compliant may be required to complete the Action Plan in Part 4 of this document. *Check with your acquirer or the payment brand(s) before completing Part 4, since not all payment brands require this section.*

### Part 3a. Confirmation of Compliant Status

Merchant confirms:

- PCI DSS Self-Assessment Questionnaire A, Version (*SAQ version #*), was completed according to the instructions therein.
- All information within the above-referenced SAQ and in this attestation fairly represents the results of my assessment
- I have read the PCI DSS and I recognize that I must maintain full PCI DSS compliance at all times.

### Part 3b. Merchant Acknowledgement



Signature of Merchant Executive Officer ↑

ARMANDO BARRERA JR.

Merchant Executive Officer Name ↑

4/29/2010

Date ↑

HIDALGO COUNTY TAX ASSESSOR  
COLLECTOR

Title ↑

Merchant Company Represented ↑

**Part 4. Action Plan for Non-Compliant Status**

Please select the appropriate "Compliance Status" for each requirement. If you answer "NO" to any of the requirements, you are required to provide the date Company will be compliant with the requirement and a brief description of the actions being taken to meet the requirement. *Check with your acquirer or the payment brand(s) before completing Part 4, since not all payment brands require this section.*

PCI DSS Requirement	Description of Requirement	Compliance Status (Select One)		Remediation Date and Actions (if Compliance Status is "NO")
		YES	NO	
9	Restrict physical access to cardholder data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Maintain a policy that addresses information security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

APPROVED BY  
 COMMISSIONERS' COURT  
 ON: 5/11/10



## Credit Card Security Policies

It is the policy of the HIDALGO County Tax Assessor/Collector to abide by the following credit card security policies.

### POLICIES:

All credit card data (or cardholder data) printed on paper or received by fax or email must be protected against unauthorized access. Cardholder data is any personally-identifiable data associated with a cardholder. Examples include but are not limited to: account number, expiration date, card type, name, address, social security number, and Card Validation Code (e.g., three-digit or four-digit value printed on the front or back of a payment card referred to as CVV2 or CVC2).

- Do not keep cardholder data or copies of chargebacks with credit card numbers on file.
- Do not enter or store credit card numbers in databases, including computer hard drives, CDs, disks, and other external storage media.
- Do not transmit credit card data via email or the Internet unless the connection is secure or the information encrypted.
- Shred any existing paper documents that contain credit card or card holder data. Do not discard in the trash.
- Do not publicly display credit card data or leave unattended, even on your desk or the desk of a co-worker. Do not disclose credit card data.

Approved by: ARMANDO BARRERA JR. 

Date: 4/29/10  
(County Official's Name)



**Portal Test Acceptance Confirmation**

Please Fax to 512.467.3994

Partner /Service Name: Hidalgo Cnty VehReg / 2108  
[Should include Merchant/Service Code from TPE]

Trace Number = 108VR00TEST423

Last 4 digits of bank account: 9617  
Depository Account

Please confirm amount deposited: \$ 0.36

**I confirm that the test transactions deposited as directed into the appropriate partner bank account.**

*Santos Castilleja III*  
Partner Signature

956-292-7000 ext 4764  
Partner Phone Number

4/14/10  
Date

For Egov use only	Service Enabled by	
	Test Order ID(s)	

# TPE USER SET-UP FORM



DATE 04 29 10

To receive a login to use the refund application or view processed transactions, please complete the following information and return it to your TexasOnline representative.

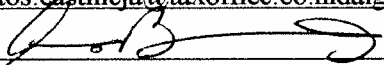
**Environment Info:**      Production XX      Test \_\_\_\_\_ (Select One)  
**Account Action:**      Add XX      Change \_\_\_\_\_ Delete \_\_\_\_\_ (Select One)

**Vendor Name(s):** HIDALGO CNTY VEHREG

(Fill in your County name here. Example: **Bexar** Don't remove 'CNTY VEHREG')

**Vendor ID(s):** 2108

(Place a "2" in front of your county's number. Example: Bexar (015) = 2015)

Organization Name: HIDALGO CO. AUTO LICENSE  
Organization Address: 2804 S. BUS HWY 281  
Organization City / State / Zip: EDINBURG, TX 78539  
User Name: SANTOS CASTILLEJA III  
User Telephone: 956-292-7000 ext. 4764  
User Mobile: \_\_\_\_\_  
User Email: santos.castilleja@taxoffice.co.hidalgo.tx.us  
County Approval By:   
State Approval: TxDMV- VTR Div.  
State Agency Number: 608

Will this account perform credit card refunds?      Yes       No

Will this account perform ACH refunds?      Yes       No

(ACH refunds are not allowed for entities reporting to the State Treasury or Treasury Trust.)

# TPE USER SET-UP FORM



DATE 4/29/10

To receive a login to use the refund application or view processed transactions, please complete the following information and return it to your TexasOnline representative.

