

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.16
(ID # 19256)**

MEETING DATE:
Tuesday, June 28, 2022

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY-CLERK-RECORDER: Approval of Amendment No. 9 to the Professional Service Agreement with Maryland TEKsystems, Inc. for Information Technology Consulting and Staffing Services, without seeking competitive bids, for the period of performance of July 1, 2022, through June 30, 2023, in the amount of \$145,000; All Districts [Total cost \$145,000 - 100% Department Revenue]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 9 to the Professional Service Agreement with Maryland TEKsystems, Inc., a Maryland corporation, for Information Technology Consulting and Staffing Services without seeking competitive bids, for an amount of \$145,000, for the period of performance of July 1, 2022, through June 30, 2023, and authorize the Chair of the Board to sign the Amendment on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to sign amendments that exercise the options of the Agreement including modifications of the statement of work that stay within the intent of the agreement; and
3. Direct the Clerk of the Board to retain one (1) copy of the Ninth Amendment and return two (2) original copies of the Ninth Amendment to the Assessor – County Clerk – Recorder's Office.

ACTION:Policy

Douglas Cady
Douglas Cady, Assistant Assessor County Clerk Recorder

6/9/2022

Aaron Gettis
Aaron Gettis, Deputy County Counsel

6/14/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: June 28, 2022
xc: ACR

Kecia R. Harper
Clerk of the Board

By: *Brunna Smith*
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$145,000	\$145,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Funding			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

TEKsystems, Inc., a Maryland corporation, predecessor-in-interest to Maryland TEKsystems, Inc., delivers development and consultation services integral to the operations of the Assessor-County Clerk-Recorder (ACR). This Amendment No. 9 provides for the completion of various enterprise and support application enhancements necessary to streamline work processes and related training necessary to transfer ongoing application support to departmental staff.

Maryland TEKsystems, Inc., provides cost effective and expert resources responsible for building support applications and the integration between ACR enterprise and external systems, including the geographical information system (GIS), continued automation technology integration, application modernization, and other line of business applications. Continued integration of these systems allows for the efficient and accurate delivery of departmental objectives.

Impact on Residents and Businesses

Maintaining and integrating modern technologies and applications facilitates continuity and efficient delivery of services to the public.

Additional Fiscal Information

The FY 22/23 Annual Maximum Contract Amount has been lowered from \$218,400 to a maximum amount of \$145,000. This decrease is due to the expectation that the vendor's services will not be required for the entire year as the department plans to take on in-house responsibility for the applications on a go-forward basis. As a result, this should be the final year the vendor's services are required for this project.

Contract History and Price Reasonableness

The Board of Supervisors approved the Professional Service Agreement with TEKsystems, Inc., on July 30, 2013, on Agenda Item 3.16, to provide Information Technology Services for the CREST/Property Tax System for one year through June 30, 2014, with the option to renew through June 30, 2015.

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Amendment No. 1 renewed the period of performance from July 1, 2014, through June 30, 2015, and was executed by the Purchasing Agent.

Amendment No. 2 extended the period of performance from July 1, 2015, through June 30, 2016, as approved by the Board of Supervisors on May 19, 2015, on Agenda Item 3.4.

Amendment No. 3 extended the period of performance from July 1, 2016, through June 30, 2017, as approved by the Board of Supervisors on June 21, 2016, on Agenda Item 3.12.

Amendment No. 4 extended the period of performance from July 1, 2017, through June 30, 2018, with the option to renew for one additional one-year period, as approved by the Board of Supervisors on June 20, 2017, on Agenda Item 3.10.

Amendment No. 5 renewed the period of performance from July 1, 2018, through June 30, 2019, and was executed by the Purchasing Agent.

Amendment No. 6 extended the period of performance from July 1, 2019, through June 30, 2020, with the option to renew for one additional one-year period, as approved by the Board of Supervisors on June 25, 2019, on Agenda Item 3.9.

Amendment No. 7 renewed the period of performance from July 1, 2020, through June 30, 2021, and was executed by the Purchasing Agent.

Amendment No. 8 renewed the period of performance from July 1, 2021, through June 30, 2022, and was executed by the Board of Supervisors on June 22, 2021, Agenda Item 3.01.

The period of performance was extended due to the ongoing need to support a few critical applications developed by the consultant. Such applications require extensive business knowledge about ACR plus strong technical acumen that a consultant can only gain through years of work with the ACR.

ATTACHMENTS:

ATTACHMENT A: Amendment No. 9 to the Professional Service Agreement for Information Technology Consulting and Staffing Services between County of Riverside and TEKsystems, Inc.

ATTACHMENT B: Amendment to SSJ ASARC-22-002 (A)

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA



Suzanna Heckley, Assistant Director of Purchasing and Fleet Service 6/9/2022

NINTH AMENDMENT TO THE
PROFESSIONAL SERVICE AGREEMENT
FOR INFORMATION TECHNOLOGY CONSULTING AND STAFFING SERVICES
BETWEEN COUNTY OF RIVERSIDE
AND
MARYLAND TEKSYSTEMS, INC.

