



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-
RECORDER-ELECTIONS
File #: 18-791

Board Meeting Date: 9/4/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Mark Church, Assessor-County Clerk-Recorder & Chief Elections Officer
Subject: Agreement with Easy Access, Inc. for Software Maintenance and Support

RECOMMENDATION:

Adopt a resolution authorizing an amendment to agreement with Easy Access, Inc., extending the period of software maintenance and support for the period of July 1, 2018 through June 30, 2019, for an amount not to exceed \$119,005.

BACKGROUND:

The Easy Access, Inc. Information and Data Management System stores and processes the ownership and valuation data from which the Assessor produces the annual assessment rolls for secured and unsecured properties within the county. The system also serves the functions of the County Controller and County Tax Collector in the administration of the property tax, the primary revenue sources for county and local governing bodies.

In 1996, the Department entered into an Agreement (Reso. 60069, 3/12/96) with Easy Access, Inc. (EAI) for the licensing, customization, implementation, and continuing maintenance and user support of EAI's proprietary data management software system. Contract amendments enabled full implementation in June 2000 (Reso. 62446, 12/1/98; Reso. 62856, 16/15/99; Reso. 63304, 1/4/00; Reso. 63640, 6/6/00). Further amendments provided for software revisions and upgrades to satisfy evolving requirements (Reso. 63886, 8/22/00; Reso. 64275, 3/6/01; Reso. 67827, 2/28/06; Reso. 68842, 7/10/17) as well as consecutive extensions of maintenance and support services. Subsequent annual extensions of maintenance and support services were below the \$100,000 limit that requires this Board's review.

The proposed extension of \$119,005 for software maintenance and support currently exceeds the \$100,000 threshold for Board approval. The cost increase for software maintenance and support is due to the expansion of system functionality and the increased number of users accessing the system. Additionally, there have been minimal adjustments to the maintenance and support pricing over the past 4 years.

DISCUSSION:

Continuance of the EAI maintenance and support services agreement will play a critical role in the transition of the Department to a new Assessor Property Assessment System (APAS). On June 22, 2018, a Letter of Intent was executed with EAI to extend services from July 1, 2018 through June 30, 2019, at a maximum cost of \$119,005, subject to this Board's approval.

The Board is being asked to authorize the Assessor-County Clerk-Recorder & Chief Elections Officer or his designee to execute subsequent amendments which do not exceed an aggregate of \$25,000.

The agreement and resolution have been reviewed and approved by County Counsel as to form.

The Information Services Department has reviewed and approved this agreement.

Adoption of this resolution contributes to the Shared Vision 2025 of a Collaborative Community by ensuring the reliability and optimal functionality of a vital software system that serves the collaborative purposes of three Departments administering the County's property tax program, with accountability and concern for future impacts.

FISCAL IMPACT:

There will be no new Net County Cost. Approved funding has been designated in the Assessor's FY2018-19 budget.