



MEMORANDUM

To: Clerk of the Board of Supervisors

From: Office of the Treasurer & Tax Collector

Subject: Request for Retroactive Approval – Amendment No. 4 to Contract with Collection Solutions Software, Inc.

Date: December 15, 2025

The Office of the Treasurer & Tax Collector initially submitted the resolution and contract amendment for Board consideration on August 27, 2025, with the expectation that the amendment would be approved prior to the start of the extended contract term on December 1, 2025.

Following the submission and given reports related to procurement practices within our Office, we elected to pause all contracts in process in order to conduct a thorough review in consultation with the City Attorney's Office and the City Administrator's Office.

As a result of that review, our Office determined that it was appropriate to seek a waiver under Administrative Code Section 21.30, recognizing that Collection Solutions Software, Inc. owns the proprietary software and is the sole entity capable of maintaining or upgrading the system. To reflect this waiver and updated contract terms, our Office resubmitted both the contract amendment and the approving resolution to the Board of Supervisors on November 7, 2025.

Because the additional review and resubmission process required additional time, it became clear that final Board approval would not be possible prior to the December 1, 2025 start date of the contract extension. Given the Board's legislative calendar and the procedural steps required to update the contract record, our Office is now requesting retroactive approval to ensure the services provided from December 1, 2025 are legally authorized.

Accordingly, the Office of the Treasurer & Tax Collector respectfully requests retroactive approval of Amendment No. 4 to its agreement with Collection Solutions Software, Inc.