

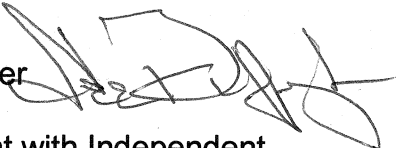


COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Tax Collector/Treasurer

DATE: 09-21-2007
BOARD MEETING DATE: 10-30-2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: Lee Buffington, Tax Collector/Treasurer 

SUBJECT: Request for Approval of an Agreement with Independent Contractor, Garrison Consulting, for Business Analysis and Project Management Services.

RECOMMENDATION:

Adopt a resolution authorizing the President of the Board of Supervisors to execute an agreement with Garrison Consulting to provide business analysis and project management services from January 1, 2008 to December 31, 2010 in an amount not to exceed \$633,456.00.

VISION ALIGNMENT:

Commitment: Ensuring responsive, effective and collaborative government by helping achieve the following goal:

Goal:

20. Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

Performance Measure(s):

Measure	FY 2006-07 Actual	FY 2007-08 Projected
What/How Much We Do Percent of funds received that are processed and banked within 24 hrs.	99%	99%

BACKGROUND:

The Tax Collector's office has contracted with Garrison Consulting to provide project management and business systems analysis since 1998. In July of 2007, Garrison Consulting was selected through a request for proposal (RFP) process to continue to provide these services. The term of the current Agreement is from July 1, 2007 until December 31, 2007 in an amount not to exceed \$99,000.00. Over the past eight years, Garrison Consulting has analyzed the business of and managed significant projects for the Treasurer-Tax Collector, Revenue Services, Controller's Offices as well as the San Mateo Medical Center and San Mateo County School Districts and has thereby gained extensive knowledge of their businesses and systems.

DISCUSSION:

In response to the County Manager's initiative and in conjunction with ISD, the Tax Collector has developed a Five Year Strategic Information Technology Plan. This plan spans the period from July 2007 through June of 2012 and includes projects that will not only enhance access to tax roll data and improve payment processing and reduce costs, but also build new interfaces with other County departments. Garrison Consulting would play an essential role in the successful outcome of these projects as well as in providing ongoing support to the Tax Collector and Controller's mission critical property tax systems.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

ISD has reviewed and approved the information technology content of this Contract.

County Counsel has reviewed and approved this Contract as to form.

FISCAL IMPACT:

The appropriation for this contract has been included in the Tax Collector's FY 2007-08 Recommended Budget. The amount for the three year Agreement is not to exceed \$633,456.00 based on an hourly rate of \$106.00.