

**AMENDMENT TO AGREEMENT  
(13000-18-D049)  
BETWEEN THE COUNTY OF SAN MATEO AND  
MIKASOFT, INC.**

THIS AMENDMENT TO AGREEMENT, entered into this 1st day of October, 2018, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Mikasoft Inc. hereinafter called "Contractor";

**W I T N E S S E T H:**

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for Consulting services on July 1, 2018 for the amount of \$88,200 through September 30, 2018; and

WHEREAS, the parties wish to amend the Agreement to continue services through June 30, 2019, and increase the amount by \$258,300 to an amount not to exceed \$346,500; and

WHEREAS, the Board of Supervisors has authorized the Assessor-County Clerk-Recorder to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term of services is/are within the current or revised fiscal provisions.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS  
FOLLOWS:**

1. Exhibit A is hereby amended as follows:

During the period of the proposed extension, our targeted objectives and deliverables include:

- Continue to assist ACRE IT Management in drafting APAS contract, participate in contract negotiations and finalizing the contract with Sapient
- Assist ACRE IT Management in negotiating and finalizing the Salesforce license agreement
- Lead APAS Staff/Contractor recruitment effort in supporting the ACRE IT

Director:

- o Prepare job descriptions for ACRE Term and Contract staff
  - o Review, shortlist and Interview potential candidates for the project
  - o Assist in developing offer letter/contract for the selected candidates
  - o Orient newly recruited ACRE staff on APAS project
- Manage the successful end to end Program Management of the Definition phase of the APAS project through active leadership and engagement at both a strategic and detailed program level. At a high-level this includes:
  - o Onboarding Sapient resources to APAS project
  - o Work with Sapient to orient ACRE staff working for APAS project on Salesforce PaaS and Sapient ValuePath implementation Methodology
  - o Provide expertise and share best practices regarding APAS project implementation
  - o Partnering with Sapient to ensure proper strategy, plan, alignment, integration and visibility
  - o Ensure that APAS program meets all project milestones without compromising established quality standards
  - o Provide weekly/monthly status to ACRE Management on all aspects of APAS program
  - o Maintaining visibility on day-to-day activities with project teams AND mitigating risks and addressing program/project obstacles as needed
  - o Prepare and plan for the phased implementation of APAS
- Lead, facilitate, and develop resolution to critical APAS project issues
- Assist ACRE IT management in preparing strategy and plan for the implementation of Organizational Change Management which includes:
  - o Communication
  - o Training
  - o Business process changes and adoption
  - o New/Updated user role definition
- APAS Data Cleansing and Conversion
  - o Lead the APAS data Assessment project
  - o Work with ACRE team in creating an RFP for APAS Data cleansing and conversion
  - o Lead the effort to develop the evaluation and selection criteria for the APAS Data Conversion project vendor
  - o Assist the RFP Proposal Evaluation Committee to develop the recommendation for APAS Data Conversion final vendor selection
  - o Assist ACRE IT management in drafting a contract with the vendor awarded the RFP contract
- Continue to assist ACRE IT staff's effort to identify and enhance current business

applications to extend their life while the new APAS system is being developed

- APAS third party risk assessment
  - o Assist ACRE IT Management in drafting the RFP for the evaluation and selection of third party risk assessment vendor to assess the APAS project health on a periodic basis
  - o
  - o Participate in the evaluation and selection of the 3<sup>rd</sup> party risk assessment vendor
  - o Assist ACRE IT management in drafting a contract with the third-party risk assessment vendor awarded the RFP contract
- 2. Section 3. Payments is amended to read as follows:  
“In no event shall County’s total fiscal obligation under the Agreement exceed \$346,500.”
- 3. Section 4. Term and Termination of the Agreement is amended to read as follows:  
“Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2018 through June 30, 2019.
- 4. Exhibit B, in consideration of the payments set forth in the original Agreement, is amended to read as follows:  
“not exceed 1500 hours from the period of October 1, 2018 through June 30, 2019.”
- 5. All other terms and conditions of the agreement dated June 28, 2018 between the County and Contractor, and all subsequent amendments, shall remain in full force and effect.

In witness of and in agreement with this Agreement’s terms, the parties, by their duly authorized representatives, affix their respective signatures:

FOR CONTRACTOR: MIKASOFT, INC.



Contractor Signature

September 13, 2018

Date

PALLATHU M. PAULOSE

Contractor Name (please print)

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
President, Board of Supervisors, San Mateo County

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board