

**RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION: A) AUTHORIZING AN AGREEMENT WITH MIKASOFT, INC., TO PROVIDE CONSULTING AND PROJECT MANAGEMENT SERVICES FOR THE ASSESSOR PROPERTY ASSESSMENT SYSTEM (APAS) FOR THE TERM OF JULY 1, 2019 THROUGH DECEMBER 31, 2021, FOR AN AMOUNT NOT TO EXCEED \$959,508; AND B) WAIVING THE COMPETITIVE BIDDING PROCESS TO SELECT MIKASOFT, INC., AS A SOLE SOURCE PROVIDER FOR CONSULTING AND PROJECT MANAGEMENT SERVICES**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, this Board approved Resolution #076320 at its December 11, 2018 meeting authorizing the Assessor Property Assessment System (APAS) Project to replace the Assessor's legacy system; and

**WHEREAS**, to date, project management services and consulting, data assessment, cleansing, and conversion tasks necessary to implement APAS have been provided by Mikasoft, Inc. and its CEO, Paul Paulose; and

**WHEREAS**, ongoing work includes the successful end to end program management of the APAS project through active leadership and engagement at both a strategic and detailed program level; and

**WHEREAS**, Assessor-County Clerk-Recorder-Elections' (ACRE) current contract with Mikasoft ends on June 30, 2019; and

**WHEREAS**, ACRE management is recommending a new contract with Mikasoft, Inc. to be implemented effective July 1, 2019 through December 31, 2021; and

**WHEREAS**, the proposed Resolution herein would execute the Mikasoft contract from July 1, 2019 through December 31, 2021, and expand services, for an amount not to exceed \$959,508 for the 30-month contract; and

**WHEREAS**, under the proposed agreement, Mikasoft, Inc. will: (1) continue to manage the APAS Definition Phase and ensure that Definition Milestones are completed and accepted by ACRE; (2) lead and manage the implementation stage of the project which spans multiple phases; (3) provide program management services to the APAS data cleansing and conversion project; (4) prepare strategy and plan for the APAS valuation project implementation approaches; (5) provide project management for the APAS project; and (6) assist in the discovery and implementation of methods and measures that will extend the useful life of existing business applications while the APAS system is being developed and implemented; and

**WHEREAS**, ACRE is requesting that this Board waive the competitive bidding process for consulting and project management services for the APAS project due to the ongoing nature of the APAS project and evolving consulting needs; and

**WHEREAS**, this Board has considered and concurs with the recommendation of the Assessor-County Clerk-Recorder & Chief Elections Officer.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED:**

1. The President of the Board of Supervisors is hereby authorized and directed to execute an agreement with Mikasoft, Inc., to provide consulting and project management services for APAS on behalf of the County of San Mateo, and the Clerk of the Board shall attest to the President's signature thereto.

2. Authority is given to the Assessor-County Clerk-Recorder & Chief Elections Officer or designee to execute contract amendments to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services as long as the modified term of services is/are within the current or revised fiscal provision.

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