



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Assessor-County Clerk-Recorder



Date: September 28, 2016
Board Meeting Date: November 1, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Mark Church, Chief Elections Officer & Assessor-County Clerk-Recorder

Subject: Amendment To Agreement with Mikasoft Inc., for Project Management Services for Assessor Property Assessment System Replacement Project

RECOMMENDATION:

Adopt a resolution:

- (A) Authorizing the execution of an amendment to agreement with Mikasoft Inc. to provide consulting services for the development of a new Request for Proposal (RFP) and project management services for a new Assessor's Property Assessment System (APAS); and extending the present contract period from October 31, 2016 through June 30, 2017, in an amount not to exceed \$223,850; and
- (B) Authorizing the Assessor-County Clerk-Recorder or his designee to execute subsequent amendments and minor modifications not to exceed \$25,000 (in the aggregate) and/or modify the contract term and/or services within the current or revised fiscal provisions.

BACKGROUND:

On August 5, 2014, the County entered into a contract with the Gartner Group Inc. to provide consulting services to develop an RFP for a new Assessment and Property Tax System (ATS) that would serve the departments of the Assessor, Controller and Tax Collector to replace the existing legacy systems. The agreement with the Gartner Group articulated the functional and technical requirements incorporated in the RFP for a new and integrated ATS.

The engagement with the Gartner Group spanned approximately 18 months and required over 10,000 hours of Assessor staff time in developing the high level business requirements for the RFP for a fully integrated "Commercial Off The Shelf" (COTS)

system. Only one vendor responded to the RFP with a fully integrated ATS solution. Unfortunately, their system failed to meet the technical and functional requirements during the demonstration phase of the RFP and accordingly, their proposal was rejected by all of the user departments. The extensive RFP process conducted by the county clearly established that there are no viable vendors in the market place that can provide a California COTS solution at this time.

The ATS Steering Committee, consisting of the departments of the Assessor, Controller, Tax Collector, County Manager's Office and Information Services Department (ISD), met in June 2016 and redirected the efforts of each department to individually pursue alternative solutions to replace their aging legacy systems. The ATS Committee is scheduled to meet in November to continue discussing the overall budget requirements of the APAS for FY 2016-17.

DISCUSSION:

In February 2016, the Assessor contracted with Mikasoft Inc. and its CEO Mr. Paul Paulose to serve as project manager and provide technical services in the evaluation of the Gartner RFP vendor proposals. In June 2016, with no viable vendor proposals to the Gartner RFP, the ATS Steering Committee authorized the three departments to evaluate alternative solutions. In order to move forward with the alternative solution evaluation, the Assessor entered into a contract for FY 2016-17 with Mikasoft Inc. The contract with Mikasoft Inc. (No. 13000-17-D005 dated June 30, 2016) covered July 1 through August 31, 2016 (NTE \$44,100) and was extended through October 31, 2016 (NTE \$50,000) for a total cost of NTE \$94,100.

The proposed amendment agreement will extend the existing contract period to November 1, 2016 through June 30, 2017 for an additional amount not to exceed \$223,850; bringing the total cost of consulting services to \$317,950.

The Scope of Services in the amended agreement will expand to include the development of an RFP specifically for the Assessor's APAS.

Additionally, Mikasoft Inc. will assist Assessor staff to survey and document approaches adopted by other California counties that have undertaken the replacement of similar Assessor's legacy systems.

Mikasoft Inc. will also assist the Assessor's Department in finding ways to extend the useful life of the Department's current business applications while the new APAS system is being developed. They will also play a significant role to onboard a vendor to evaluate the Department's current data quality and data cleansing requirements.

County Counsel has reviewed and approved the agreement and resolution as to form.

The replacement of the Assessor's aging APAS legacy system is imperative for the successful execution of the department's services and operations. This project is among the highest priorities collaboratively identified in the Assessor's Strategic Plan 2020.

This amendment will contribute to the Shared Vision 2025 outcome of collaborative community, by facilitating the successful implementation of a new APAS that will enable the accurate, efficient and accountable administration of the County's primary funding source.

FISCAL IMPACT:

There will be no new Net County Cost. The project work to date has received funding from property tax administrative fees and trust fund reserves from the Department of the Assessor-County Clerk-Recorder. The RFP will allow us to evaluate vendor proposals and establish a cost range for the new APAS.