



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
DATE: September 27, 2016
FROM: Brett Wood, Purchasing Manager
SUBJECT: Change Orders to Contract No. KN020945 with Tax Sale Services and Contract No. KN021176 with Goodwin Consulting Group for Professional Services related to mPOWER Program

ACTION REQUESTED

Approve Change Order No. 4 in the amount of \$100,000 for a revised maximum amount of \$554,300 to Contract No. KN020945 with Tax Sale Services of California of Shingle Springs, CA for Public Records and Title Search Services for the mPOWER program.

Approve Change Order No. 3 in the amount of \$100,000 for a revised maximum amount of \$221,000 to Contract No. KN021176 with Goodwin Consulting Group Inc. of Sacramento, CA for Assessment Lien Administration Services for the mPOWER program.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On January 26, 2010 your Board approved the award of a contract with Tax Sale Services (TSS) of California in the amount of \$225,000 to provide public record and title searches for the mPOWER program administered by the Treasurer-Tax Collector. Contract No. KN020945 has been amended from time to time as the number of mPOWER applicants has increased. Prior increases were in accordance with the County's purchasing policy. The current contract amount is \$454,300. Due to the continued success of the mPOWER program, the number of applicants continues to increase, requiring additional public record and title search services. The Treasurer-Tax Collector has requested an increase of \$100,000 to the contract, for a revised maximum amount of \$554,300.

In December 2014, the Purchasing Manager executed a contract with Goodwin Consulting Group in the amount of \$50,000 to provide assessment lien administration services for the mPOWER program. Under this contract, Goodwin provides services such as documents preparation, communicating with the property owner/borrower regarding assessment values, developing interest and repayment processes, and providing activity reports for tax levy purposes. Contract No. KN021176 has also been amended from time to time as the program has expanded. Prior increases to this contract have been completed in accordance with the County's purchasing policy. The current contract amount is \$121,000. The Treasurer-Tax Collector has requested an increase of \$100,000 to the contract, for a revised maximum amount of \$221,000.

These increases require your Board's approval.

FISCAL IMPACT

Funding for these services included in the mPOWER program FY 2016-17 Budget. These costs are fully recovered by application fees and other costs reimbursed by mPOWER applicants.

cc: Jenine Windeshausen, Treasurer-Tax Collector

