



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-
RECORDER-ELECTIONS

File #: 24-092

Board Meeting Date: 2/13/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

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

Subject: Amendment 5 to Agreement with Triune Infomatics, Inc. for the services of Kalpana Mishra to Provide Quality Assurance Testing Services for the Assessor Property Assessment System (APAS)

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Triune Infomatics, Inc. for the services of Kalpana Mishra, extending the term from November 3, 2021 through February 29, 2024 to November 3, 2021 through June 30, 2024 and increasing the amount payable by \$55,866 to an amount not to exceed \$445,480.

BACKGROUND:

At the core of the business operations of the Assessor Clerk Recorder & Elections' (ACRE) Appraisal Services Division is a digital data management system which stores and processes data relating to the ownership, characteristics, and assessment values of all taxable properties in the County. At its December 11, 2018 meeting, this Board approved the APAS Agreement ("APAS Agreement") to replace the Assessor's legacy data management system. The APAS Agreement includes a 3-year term to cover the project development and implementation of the system ("Development Agreement") and a post-project 10-year term for maintenance and operations of the system ("Maintenance Agreement").

The APAS Project Staffing Cost budget includes seven (7) contractors to fill project-specific technical roles as laid out in the APAS project documents. The contractor positions are project-specific and will span 24-48 months as identified in the APAS project plan and approved budget. The expertise required of these contractors cannot be filled from the County's current IT staff and the positions will be eliminated at the end of the APAS project. The positions will be onboarded and phased in and out over the life of the APAS development project.

DISCUSSION:

The APAS project is a multi-year system development project that requires a stable and experienced project team. Each team member will gain invaluable experience and knowledge about the Assessor

Department business requirements and operations and how they should be integrated into the APAS project. Therefore, it is important that the contractors hired for the APAS project possess specific skills and experience to fulfill the duties for the positions described in the APAS project and remain throughout the duration of the project.

The current contract with Triune Infomatics, Inc. for the services of Kalpana Mishra to provide ongoing Quality Assurance Testing Services for the APAS project ends on February 29, 2024. ACRE Management is requesting the Board extend the term of the Agreement by four months through June 30, 2024 for production rollout support, and increase the amount payable by \$55,866, for a new not to exceed amount of \$445,480.

The County Attorney has reviewed and approved the resolution and amendment as to form.

FISCAL IMPACT:

Appropriations to cover the costs of this agreement are included in the Assessor-County Clerk-Recorder's FY 2023-24 Recommended Budget and will be included in future budgets. These costs will be fully funded by a transfer from Non-Departmental Services.