

Treasurer-Tax Collector
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Contra Costa County



Dan M. Mierzwa
County Treasurer-Tax Collector

Lulis Lopez
Assistant County Tax Collector

Danielle Goodbar
Tax Operations Supervisor

Date: July 24, 2024

To: Laura Strobel, Senior Deputy County Administrator - County Administrator Office

From: Dan Mierzwa, Treasurer – Tax Collector
By: Lulis Lopez, Assistant Tax Collector 

Subject: Outstanding Invoices requiring a Contract

We have two outstanding invoices that need to be paid to First Corporate Solutions, Inc. These invoices were originally paid with a purchase order. The Treasurer-Tax Collector is a small department of 30 members, including the department head. However, our office has faced various challenges including staff shortages due to vacancies and extended leave of absences, a COVID outbreak affecting 90% of our staff, network outages, ADA challenges due to elevator outage, and prioritizing tasks that required immediate attention. In addition, the Treasurer-Tax Collector department had a change in management during the first quarter 2024. Therefore, contract renewals have been delayed. We are now requesting approval to move forward with the contract approval process and to settle the outstanding invoices. The initial sole source criteria for this contract was approved on February 11, 2022.

Below are the invoices pending contract approval by BOS:

Vendor	Date	Invoice number	Amount
First Corporate Solutions	12/31/2023	INV-336023-H6V7X8	\$12,400.00
First Corporate Solutions	03/31/2024	INV-350067-K2R8Z2	\$ 400.00