



County of San Mateo

Inter-Departmental Correspondence

Department: TREASURER

File #: 19-824

Board Meeting Date: 8/6/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Sandie Arnott, Treasurer-Tax Collector

Subject: Amendment to the Agreement with Grant Street Group Inc. to Provide Implementation Services for a New Property Tax System

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Grant Street Group Inc. to extend implementation services for a new property tax system for the County Treasurer-Tax Collector's Office for the term of July 1, 2019 through September 3, 2019, increasing the contract amount by \$480,000 to an amount not to exceed \$10,480,000.

BACKGROUND:

On July 1, 2017, the San Mateo County Treasurer-Tax Collector's Office entered into an agreement with Grant Street Group Inc. to provide implementation services for a new property tax system, with an original go-live date of July 1, 2019 at a cost of \$10,000,000.

DISCUSSION:

In 2017, the Treasurer-Tax Collector's Office established an agreement with Grant Street Group for the implementation of a new property tax system. The original go-live date was scheduled for July 1, 2019. While all development specific to the Treasurer-Tax Collector's office is complete, additional development time for key stakeholders is necessary to ensure that accurate communication can be established between inter-departmental systems. In working with our process partners, we have identified September 3, 2019 as our new go-live date.

In consideration of the additional implementation work necessitated by the delayed go-live, the Treasurer-Tax Collector's Office wishes to add an additional \$480,000 to the current implementation agreement with Grant Street Group for a new not to exceed total of \$10,480,000. This \$480,000 represents an estimated 1840 additional Grant Street Group staff hours billed at \$250/hr, as well as an estimated \$20,000 in travel expenses for additional on-site work necessitated by the increased project timeline. Hours and travel will vary due to work requirements and the needs of the project and our process partner. Grant Street Group will invoice us for actual costs incurred due to this

project delay. Per the terms of this amendment, invoiced costs will not exceed the original contracted amount of \$10,000,000 plus the estimated additional costs of \$480,000.

The agreement and resolution have been reviewed and approved by County Counsel as to form.

This amendment contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring the timely and accurate delivery of property tax statements, and by introducing expanded service options to San Mateo County taxpayers.

This Board is being asked to authorize the Treasurer-Tax Collector to execute subsequent amendments which do not exceed an aggregate amount of \$25,000.

PERFORMANCE MEASURE:

Measure	FY 2015-16	FY 2016-17	FY 2017-18
Secured Tax Collection rate	99%	99%	99%

FISCAL IMPACT:

None. Funds in the amount of \$480,000 are included in the Treasurer-Tax Collector's FY 2019-20 Recommended Budget for this project.