

County of San Mateo – County Counsel Review Form

County Counsel must review and approve all contracts over \$100,000 and all contracts where changes are made to the standard contract templates before a contract is executed (for any amount). Review may also be requested for standard agreements under \$100,000. Departments should work with assigned County Counsel to develop their own processes for review and approval. Where review is required, the Department must document approval by County Counsel in some format. In such situations, the Department may use this form, may develop its own review form, or may attach an email or other correspondence to show County Counsel approval.

DATE: 12/28/2023

TO: Brian Wong

FROM: Carlos Lamas

SUBJECT: Agreement Review and Approval

Contractor Name: Elavon

Maximum Contract Amount: \$2,625,000

Rate of Payment: Monthly via invoice, based on transactions processed.

No changes to standard agreement form

The following sections have been changed on the “standard” agreement:

Section No. and Title	Approved As Is (For County Counsel Use Only)	Modifications Required (For County Counsel Use Only)

Modifications (*Specify modifications to be made below; use additional paper if needed*):

At the request of San Mateo County Health (Medical Center), they are looking to add to Elavon’s scope of service to include a healthcare payment processing module. The original agreement did not have Elavon’s MEDEPAY Services included in the scope of work. Elavon’s addendum to include MEDEPAY Services is prepared on an Elavon provided template. A separate amendment will be presented to the vendor to address the change in the contract amount, an increase of \$200,000.

Approve agreement/exhibits/attachments

Approve agreement/exhibits/attachments with modifications described above

Signature:



Date: 1/4/2024