Original Contract Term: July 1, 2013, through June 30, 2022
Contract Term Extended To: July 1, 2022, through June 30, 2023
Effective Date of Amendment: July 1, 2022
Annual Maximum Contract Amount: FY 22/23 \$145,000

Amended Contract ID: ASARC-91800-021-06/21

This Ninth Amendment to the Professional Service Agreement for Information Technology Consulting and Staffing Services (herein referred to as "Ninth Amendment" is entered into by and between MARYLAND TEKSYSTEMS, INC., a Maryland corporation, (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"), sometimes collectively referred to as the "Parties".

WHEREAS, COUNTY and CONTRACTOR entered into that certain Professional Service Agreement for Information Technology Consulting and Staffing Services, approved July 30, 2013, Agenda Item 3.16, amended a total of eight (8) times, and last approved on June 22, 2021, Agenda Item 3.8 (herein collectively referred to as "Agreement"); and

WHEREAS, the parties now desire to amend the Agreement for the ninth time to extend the term of the Agreement for one (1) year from July 1, 2022, through June 30, 2023.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. The above recitals are true and correct and are incorporated herein by reference.
2. Section 2. Period of Performance. The first sentence of Section 2.1 of the Agreement is hereby deleted in its entirety and replaced with the following:

"This agreement shall be effective from July 1, 2022, through June 30, 2023, unless terminated earlier".
3. Miscellaneous. Except as otherwise expressly modified herein, all other terms and conditions of the Agreement shall remain unmodified and in full force and effect.
4. Effective Date. This Ninth Amendment to the Agreement shall be effective July 1, 2022.
5. Entire Understanding. The Ninth Amendment and the Agreement contain the entire understanding and agreement of the parties. There are no oral or written representations, understanding, or ancillary covenants, undertaking or agreements that are not contained or expressly referred to within this Ninth Amendment and Agreement.

SIGNATURE PROVISIONS ON THE FOLLOWING PAGE

JUN 28 2022

3.16

NINTH AMENDMENT TO THE
PROFESSIONAL SERVICE AGREEMENT
FOR INFORMATION TECHNOLOGY CONSULTING AND STAFFING SERVICES
BETWEEN COUNTY OF RIVERSIDE
AND
MARYLAND TEKSYSTEMS, INC.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Ninth Amendment.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

By: Jeff Hewitt
Jeff Hewitt, Chair
Board of Supervisors

Dated: 06/28/2022

MARYLAND TEKSYSTEMS, INC., a
Maryland corporation

By: Christopher Garman
Chris Garman
Senior Manager of Operations Support

Dated: 6/9/22

ATTEST:
Kecia Harper
Clerk of the Board

By: Duana Smith
Deputy

APPROVED AS TO FORM:
County Counsel

By: Ryan D. Yabko
Ryan D. Yabko
Deputy County Counsel

From: [Hinckley, Suzanna](#)
To: [Foglio, Ann Marie](#); [Sole Source, Purchasing](#)
Cc: [Brown, Mike](#); [Acosta, Ofelia](#); [Bell, Lydia](#)
Subject: RE: REVISION...Amendment to SSJ ASARC-22-002
Date: Wednesday, June 1, 2022 9:26:35 AM
Attachments: [image001.jpg](#)
[image002.png](#)

Good Morning,

Please utilize SSJ No. 22-002A as your amended approval number for the SSJ.

From: Foglio, Ann Marie <AOFoglio@Rivco.org>
Sent: Wednesday, June 1, 2022 7:51 AM
To: Sole Source, Purchasing <psolesource@RIVCO.ORG>; Hinckley, Suzanna <SHinckley@Rivco.org>
Cc: Brown, Mike <mbrown@asrclkrec.com>; Acosta, Ofelia <Ofelia.Acosta@asrclkrec.com>; Bell, Lydia <LydBell@Rivco.org>
Subject: REVISION...Amendment to SSJ ASARC-22-002

This is the email I meant to send....pushed the send button to soon.

Everything is the same, just need to extend the time period one more fiscal year...July 1, 2022 through June 30, 2023.

Justification: Continuation of services is needed into the next FY to complete the project as required. SOW remains the same.

Please let me know if you anything else.

Regards,

Ann Marie Ortega Foglio

Procurement Contracts Specialist, Liaison to Assessor/County Clerk/Recorder
Riverside County Purchasing and Fleet Services
2980 Washington Street, Riverside California 92504

Email:

AOFoglio@rivco.org

AnnMarie.Foglio@asrclkrec.com

Phone:

951-955-4929 Office

951-539-6582 Cell

Friday Off: Non-Pay Day Week



From: Foglio, Ann Marie

Sent: Wednesday, May 25, 2022 2:28 PM

To: Sole Source, Purchasing <psourcesource@RIVCO.ORG>

Cc: Bell, Lydia <LydBell@RIVCO.ORG>; Acosta, Ofelia <Ofelia.Acosta@asrclkrec.com>; Brown, Mike <mbrown@asrclkrec.com>

Subject: Amendment to SSJ ASARC-22-002

Good afternoon, This agreement is going to be amended/renewed for FY22/23 and sent before the BOS. Subsequently the previously approved SSJ will need to be amended.

