

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH PKN CONSULTING SERVICES INC. TO PROVIDE SOFTWARE DEVELOPMENT, MAINTENANCE, AND SUPPORT SERVICES FOR THE TERM OF JULY 1, 2024 THROUGH JUNE 30, 2027, FOR A TOTAL AMOUNT NOT TO EXCEED \$1,335,600 WITH TWO ONE-YEAR OPTIONS TO EXTEND THROUGH JUNE 30, 2029**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the San Mateo County Controller’s Office Property Tax Division relies on its property tax system software to help carry out its duties to ensure that property taxes payable by each taxpayer are accurately calculated, that property taxes collected are accurately distributed to taxing agencies, and that any overpayments are timely refunded and such software requires ongoing development, maintenance and support services to ensure continued system functioning and operability; and

**WHEREAS**, the County conducted a competitive procurement to identify and retain a qualified vendor to perform the property tax system maintenance and support services for the County Controller’s property tax system software in May 2024 and selected PKN Consulting Services Inc. (PKN) to provide the services in view of their qualifications, experience and satisfaction of the evaluation criteria; and

**WHEREAS**, there has been presented to this Board for its consideration and approval an agreement (the “Agreement”) with PKN to provide software development, maintenance and support services for the County Controller’s property tax system

software for a period of three years, with two one-year options to extend, for total payments not to exceed \$1,335,600; and

**WHEREAS**, this Board has reviewed the proposed Agreement and has determined that it is in the best interest of the County to enter into the Agreement.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be, and is hereby authorized to execute the Agreement with PKN to provide software development, maintenance and support services for the term of July 1, 2024 through June 30, 2027, with two one-year options to extend through June 30, 2029, for a total amount not to exceed \$1,335,600, for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the County Controller or designee is authorized to execute any and all amendments, notices, options, and other documents associated with the Agreement, including, but not limited to, exercise of the option to extend the Agreement or termination of the Agreement under the terms set forth therein, and to modify other terms and conditions set forth in the Agreement so long as such modifications do not increase the County's maximum fiscal obligation by more than \$25,000 (in aggregate).

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