



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-
RECORDER-ELECTIONS

File #: 18-859

Board Meeting Date: 9/25/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Mark Church, Assessor-County Clerk-Recorder and Chief Elections Officer
Subject: Amendment to Agreement with Mikasoft, Inc. for Project Management Services for Assessor's Property Assessment System (APAS)

RECOMMENDATION:

Adopt a resolution authorizing:

- A) The execution of an amendment agreement with Mikasoft, Inc. for consulting and project management services, extending the term from October 1, 2018 through June 30, 2019, and increasing the fiscal obligation by not more than \$258,300; and
- B) Authorizing the Assessor-County Clerk-Recorder, or his designee, to execute subsequent amendments and minor modifications not to exceed \$25,000 (in the aggregate) and/or modify the contract term and/or services within the current or revised fiscal provisions.

BACKGROUND:

At the core of the business operations of our Appraisal Services Division is a digital data management system which stores and processes data relating to the ownership, characteristics and appraisal values of all taxable properties in the county. Our legacy system (EZ Access), installed in 1999, is near the end of its useful life and we are on the path to replacing it with a customized system that we call the Assessor's Property Assessment System (APAS). The APAS project is expected to span three to four years, implemented in phases.

Our February 2017 request for proposals process for this custom software development project yielded the selection of Sapient Corporation. The Sapient proposal utilizes the Salesforce Platform as a Service (PaaS) to develop the APAS solution. The APAS project was approved in March and commencement of contract negotiations started in April 2018. Funding for the project in fiscal FY 2018-19 has been approved as well as a five-year budget plan. In the event we execute a contract with Sapient and Salesforce, project work will continue to be performed by our staff and additional expert consultants.

To date, project management services have been provided by Mikasoft, Inc. and its CEO, Paul Paulose, along with data assessment, cleansing, and conversion tasks. This expert knowledge and leadership continue to be invaluable to ensure success. Ongoing work includes drafting the targeted contract's statement of work (SOW) and other key provisions as well as performing data assessment processes. Our current contract with Mikasoft (No. 13000-18-D049, 6/28/18, NTE \$88,200) secures those services from July 1 through September 30, 2018, the projected period of contract development. The Resolution proposed herein would amend the Mikasoft contract to further extend the term, from October 1, 2018 through June 30, 2019, and expand services, for an additional maximum cost of \$258,300, and a cumulative total of \$346,500.

The oversight committee has reviewed and approved.

DISCUSSION:

The services to be provided under the amended agreement include: (1.) assisting the ACRE APAS team to complete development and negotiation of the SOW and associated documents for targeted agreements with Sapient and Salesforce; (2.) leading the APAS project Definition Phase; (3.) completing the APAS data assessment evaluation and developing the APAS Data Cleansing and Conversion project RFP and vendor selection; (4.) providing project management for the APAS project; and (5.) assisting 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.

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.

County Counsel has reviewed and approved the resolution as to form.

A top priority in the Department's Strategic Plan 2020, the successful and timely completion of the APAS Project is essential to the continuing reliability and excellence of the technology that enables us to satisfy Constitutional mandates in the administration of California's property tax program.

The proposed amendment will contribute to the Shared Vision 2025 outcome of collaborative community, by facilitating the implementation of property assessment technology to provide accurate, efficient, and accountable property tax administration.

FISCAL IMPACT:

There will be no new Net County Cost. Approved funding has been designated in the Assessor's FY2018-19 budget. The related maximum cost of \$258,300 is duly budgeted for FY 2018-19. The proposed amendment extends the existing contract period, from October 1, 2018 through June 30, 2019, for a cumulative maximum cost of \$346,500.