



APAS: Change Request (CR-029): APAS Project Amendment 12 changes to (Exhibit D, SOW # 2)

CR Status (Completed by APAS Program Manager)

Change Request #	69285-CR-029	Version 1.0
Date Closed	August 14, 2024	
Status at Close	Approved	

CR Identification (Completed by Requestor)

Requested By	Mahesh Naik
Request Date	August 6, 2024
Short Description	Extension of the Sapient APAS Oversight team from August 1, 2024 through May 31, 2025; extension of Phase 4 M&O including additional services (Sapient Salesforce Architect) by 2 ½ months to co-terminus with Phase 3 M&O; and Phase 3 M&O from March 16, 2024 through May 31, 2024.
Priority (C, H, M, L)	C
Team	APAS Project team
Due Date	August 15, 2024
Phase	Year 1 of the M&O
Evaluator	Paul Paulose
Detailed Description/Justification	<p>Problem Description: The FY 2024-25 Assessment Roll Close is the first Combined Assessment Roll delivered with our new assessment system, APAS. The delivery of the FY 2024-25 Assessment Roll is an accomplishment given the challenges of deploying new state-of-the-art technology while closing an increasingly complex Assessment Roll.</p> <p>APAS Phase 3 (Secured) system was deployed to production in December 2023. Following the production deployment of APAS Phase 3 system, the major focus of the team was to successfully complete the 2024-25 annual assessment roll in the new APAS system. The implementation of some Amendment # 10 scope items were deferred as post roll close activities. Amendment #12 includes the revised APAS team implementation plan to finish the deferred Amendment #10 scope items.</p> <p>To support the deferred Amendment #10 scope items, the retention of key functional and technical onshore resources from Sapient who had worked on the implementation phase of the project will be retained in the 1st year of APAS M&O.</p> <p>APAS Phase 4 M&O started on March 16, 2024 and is being made coterminous with Phase 3 M&O which started from June 1, 2024. With this change, going forward the Phase 4 M&O and Phase 3 M&O collectively called APAS M&O have the same annual start and end dates. In summary, APAS Maintenance Agreement started effective June 1, 2024 as approved in Amendment # 11.</p> <p>Additionally, “Additional Services” and Phase 3 M&O team extension being extended by 2.5 months from 3/16/25 to 5/31/25.</p>



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ACRE Shared Cost

Phase	ACRE Shared Cost	Sapient Cost
Phase 4 M&O team 2.5 months extension of 2.5 offshore team (3/16/24 - 5/31/24)	\$ 49,125	\$ -
APAS M&O Support "Additional Services" extension for 2.5 months for 1 onshore resource (400 hours @\$217 per hour) (3/16/25 - 5/31/25)	\$ 86,800	\$ -
Phase 3 M&O team extension with ACRE share - 30% (3/16/24 - 5/31/24)	\$ 21,222	\$ 49,518
Sapient Oversight Team Extension Cost with ACRE share - 50% (8/1/24 - 5/31/25) (See table below)	\$ 544,767	\$ 544,767
Total ACRE & Sapient Share	\$ 701,914	\$ 594,285
Total CR-029 Cost	\$	1,296,199

Sapient Oversight Team Extension Cost													
Name	Rate	Allocation	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Total
Mahesh	\$221.45	50%	\$ 19,487.60	\$ 17,716.00	\$ 20,373.40	\$ 15,944.40	\$ 16,830.20	\$ 18,601.80	\$ 16,830.20	\$ 18,601.80	\$ 19,487.60	\$ 18,601.80	\$ 182,474.80
Kishor	\$221.45	100%	\$ 38,975.20	\$ 35,432.00	\$ 40,746.80	\$ 31,888.80	\$ 33,660.40	\$ 37,203.60	\$ 33,660.40	\$ 37,203.60	\$ 38,975.20	\$ 37,203.60	\$ 364,949.60
Neelesh	\$221.45	100%	\$ 38,975.20	\$ 35,432.00	\$ 40,746.80	\$ 31,888.80	\$ 33,660.40						\$ 180,703.20
Milon	\$221.45	100%	\$ 38,975.20	\$ 35,432.00	\$ 40,746.80	\$ 31,888.80	\$ 33,660.40						\$ 180,703.20
Suneetha	\$221.45	0%	\$ -	\$ -									\$ -
Sujay	\$221.45	100%	\$ 38,975.20	\$ 35,432.00	\$ 40,746.80	\$ 31,888.80	\$ 33,660.40						\$ 180,703.20
												Grand Total	\$ 1,089,534.00
												ACRE Cost =>	\$ 544,767.00

