



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** ASSESSOR-COUNTY CLERK-  
RECORDER-ELECTIONS

**File #:** 24-419

Board Meeting Date: 6/11/2024

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**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 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 for the Assessor Property Assessment System (APAS), extending the term from July 1, 2019 through June 30, 2024 to July 1, 2019 through June 30, 2025 and increasing the amount payable by \$292,204 for a new not to exceed amount of \$2,528,339.

### **BACKGROUND:**

At the core of business operations of the Assessor Clerk Recorder & Elections' (ACRE) Appraisal Services Division is the Assessor Property Assessment System (APAS), a state-of-the-art digital data management system which stores and processes data relating to the ownership, characteristics, and assessment values of all taxable properties in the County. On June 30, 2024, APAS will deliver the FY 24-25 Local Combined Property Assessment Roll to the Controller and the Board of Equalization. As the new official system of record, APAS has ushered in a new era of efficiency in assessment practices through enhanced data quality, technological workflow advancements and complete transparency of all property assessments.

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 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, the APAS Unsecured sub-system (Business Personal Property) went into production. Following the January release of the Unsecured System, the team implemented additional system features in five releases and successfully closed the Unsecured 2023 Roll in APAS. On December 15, 2023, the APAS Secured sub-system (Real Property) went into production. Following the production deployment of the APAS Secured sub-system (Real Property), Sapient has implemented additional system features in two releases and initiated the development of Phase 5 scope items concurrent with the Warranty Services and 1<sup>st</sup> year of the Maintenance Agreement.

On January 23, 2024, this Board approved Amendment 10 to the APAS Agreement to implement Phase 5 activities and other enhancements to be implemented concurrent with the Warranty and Year 1 of the Maintenance Agreement.

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 June 30, 2024. To support the Phase 5A and Phase 5B production implementation, production rollout support and other deliverables identified in Amendment 10, ACRE Management requests the Board extend the Mikasoft, Inc. contract from July 1, 2019 through June 30, 2024 to July 1, 2019 through June 30, 2025 and increase the amount payable by \$292,204 for a new not to exceed amount of \$2,528,339. Extending the Agreement will ensure Mikasoft, Inc. project management services are coterminous with the APAS Development and Maintenance Agreement.

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

**FISCAL IMPACT:**

Appropriations to cover the costs of the amended agreement are included in the Assessor-County Clerk-Recorder-Elections Department FY 2024-25 Recommended Budget. There is no Net County Cost associated with the amendment.