



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Controller



**Date:** May 15, 2014  
**Board Meeting Date:** July 15, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Bob Adler, Controller

**Subject:** Agreement with Chouinard & Myhre, Inc. (CMI)

**RECOMMENDATION:**

Adopt a Resolution authorizing an agreement with Chouinard & Myhre, Inc. to provide on-call programming services for the term of July 16, 2014 through June 30, 2017, in an amount not to exceed \$193,440.

**BACKGROUND:**

Chouinard & Myhre, Inc. is a professional IT services firm with over 35 years of experience in providing IBM iSeries programming and system support services. CMI will provide RPG/400 and Java programming services for the County Controller and Tax Collectors' Property Tax System on an as-needed basis.

**DISCUSSION:**

The Property Tax System is written in the RPG/400 and Java computer languages and resides on three IBM iSeries computers. The Property Tax System is supported by two system engineers. Both system engineers are experienced in the RPG/400 language. One systems engineer is also experienced in the Java language and supports the web-based applications. Currently, there are no other County resources available to provide these system support services. CMI is being retained in order to help ensure business continuity for the County Controller and Tax Collector's Offices in the unforeseen event that the current resources are not available or the workload requires additional resources.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

The Controller's office also requests the Board give authority to the Controller or his/her designee to execute subsequent amendments which do not exceed an aggregate of \$25,000.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

Risk Management has reviewed and approved Contractors' compliance with County insurance requirements.

The Information Services Department has reviewed and approved the Agreement with respect to its compliance with established County IT Standards.

This Agreement contributes to the Shared Vision 2025 for a Collaborative Community by providing services that benefit other County departments such as the Treasurer-Tax Collector-Revenue Services, and Assessor.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Projected</b>
Maintain compliance with property tax laws without increasing FTEs	100%	100%
Percent of customer survey respondents rating services good or excellent	90%	90%

**FISCAL IMPACT:**

Funding will come from Non-Departmental revenues for FY 2014-15 through FY 2016-17 for the amount of \$193,440.