



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** ASSESSOR-COUNTY CLERK-  
RECORDER-ELECTIONS

**File #:** 22-465

Board Meeting Date: 6/28/2022

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

**To:** Honorable Board of Supervisors

**From:** Mark Church, Assessor-County Clerk-Recorder & Chief Elections Officer

**Subject:** Amendment 2 to Agreement with Easy Access, Inc. for the continued operational support of the EZ Access System ("Operational Support Agreement").

### **RECOMMENDATION:**

Adopt a resolution authorizing amendment 2 to the Agreement between the County of San Mateo and Easy Access, Inc. to operate the EZ-Access system from July 1, 2022, through June 30, 2023, and to increase the amount payable under the Agreement by \$648,000 to an amount not to exceed \$829,400.

### **BACKGROUND:**

Easy Access, Inc. (EAI) maintains and supports the Information and Data Management System (EZ Access system) that stores and processes the ownership and valuation data from which the Assessor produces the annual assessment rolls for secured and unsecured properties within the county. The system also serves the functions of the County Controller and County Tax Collector in the administration of the property tax - the primary revenue sources for county and local governing bodies.

ACRE IT Department staff is responsible for the operational support of the secured and unsecured EZ Access System.

### **DISCUSSION:**

On April 1, 2021, ACRE entered into Agreement # 13000-21-D023 with EAI to provide operations planning support for the EZ Access system migration to the Assessor Property Assessment System (APAS) and to integrate backup capabilities to the ACRE IT Manager in the event of her retirement ("Operations Support Agreement"). That Agreement ran from April 1, 2021 through April 1, 2022. When ACRE's IT Manager retired on March 31, 2022, ACRE extended the term of the Operations Support Agreement to June 30, 2022. ACRE now seeks to amend the Agreement to add additional operations support services to support ACRE staff in processing and running the EZ Access system.

This Amendment 2 will ensure the continuation of the operational support by the Easy Access, Inc. for the operation of the EZ Access System.

The County Attorney has reviewed and approved the resolution as to form.

**FISCAL IMPACT:**

Appropriations to cover the costs of this amendment are included in the Assessor-County Clerk-Recorder's FY 2022-23 Adopted Budget.