



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: November 22, 2016
Board Meeting Date: January 10, 2017
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise Rogers, Chief, Health System
Lisa Mancini, Director, Aging and Adult Services

Subject: Amendment to the Agreement with Vavrinek, Trine, Day and Co., LLP, to
Provide Certified Public Accounting and Tax Preparation Services

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Vavrinek, Trine, Day and Co., LLP, to provide certified public accounting and tax preparation services, extending the term to December 31, 2017, and increasing the amount by \$100,000 to an amount not to exceed \$275,000.

BACKGROUND:

Aging and Adult Services (AAS) entered into contract with Vavrinek, Trine, Day and Co., LLP (Vavrinek) to provide certified public accounting and tax preparation services for the Public Administrator (PA) program. The term of the agreement was January 1, 2014 through December 31, 2014 in an amount not to exceed \$100,000.

In December 2014, AAS extended the term of its agreement with Vavrinek for an additional two years to conduct an additional project for PA special cases, along with tax preparation for existing PA clients, with no change in the amount of the agreement.

In December 2015, AAS increased the amount of the agreement by \$75,000 for a new amount not to exceed \$175,000.

DISCUSSION:

AAS is in the process of preparing a new RFP for certified public accounting and tax preparation services for PA clients. In order to ensure that such services are not interrupted during this period, AAS seeks to extend the term of the Vavrinek contract through December 31, 2017 and to increase the amount by \$100,000 to an amount not to exceed \$275,000.

The amendment and resolution have been reviewed and approved by County Counsel as to form.

The Health System requests your Board to authorize the Chief of the Health System or designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and services so long as the modified term or services is/are within the current or revised fiscal provisions.

The amendment to the agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by ensuring that necessary tax returns are filed timely for PA client estates. It is expected that 100% of PA client estates' tax returns will be filed on time.

Performance Measure(s):

Measure	FY 2015-16 Actual	FY 2016-17 Projected
Number of tax returns filed on time for PA client estates	96% 23 Clients	100% 54 Clients

FISCAL IMPACT:

The term of the revised agreement is January 1, 2014 through December 31, 2017. The amount of the agreement is not to exceed \$275,000. This amendment increases the contract amount by \$100,000. Fees for these services are reimbursed directly and entirely from the assets of PA clients estates. As a result, there is no Net County Cost associated with this agreement.