



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-
RECORDER-ELECTIONS
File #: 22-714

Board Meeting Date: 9/27/2022

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 TSN Solutions, Inc. to provide knowledge transfer and operational support of EZ Access system for the Assessor-County Clerk-Recorder & Elections (ACRE) Department

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with TSN Solutions, Inc., extending the term from February 4, 2022 through September 30, 2022 to February 4, 2022 through July 31, 2023 and increasing the amount payable by \$241,500 for a new not to exceed amount of \$440,220.

BACKGROUND:

The Assessor's core assessment application utilizes the secured and unsecured property assessment modules of the packaged "EZ Access" software solution. ACRE IT Department staff is responsible for the operational support of the secured and unsecured 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 system - the primary revenue sources for county and local governing bodies.

DISCUSSION:

On March 31, 2022, the ACRE IT Manager who was providing the operational support of the EZ Access secured system retired after 32 years. ACRE hired TSN Solutions, Inc. to assume the leadership responsibilities of the retired IT Manager and work with the ACRE team and EAI to continue to support the production system. TSN Solutions, Inc. provides IT operational support and process automation advisory services to ACRE staff and generates various reports internal to ACRE and the Controller. The current contract with TSN Solutions, Inc. ends on September 30, 2022. ACRE Management is requesting this Board extend the Agreement to July 31, 2023 to coincide with the 2023-24 roll close and post roll close support and increase the amount payable by \$241,500 for a new not to exceed amount of \$440,220. TSN Solutions, Inc and its CEO, David Joffe has a deep understanding of the operational functions of the EZ Access system and the underlying data. Since March 2022, David Joffe assumed many of the responsibilities of the retired IT Manager and

oversees the operation of EZ Access system. This recommendation will ensure TSN Solutions, Inc. provides continued operational support of the EZ Access system.

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

FISCAL IMPACT:

Appropriations to cover the costs of this agreement are included in the Assessor-County Clerk-Recorder's FY 2022-23 Recommended Budget and will be included in future budgets.