



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** CONTROLLER

**File #:** 22-654

Board Meeting Date: 9/13/2022

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Juan Raigoza, Controller

**Subject:** Amendment to Agreement with Superior LLC a CentralSquare Technologies Company

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the Agreement with Superior LLC, a CentralSquare Technologies Company, for providing application access and maintenance services for the county's financial accounting application to modify the term's start date from July 1 to October 1 and the end date from June 30 to September 30 and increase the fiscal commitment amount by \$61,634.81 for a revised total amount of \$1,312,496.19 to pay for the additional three months of access fees for the modified term of the agreement.

**BACKGROUND:**

On July 20, 2021, this Board approved an Agreement (#14000-22-R078321) ("Agreement") with Superior LLC, a CentralSquare Technologies Company ("CentralSquare") for the purpose of providing application access and maintenance services for the County's Financial Accounting Application ("Finance Enterprise") for a total not-to-exceed amount of \$1,250,861.38 including the option to exercise two one-year extensions. The original term of the Agreement was from July 1, 2021, to June 30, 2024, with options exercisable at the County's sole discretion to extend the term for an additional two years through June 30, 2026.

**DISCUSSION:**

The County is requesting the Board's approval to authorize the First Amendment to the Agreement to modify the term's start date from July 1 to October 1 and the end date from June 30 to September 30 annually. This modified term better aligns with the County's fiscal year-end payment processing schedule. The access fees are otherwise due on July 1 annually which can conflict with the County's fiscal year-end close process, which can cause delay in remitting payment to CentralSquare.

The proposed amendment, by modifying the term's start date from July 1 to October 1 after the fiscal year-end, will facilitate timely payment remittance for the remaining duration of the agreement. Providing timely payment to CentralSquare is crucial to prevent the risk of interruption of access to

OFAS - Finance and Accounting System, a tool in use County-wide. If the access to this application is interrupted, it will hinder the County's business operations.

Additionally, the County is requesting the Board's approval to increase the County's fiscal obligation by \$61,634.81 to cover the three additional months necessary to transition to the modified term for a total not to exceed amount of \$1,312,496.19 including the option to exercise the two one-year extensions through September 30, 2026.

As the additional three-month period would cause the base term of the Agreement to exceed three years, the Controller's Office has coordinated with the Procurement Department and received approval for this amendment pursuant to Administrative Memo B-1, § III(A)(2).

County Attorney has reviewed and approved the Resolution as to form.

**FISCAL IMPACT:**

The cost of \$61,634.81 that will be incurred under the amendment to the Agreement is funded by the Controller's Office budget included in the FY 2022-23 Recommended Budget.