



County of San Mateo

Inter-Departmental Correspondence

Department: CONTROLLER

File #: 19-397

Board Meeting Date: 5/14/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Juan Raigoza, Controller
Subject: Agreement with Motive Power, Inc., for Project Management Services

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Motive Power Inc. to provide project management services for the term of May 14, 2019 through October 31, 2019, in an amount not to exceed \$250,000.

BACKGROUND:

Currently, the Controller and Tax Collector's Offices share a property tax system used to calculate, collect, and distribute property taxes in San Mateo County. It is a legacy system that is decades old and in 2014 both offices began the process of planning for its replacement. On June 27, 2017, the Board authorized the Tax Collector to enter into an agreement with Grant Street Group for a new tax collection system.

Since then, the Controller's Office has been working with the Tax Collector's Office and Grant Street Group to develop and implement the necessary interfaces to ensure the Controller's current system and the Tax Collector's new system function properly. The Controller's Office previously contracted with Eaton and Associates, for project management services to assist in this effort. However, the project management hours required were greater than anticipated and that contract has been fully spent.

DISCUSSION:

The Controller's Office issued a Request for Proposal in January 2019, with the goal of obtaining Project Management Services for the remainder of the above mentioned project, as well as its upcoming Property Tax System upgrade project. The RFP was split into two phases, 1) finishing the interface project to the Tax Collector's new system and 2) the Controller's Property Tax System Upgrade Project.

Details of Phase 2 still need to be finalized, but since the Tax Collector's Office anticipates going live with its new system in July 2019, and Phase 1 is already underway, obtaining Project Management

Services for Phase 1 cannot wait without risking cost and time overruns. Thus, the Controller's Office has determined it would be best to move forward with a contract for Phase 1 and then contract for Phase 2 at a later date.

Three responses were received, only two of which included a proposal for Phase 1 (RFP matrix is attached to the Board Memo as Attachment A). After reviewing the proposals, the Controller's Office determined Motive Power Inc. was the best qualified for providing project management services for Phase 1 of the RFP. The proposals for Phase 2 are still under review and the Controller's Office will bring a separate item to the Board once a selection has been made.

The project manager will facilitate the continued development, testing, and implementation of the required interfaces between the Controller's Office existing system and the Tax Collector's Office new system. The project manager will also manage the project, scope, and schedule. While the Controller's Office intends to go live with the interfaces in July 2019, subsequent modifications to the system interfaces are anticipated, necessitating the Project Management Services to extend through October 2019.

The Controller's Office requests the Board authorize an agreement with Motive Power Inc. for Project Management Services in an amount not to exceed \$250,000.

The Controller's Office also requests the Board authorize the Controller or his designee to execute subsequent amendments to the agreement which do not exceed an aggregate of \$25,000.

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

This amendment contributes to the Shared Vision 2025 outcome of a Collaborative Community by allowing the Controller's Office to deliver improved, advanced technology service to all taxpayers and taxing entities in San Mateo County.

PERFORMANCE MEASURE:

Measure	FY 2017-18 Actual	FY 2018-19 Projected
Complete major tax apportionments by installment due date	100%	100%

FISCAL IMPACT:

The cost of this Agreement is being funded through appropriations already included in the Controller's Office FY 2018-19 Adopted Budget. Appropriations were also included in the FY 2019-20 Recommended Budget.