



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** CONTROLLER

**File #:** 16-286

Board Meeting Date: 6/27/2017

---

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

**To:** Honorable Board of Supervisors  
**From:** Juan Raigoza, Controller  
**Subject:** Agreement with Padmakumar Nagarajan

**RECOMMENDATION:**

Adopt a resolution waiving the Request for Proposals process and authorizing an agreement with Padmakumar Nagarajan to provide software development and support services for the term of July 1, 2017 through June 30, 2019 in an amount not to exceed \$430,144.

**BACKGROUND:**

The County is in the early phases of determining the requirements for a new property tax system and expects to implement a new system in the next three to five years. In the meanwhile, the Controller's Office Property Tax Division and the Tax Collector must continue to rely on the current system, which requires ongoing support and development. Padmakumar Nagarajan is a senior software developer with 18 years of experience in developing and supporting the County Controller's Property Tax System. His extensive knowledge of the property tax system applications, database and institutional knowledge of the property tax business processes have made Mr. Nagarajan invaluable to making the necessary system changes required to respond to changes in property tax law.

**DISCUSSION:**

The Controller's Office is hereby requesting the Board of Supervisors to waive the Request for Proposals process for contracted services that are necessary to maintain ongoing operations of the Property Tax System, to ensure compliance with statutory mandates, and to support the upgrade to the Controller's Office and Tax Collector's property tax systems which will result in an additional workload. The Contractor's 18 years of experience developing and supporting the County's Property Tax System has provided him with extensive knowledge related to the County's applications, databases and business processes.

The Board is being asked to authorize the County Controller's or his/her designee to execute subsequent amendments which do not exceed an aggregate of \$25,000.

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.

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

ISD has reviewed and approved this agreement with respect to its compliance with established County IT Standards.

Approval of 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 MEASURES:**

Measure	FY 2016-17 Projected	FY 2017-18 Target
Percent of major tax apportionments completed by installment due dates	100%	100%

**FISCAL IMPACT:**

This contract is on-going and the hourly rates for services are \$93 and \$95 for FY 2017-18 and FY 2018-19, respectively. The total contractual obligation is \$430,144. The contract will be funded through reimbursements from Tax-Collector's Office and intra-fund transfers from non-departmental reserves.