New term: July 1, 2022, through December 31, 2022

New budget: \$190,000

Justification: Continuation of services is needed into the next FY to complete the project as required. SOW remains the same. Just need to extend the term with a new budget which is less than original.

Please let me know if you any other information.

Ann Marie Ortega Foglio

Procurement Contracts Specialist, Liaison to Assessor/County Clerk/Recorder

Riverside County Purchasing and Fleet Services

2980 Washington Street, Riverside California 92504

Email:

AOFoglio@rivco.org

AnnMarie.Foglio@asrclkrec.com

Phone:

951-955-4929 Office

951-539-6582 Cell

Friday Off: Non-Pay Day Week

	DNN Purchas Fleet
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ASARE 22-002



PETER ALDANA
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER

Assessor
(951) 955-6200

County Clerk-Recorder
(951) 486-7000

Mailing Address
P.O. Box 751
Riverside, CA 92502-0751

www.riversideacr.com
www.riversidetaxinfo.com

Date: May 3, 2021
From: Peter Aldana, Assessor – County Clerk - Recorder
To: Board of Supervisors
Via: Kan Wang, Assistant Assessor – County Clerk - Recorder
Subject: Single Source Procurement; Request for Information Technology Consulting and Staffing Services

The below information is provided in support of my Department requesting approval for a single source. (Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.)

1. Supplier being requested: **TekSystems, Inc.**

2. Vendor ID: **11524**

3. Single Source Sole Source

(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)

(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)

4. Have you previously requested and received approval for a sole or single source request for this vendor for your department? (If yes, please provide the approved sole or single source number).

Yes No
SSJ# _____

4a. Was the request approved for a different project?

Yes No

5. Supply/Service being requested:

(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)

Contract amendment to extend Information Technology Consulting and Staffing Services for one additional year.

6. Unique features of the supply/service being requested from this supplier. (If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the



**PETER ALDANA
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER**

Assessor
(951) 955-6200

County Clerk-Recorder
(951) 486-7000

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P.O. Box 751
Riverside, CA 92502-0751

www.riversideacr.com
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manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)

Originally awarded as part of the RFP process conducted in 2013 for Information Technology Consulting Services (PUARC-933), TekSystems, Inc. has provided the consulting and staffing services for the County of Riverside Enterprise Solutions for Property Taxation (CREST) to support the transition to the new property tax system, Aumentum. The consultant has continued to provide resources responsible for building the integrations between Aumentum and various external systems, include the geographical information system (GIS), the Clerk of the Board Assessment Appeals system, and the Eagle Recorder system. CREST is continuing to work on stabilizing the integrations between Aumentum and the external systems and transfer knowledge from TekSystems resources to the County staff. This contract amendment will allow for the continued stabilization and knowledge transfer.

7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:

The contract extension is required due to the need to support and transfer knowledge related to critical applications that the consultant has developed, and the need of developing related applications to improve ACR's efficiency of public services. Such applications require extensive business knowledge about ACR and strong technical skills that the consultant has acquired through many years of working with ACR.

8. Period of Performance: From: 7/1/21 to 6/30/22
(total number of years)

Is this an annually renewable contract? No Yes
Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

Description:	FY21/22
Annual Costs:	
Professional Services	\$218,400
Optional Renewals:	
Professional Services	
Total Costs	\$218,400



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ASSESSOR-COUNTY CLERK-RECORDER

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Riverside, CA 92502-0751

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www.riversidetaxinfo.com

Note: Insert additional rows as needed

10. Price Reasonableness: (Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)

Purchasing and Fleet Services solicited competitive bids for Information Technology Consulting Services for the CREST/Property Tax System in 2013; TekSystems was one of the awarded vendors. The Board of Supervisors approved the Agreement with TekSystems on July 30, 2013. TekSystems has provided the services by the same consultant for several years throughout the project implementation. The vendor has maintained their pricing since 2018. Bringing in a new consultant to oversee these services would require additional time for them to learn the system and applications, which will incur additional charges and delay any progress made with the current applications in place.

11. Projected Board of Supervisor Date (if applicable): June 22, 2021
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)

<u>Douglas Cady</u>	<u>Doug Cady</u>	<u>May 20, 2021</u>
Department Head Signature (or designee)	Print Name	Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Requires BOS Approval

Not to exceed:

One-time \$ _____

Annual Amount \$ _____ / per fiscal year through _____ (date)
(If Annual Amount Varies each FY)



PETER ALDANA
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ASSESSOR-COUNTY CLERK-RECORDER

Assessor
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P.O. Box 751
Riverside, CA 92502-0751

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FY 2122 : \$ 218400
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____

Suzanna Hinckley

5/27/21

22-002

Purchasing Agent
ASST. Director

Date
(Reference on Purchasing Documents)

Approval Number