



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-
RECORDER-ELECTIONS

File #: 23-704

Board Meeting Date: 9/12/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

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

Subject: Amendment 3 to Agreement with Mikasoft, Inc. to Provide Consulting and Project Management Services for the Assessor Property Assessment System (APAS)

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Mikasoft, Inc. for consulting and project management services, extending the term from July 1, 2019 through September 30, 2023 to July 1, 2019 through January 31, 2024 and increasing the amount payable by \$203,962 for a new not to exceed amount of \$2,003,672.

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 term of 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 will have a transformative effect on a mission-critical business operation. It will automate many processes, modernize tools, improve workflows, and streamline internal and external interfaces with system users, fiscal stakeholders, and constituents. The expertise and labor of expert consultants is essential to supplement the efforts of our own staff, from both our appraisal and IT teams.

DISCUSSION:

In January 2023, APAS team successfully implemented the first major release of the Unsecured System (Business Personal Property). Following the January release of the Unsecured System, the team implemented additional system features in five releases. While performing the User Acceptance Testing of the Secured System (Real Property), the team identified additional requirements and

technical complexity and business process changes which will require additional programming development by the Contractor.

In June 2023, this Board approved Amendment 8 to complete the newly identified requirements and technical complexity for Phase 3, 4 & 5 activities. These activities are required for the de-installation of the EZ Access legacy system.

To date, project management services necessary to implement the APAS project including the Data Cleansing and Conversion project have been provided by Mikasoft, Inc. and its CEO, Paul Paulose. 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. This expert knowledge and leadership continue to be invaluable to ensure the APAS project success.

The current contract with Mikasoft ends on September 30, 2023. To support Amendment 8 to the APAS Agreement and post production warranty support, ACRE Management requests the Board extend the Mikasoft, Inc. contract from July 1, 2019 through September 30, 2023 to July 1, 2019 through January 31, 2024 and increase the amount payable by \$203,962 for a new not to exceed amount of \$2,003,672. Extending the Agreement will ensure Mikasoft, Inc. continued project management service for the APAS Development Agreement.

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 2023-25 Recommended Budget. These costs will be fully funded by a transfer from Non-Departmental Services.