



Elizabeth Comfort
Finance Director

Department of Finance

Public Services Building
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

July 17, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of an Amendment to a Contract with GovOS for short-term rental regulation administration services. Amendment Value is \$35,927.86 for 6 months. Total Contract Value is \$164,539.30 for 2 years. Funding is through short-term rental program fees for services. No County General Funds are involved.

Previous Board Action/Review	None		
Performance Clackamas	This item Builds Trust through Good Government by facilitating the administration of the Short-term Rental pilot program.		
Counsel Review	Yes	Procurement Review	Yes
Contact Person	Elizabeth Comfort	Contact Phone	503-936-5345

EXECUTIVE SUMMARY: This amendment adds \$35,927.86 in funding to the contract for additional work performed by GovOS, Inc. in the administration of the short-term rental pilot program and extends the contract through the end of the pilot program, December 2025. This funding covers the addition of bulk uploading services which is necessary to use in reconciling payments made by vendors with multiple listings. This will save considerable time that would be spent manually reconciling hundreds of payments. We also request the extension of the contract to cover the life of the STR administration fee pilot program.

RECOMMENDATION: Staff recommend the Board approve the contract amendment with GovOS, Inc. for short-term rental regulation administration services and the addition of Bulk Payment Uploads.

Respectfully submitted,

Elizabeth Comfort

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Finance Director

For Filing Use Only

AMENDMENT #1
TO THE CONTRACT DOCUMENTS WITH GOVOS, INC. FOR SHORT TERM RENTAL
REGULATION ADMINISTRATION SERVICES
Contract #8876

This Amendment #1 is entered into between **GovOS, Inc.** ("Contractor") and Clackamas County ("County") and shall become part of the Contract documents entered into between both parties on **January 24, 2024** ("Contract").

The Purpose of this Amendment #1 is to make the following changes to the Contract:

1. ARTICLE I, Section 1. **Effective Date and Duration** is hereby amended as follows:
The Contract termination date is hereby changed from June 30, 2025 to **December 31, 2025**.
2. ARTICLE I, Section 2. **Scope of Work** is hereby amended as follows:
County has authorized an increase to Scope of Work for Contractor to include an additional annual service for Bulk Payment Uploads. The additional annual service for Bulk Payment Uploads is further described in Exhibit "A" to this Amendment #1, attached hereto and incorporated by reference herein.
3. ARTICLE I, Section 3. **Consideration** is hereby amended as follows:
County shall pay Contractor an amount not to exceed \$32,077.86 for additional services performed during the Contract's extended term, and an amount not to exceed \$3,850.00 for Contractor to perform the additional annual services for Bulk Payment Uploads. The total Contract compensation will not exceed \$164,239.30.

ORIGINAL CONTRACT	\$ 128,311.44
<u>AMENDMENT #1</u>	<u>\$ 35,927.86</u>
TOTAL AMENDED CONTRACT	\$ 164,239.30

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #1, effective upon the date of the last signature below.

GovOS, Inc.



Authorized Signature Date

Printed Name


Clackamas County

Signature Date

Name: _____

Title: _____

Approved as to Form:



County Counsel 6/26/2025
Date

Exhibit A
Scope of Work Increase

Proposed on: 2025-04-08

Pricing Proposal for Clackamas County, OR

Prepared for:

Kiree Estrada

Clackamas County, OR
2051 Kaen Rd
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Submitted by:

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Enterprise Account Executive

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www.GovOS.com



Pricing Summary

The solution is a package of the below service applications.

Pricing for Clackamas County, OR

Products	QTY
Excel Bulk Upload Excel Bulk Tax Form Filing (per form)	1
Professional Service Hours - BLT Implementation Service Hours	6

Discount

Annual Contract Value \$2,500.00

One Time Fees: \$1,350.00

Total First Year Contract Value: \$3,850.00

GovOS and Clackamas County, OR

Statement of Work

Professional Services Hours

Purpose and Overview of Engagement

This SOW outlines the scope of services that GovOS, Inc., a Delaware corporation ("**GovOS**") will perform for Customer in exchange for payment of the fees indicated in the applicable Proposal.

The Services described herein are provided on a fixed-price basis and subject to the TOU and Proposal associated herewith.

Your GovOS SaaS Solution(s)

Customer and GovOS are deploying the following at an estimated 6 hours of effort:

Addition of

Deliverable(s): Bulk Filing Implementation

GovOS will perform the following tasks:

GovOS will implement one of the following solutions based on client confirmation:

1. Introduction

This Statement of Work (SOW) outlines the scope and objectives for implementing the bulk upload add-on for the client within GovOS. The client has expressed a need for this functionality to be implemented as soon as possible and requires a quote to proceed with an amendment to their existing contract. Additionally, the client seeks clarification regarding their contract renewal date and intends to extend the contract to December 31, 2025, with an amendment covering time, financial adjustments, and scope of work changes.

2. Objectives

The primary objectives of this project are:

- To enable the bulk upload functionality within GovOS for streamlined filing and reporting.
- To ensure seamless integration with the client's existing system.
- To provide a cost estimate for the implementation to facilitate contract amendments.
- To assess any implications of contract renewal timing and confirm alignment with client expectations.
- To update the contract duration, cost structure, and scope as part of the amendment process.

3. Scope of Work

The implementation of the bulk upload add-on includes the following tasks:

Review of Existing System & Configuration:

- Analyze the client's current system setup to determine compatibility with bulk upload functionality.
- Identify any potential system modifications needed for seamless integration.

Bulk Upload Implementation & Testing:

- Configure and enable bulk upload features within GovOS.
- Develop user guidelines and training materials to facilitate adoption.
- Conduct internal testing and client validation to ensure functionality meets requirements.

4. Deliverables

- Configuration and deployment of the bulk upload add-on.
- Cost estimate for implementation.
- Contract amendment document including time extension, cost adjustments, and scope modifications.
- Training materials and user documentation for bulk upload functionality.






FINAL GovOS Amendment #1

Final Audit Report

2025-07-08

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"FINAL GovOS Amendment #1" History

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