NOTE:

- The following Sapient key functional, technical and management resources (Delivery Lead, Integration Architect, Functional Lead, Salesforce Architect, Program Manager) will be retained to support the APAS project with varying allocation % and start & end dates as appropriate during Year 1 of APAS M&O.
- The staffing allocation % of the Sapient Oversight Team will be adjusted as appropriate to meet the project plan without changing the overall Sapient oversight team extension cost.
- APAS Development Contingency (ACRE Reserved) fund balance of \$61,881 (Exhibit B) and ACRE Data Cleansing and Conversion Contingency fund balance of \$71,875 (Exhibit F, Reso # 077335) will be used to fund part of the ACRE shared cost.
- The APAS Phase 5A and Phase 5B funding were moved to the year 1 APAS Maintenance Agreement as per Amendment # 10. The deliverables and associated payments for Phase 5A and Phase 5B are detailed in Exhibit B - Fee Methodology and Payments # 10 (SOW #1). Phase 5B deliverables will be completed by March 31, 2025 and Phase 5A Deliverables will be completed by June 30, 2025 or earlier.
- The details of the CR-029 shared cost is identified in SharePoint folder under Change Requests.
- Sapient will maintain the staffing level as required to meet the delivery dates outlined in:
 APAS Heatmap → [Post Go Live Phase Heatmap - Draft v7 8-6-24.xlsx](#)
 APAS Resource Plan → [Resource Plan - working sheet v 19.0 FINAL.xlsx](#)
- As shared with the APAS Executive Steering Committee, ACRE and Sapient are reviewing the adequacy of the multi-year Maintenance Agreement cost structure.

Relative benefit of accepting the change request:

Completion of APAS Phase 5A and Phase 5B will provide efficiency and productivity to staff and enhance the service provided to San Mateo County constituents. Additional staffing support from Sapient will reduce the transition challenges from EZ Access to APAS. The retention of senior functional and technical resources from Sapient is important to stabilize the system and implement much needed enhancements requested by ACRE business users.

Relative cost of rejecting the change request:

The APAS project team will not be able to complete the desired changes and transformation of the Assessor business operations.

CR Evaluation Results (Completed by Evaluator)

Date Evaluation Completed	August 14, 2024
Work Effort Impact	None



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Deliverable Impact	None
Schedule Impact	None
Functional/Solution Impact	None
Resource/Cost Impact	\$1,296,199
Impact on Other tracks/ modules	None
Impact to Other External Systems	None
Other Comments	None
Overall Recommendation	Approved

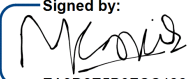
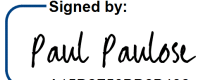
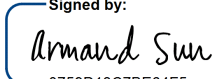
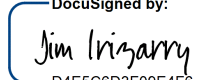
Scope / Execution Risk Assessment (Completed by APAS Program Manager)

Total Cost:	\$1,296,199	
Is this shared scope risk?	No	
Is this scope increase or decrease the overall cost to the project?	Increased Cost: \$568,158.00	Decreased Cost: None
ACRE Cost:	\$701,914.00	
Sapient Absorbed Cost:	\$594,285.00	
Sapient Non-absorbed Cost:	N/A	

CCB Review Results (Completed by APAS Program Manager)

CR Review Completed	August 22, 2024
Review Findings	None
New Scope Cap/Limit	None
Other Comments	None
Overall Recommendation	Approved

Approval Signatures

Sapient Project/Program Manager	Signed by:  EA0D6E6B0FCC486...
ACRE Project/Program Manager	Signed by:  A15D2F50BD8B400...
ACRE Chief Appraiser (supporting APAS)	Signed by:  8759D13C7BE64F5...
Assistant Assessor-County Clerk-Recorder & Assistant Chief Elections Officer	DocuSigned by:  D4E5C6D3F09E4F0...