



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-
RECORDER-ELECTIONS
File #: 19-1125

Board Meeting Date: 12/3/2019

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 AgreeYa Solutions, Inc. to Provide the Services of Amutha Venkat to Work on the APAS Project

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with AgreeYa Solutions, Inc. for the services of Amutha Venkat, extending the term of the agreement through June 30, 2020 and increasing the amount by \$132,825 for a new not to exceed amount of \$232,325.

BACKGROUND:

At the core of the business operations of the Assessor-County Clerk-Recorder & Elections (ACRE) 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. This Board at its December 11, 2018 meeting approved the Assessor Property Assessment System (APAS) Project (Resolution #076320) to replace the Assessor's legacy system. Additionally, this Board approved a 3 to 3 ½ year contract with Sapient Corporation to develop the APAS Solution.

As part of the ACRE project team, the APAS budget includes augmenting the ACRE Project team with information technology (IT) contractor positions. The contractor positions are project specific, will span from 12 to 24 months, and will be onboarded and phased out over the APAS project timeframe. The AgreeYa Solutions contract will be extended as appropriate and consistent with the timeframe approved in the APAS budget.

DISCUSSION:

ACRE utilizes 3 IT contractor vendors under the county's Master Services Agreements (Resolution #073010) to staff the APAS contractor positions (AgreeYa Solutions, Inc., Eaton & Associates, and Triune Informatics, Inc.). ACRE IT staff interviewed and selected the most qualified contractors to support the APAS Project team based on industry expertise and cost competitiveness.

In May 2019, ACRE contracted with AgreeYa Solutions Inc. to provide a Quality Assurance Technical Lead in support of the APAS through November 30, 2019. ACRE has amended the contract once.

The APAS project is a multi-year development project that requires a stable project team. Each team member gains invaluable experience and knowledge about the Assessor's business requirements. For this reason, it is extremely important that the contractors hired for the APAS Project remain on the project for the duration of their assignments. Furthermore, project turnover can be costly and lead to project delays that can be best managed by ensuring the stability of the project team. This is best accomplished by signing agreements with the contractors for a set period their skills are required.

FISCAL IMPACT:

The term of the agreement is May 28, 2019 through June 30, 2020. Appropriations to cover the costs of this agreement are included in the Assessor-County Clerk-Recorder-Election's FY 2019-20 Adopted Budget. These costs will be fully funded by a transfer from Non-Departmental Services.