



Legislation Text

File #: 16-0967, **Version:** 1

Chief Administrative Office, Procurement and Contracts on behalf of Treasury/Tax Collector's Office, recommending the Board approve the following:

- 1) Award Request for Proposal 17-575-003 for the purchase of a Remittance Processing System to the sole qualified proposer, RW RT Lawrence Corporation of Whittier, CA.;
- 2) Authorize the Treasury/Tax Collectors Office to negotiate Agreements for products and services for the purchase and install of the Remittance Processing System; and
- 3) Authorize the Purchasing Agent to execute said Agreements, contingent upon County Counsel and Risk Management review and approval in an amount not to exceed \$127,244 (plus applicable taxes and fees, estimated at \$10,180), for purchase, installation, training and one year of maintenance of the Remittance Processing System, following Board approval.

FUNDING: Investment Treasury Pool Interest.

DEPARTMENT RECOMMENDATION

Chief Administrative Office, Procurement and Contracts on behalf of Treasury/Tax Collector's Office, recommending the Board approve the following:

- 1) Award Request for Proposal (RFP) No. 17-575-003 for the purchase of a Remittance Processing System to the sole qualified proposer, RT Lawrence Corporation of Whittier, CA.;
- 2) Authorize the Treasury/Tax Collectors Office to negotiate Agreements for products and services for the purchase and install of the Remittance Processing System.
- 3) Authorize the Purchasing Agent to execute said Agreements, contingent upon County Counsel and Risk Management review and approval in an amount not to exceed \$127,244 (plus applicable taxes and fees, estimated at \$10,180), for purchase, installation, training and one year of maintenance of the Remittance Processing System, following Board approval.

DISCUSSION / BACKGROUND

The current Remittance Processing System is at end of life. This system is critical to the Treasurer's office. It scans the bills and checks received and via optical recognition auto fills the property tax system and endorses the checks for direct deposit into the banks. This automated system allows the department to work at optimal efficiency to record payments received and to archive images of the related documents for online and in house viewing for both tax payers and County employees.

On 6/13/16 The Board of Supervisors instructed the Treasurer-Tax Collector's office to work with the Procurement office to prepare a RFP for a replacement system and to obtain bids for direct purchase and possible lease options.

A cross-functional team was formed comprised of representatives from the Chief Administrative office, Treasury/Tax Collector's Office and the Procurement and Contracts Division to prepare an RFP containing detailed system specifications including hardware, software, installation, maintenance and training. The specifications also included compatibility and integration with both the County's current mainframe system and the new Property Tax system MegaByte. Three and five

year lease options as well as a purchase option were required. The team is recommending the purchase option.

On September 27, 2016, the Board of Supervisors approved the 2016-2017 budget, including the direct purchase of a new Remittance Processing System.

The Procurement and Contracts Division issued RFP #17-575-003 for the purchase or lease of an image-based Remittance Processing System, including hardware, software, installation, maintenance and associated training. The sole qualified proposal was received from RT Lawrence Corporation, of Whittier, CA.

ALTERNATIVES

Without this product, the impact to the department would be catastrophic as the Treasury/Tax Collectors Office does not have sufficient staffing to manually process all the payments and the current systems is at end of life.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

Recommend approval.

FINANCIAL IMPACT

The total cost of the Remittance Processing System is estimated at \$137,424 (including estimated taxes and fees). This item is included in the FY 2016-17 Budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Infrastructure

CONTACT

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