



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** TREASURER

**File #:** 18-848

Board Meeting Date: 9/4/2018

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

**To:** Honorable Board of Supervisors  
**From:** Sandie Arnott, Treasurer-Tax Collector  
**Subject:** Approving an agreement with J&B Software, Inc.

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with J&B Software, Inc. to provide hardware and software for remittance processing, electronic bank deposit preparation, and check image storage for the term of September 4, 2018 through September 3, 2021, in an amount not to exceed \$232,167.

**BACKGROUND:**

The Treasurer-Tax Collector is responsible for accepting check and cash bundles from various County departments and preparing the bank deposit, as well as the collection and processing of payments on all County tax rolls. In order to ensure efficient, accurate processing of payments and deposits, the Treasurer-Tax Collector utilizes remittance processing hardware and software. The current remittance processing machinery is at end-of-life and must be replaced to ensure the Treasurer-Tax Collector maintains the ability to meet obligations.

**DISCUSSION:**

The Treasurer-Tax Collector currently utilizes a Unisys NDP Quantum 300 Series Track Machine running J&B Transaction Management System 1200, ECS, Archive and NQ software to process deposits, property tax, and other County payments. This machinery and software is at end of life. After an RFQ process in March 2018, J&B Software, Inc. was selected to provide a new remittance processing solution and facilitate the acquisition of a new OPEX Falcon remittance processing machine, which will enable the continued processing of deposits and payments for the County.

In addition to the acquisition of new hardware, the Treasurer-Tax Collector will be transitioning to an electronic bank deposit process utilizing Check 21. The OPEX Falcon check scanning capabilities, coupled with software provided by J&B Software, Inc., will allow us to move forward in adopting this electronic deposit function which is already being utilized by many California counties.

The contract also includes development and maintenance of a check image database, which will allow staff in the Treasurer-Tax Collector and Controller's offices to quickly and securely access the check image data necessary to process various work tasks from an internal portal rather than

accessing images from a third-party bank website. This will improve upon current processes, creating efficiencies for both offices.

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

The Board is being asked to authorize the Treasurer-Tax Collector or his/her designee to execute subsequent amendments which do not exceed an aggregate of \$25,000.

This agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by allowing the Tax Collector's Office to deliver improved, advanced technology service to all taxpayers of San Mateo County.

**PERFORMANCE MEASURE:**

Measure	FY 2016-17	FY 2017-18
Dollars Collected (All Tax Rolls in Billions)	\$2.4 B	\$2.7 B

**FISCAL IMPACT:**

The term of the agreement with J&B Software, Inc. for remittance processing solutions is September 4, 2018 to September 3, 2021 with a total fiscal obligation not to exceed \$232,167. Funding for this agreement has been included in the Treasurer-Tax Collector's FY 18-19 Recommended Budget. Similar arrangements will be made for future budget years.

**Attachments:**

- RFQ Matrix
- Resolution for Remittance Processing Solution
- Agreement with J&B Software, Inc.