



County of San Mateo

Inter-Departmental Correspondence

Department: SHERIFF

File #: 21-400

Board Meeting Date: 5/18/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Carlos G. Bolanos, Sheriff

Subject: Agreement with Turbo Data Systems, Inc. for citation processing and payment and adjudication services

RECOMMENDATION:

Adopt a resolution authorizing the president of the Board to execute an agreement with Turbo Data Systems, Inc. for citation processing and payment and adjudication services in an amount not to exceed \$3,500,000, for a term commencing July 1, 2021 through June 30, 2026.

BACKGROUND:

Since 1999, the County has procured parking citation and adjudication services through a consolidated RFP process where a lead agency took responsibility for the process and all other agencies in the County piggy-backed on that RFP process and the resulting contract. This process has proved to be greatly beneficial, resulting in savings of both staff time and overall cost of services by combining the volume of all ticketing agencies in the County and leveraging economies of scale.

DISCUSSION:

In May 2015, the Sheriff's Office entered into a contract with Turbo Data Systems for the provision of parking citation processing and payment and adjudication services. In January 2019, the Sheriff's Office amended its contract with Turbo Data Systems to include moving and criminal citation processing services. The contract with Turbo Data Systems is set to expire on June 30, 2021. In preparation of the contract expiring, the County issued a consolidated Request for Proposals (RFP) for the provision of citation processing; payment and adjudication services; web based information management; and records and case management for San Mateo County agencies in November 2020. Three proposals were received in response to the RFP. The responding vendors were Data Ticket, Quicket Solutions, and Turbo Data Systems. A subcommittee consisting of representatives from the County and the cities of Belmont, San Mateo, and Daly City was formed to evaluate proposals. The proposals were evaluated on four criteria: (1) Firm Experience, (2) Project Approach, (3) Team Qualifications, and (4) Fee Proposal. Based on these criteria, the subcommittee determined Turbo Data Systems, Inc. to be the best option for the County and the recommended provider of service.

Services include citation processing and collection by mail, telephone or website; multiple reminder notices; placing of DMV holds; appeals and administrative adjudication services; optional advanced collection efforts; and leasing of the Contractor's mobile ticket writers.

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.

County Counsel has reviewed and approved the resolution and agreement as to form.

FISCAL IMPACT:

The term of the agreement is from July 1, 2021 through June 30, 2026. The amount of the agreement is not to exceed \$3,500,000 for the five-year term and has been included in the Sheriff's Office FY 2021-22 Recommended Budget. There is no increase to Net County Cost.