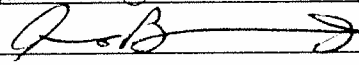
Environment Info:      Production XX      Test \_\_\_\_\_ (Select One)  
Account Action:      Add XX      Change \_\_\_\_\_ Delete \_\_\_\_\_ (Select One)

Vendor Name(s): HIDALGO CNTY VEHREG

(Fill in your County name here. Example: **Bexar** Don't remove 'CNTY VEHREG')

Vendor ID(s): 2108

(Place a "2" in front of your county's number. Example: Bexar (015) = 2015)

Organization Name: HIDALGO CO. AUTO LICENSE  
Organization Address: 2804 S. BUS. WHY 281  
Organization City / State / Zip: EDINBURG TX 78539  
User Name: JULIA CANTU  
User Telephone: 956-289-7461  
User Mobile: \_\_\_\_\_  
User Email: julie.cantu@taxoffice.co.hidalgo.tx.us  
County Approval By:   
State Approval: TxDMV- VTR Div.  
State Agency Number: 608

Will this account perform credit card refunds?      Yes \_\_\_      No XX  
Will this account perform ACH refunds?      Yes \_\_\_      No XX

(ACH refunds are not allowed for entities reporting to the State Treasury or Treasury Trust.)

## For TexasOnline Use:

User ID Assigned \_\_\_\_\_  
User Role Provided \_\_\_\_\_



# RTS II Internet Online Renewal Enrollment Form

## IVTRS

(Confidential)

The following information is needed for your county to use the Internet Online Registration Renewal Event. This form should be completed and given to your VTR Regional Representative or mailed to the VTR Customer Help Desk, 4000 Jackson Ave, Austin, TX 78731. If you have any questions concerning this form, please contact the VTR Customer Help Desk at 1-877-933-2020 or your local VTR Regional Office representative.

### COUNTY INFORMATION

- ◆ The Department will provide a picture of your courthouse on your site.
- ◆ The following information will also appear on the site for customers to view:
  - ◆ TAC Name ARMANDO BARRERA JR RTA
  - ◆ Hours of Operation 8:00 A.M. to 5:00 P.M.
  - ◆ General e-mail address for county auto.renewals@co.hidalgo.tx.us
  - ◆ Phone number (956)318-2158
  - ◆ Links to other pages (such as county home page) \_\_\_\_\_

Additional information needed to support IVTRS:

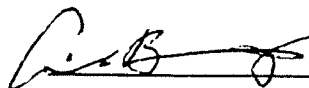
- ◆ Does your county provide a website? X Y     N; URL Address http://www.co.hidalgo.tx.us
- ◆ If so, will you provide a link from your website to www.texasonline.com for your customers? X Y     N
- ◆ Contact name and phone number for county IT/IS employee.(employee that is responsible for maintaining county web page) RENAN RAMIREZ (956)318-2151

### DUTIES OF PARTICIPATING COUNTIES

- ◆ Obtain County Commissioner's Court approval to allow third party to accept electronic payment for vehicle registration renewal via the Internet and the RTS online renewal event.
- ◆ Allow third party to accept electronic payment for vehicle registration renewal via the Internet on behalf of the county.
- ◆ Provide a (sample or cancelled) check for funds transfer or have the county Bank Institution complete and sign a letter providing current account information. (sample attached)
- ◆ Reconcile ACH transfer with RTS funds report(s) as necessary.
- ◆ Process qualified Internet registration renewal transactions as submitted by registrant by use of the RTS online renewal event.
- ◆ Communicate with registrant via e-mail, regular mail and any other means as necessary.

RTS II will provide easy access for your county employees to work through the online renewal event. Information in this form is shared with the vendor that hosts the payment process and allows the vendor payment processor to ACH (e-mail) the county renewal fees to the county's correct account. All information is treated with strict confidentiality. Should you experience any problems or delays, please contact the VTR Help Desk immediately.

See Attachment B

 (S) County Tax Assessor-Collector

HIDALGO County

7/17/03 Date

UNOFFICIAL

UNOFFICIAL

**D. Tax Office**

- 1. **AI-21082 a. Presentation for discussion, consideration, and acceptance to utilize the "Texas Online Website's Credit Card" transactions through Electronic Clearing House, Inc. for the "Internet Vehicle Title Registration System (IVTRS)" with Texas NICUSA through the Texas Department Of Information Resources (DIR) as requested by Hidalgo County Tax Office;**

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**E. Co. Wide**

- 1. **HIDALGO COUNTY RE: REAL ESTATE ACQUISITIONS-**

**Requesting authority to obtain and approval of (when applicable), including, but not limited to, the following items necessary in anticipation of real property/estate acquisition(s): fair market value appraisals, inspections, surveys, all phases-environmental assessments, title reports or title policies services, commercial contracts (improved property) or option contracts with authority for County Auditor to issue required earnest money payment(s) or option payment(s) and County Judge or Presiding Officer to execute necessary/required document(s)**

NO ACTION taken on this item.

**24. Adjourn**

On motion of Commissioner Palacios, seconded by Commissioner Cuellar, the Court made a UNANIMOUS vote of approval to Adjourn.

UNOFFICIAL

UNOFFICIAL