



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-
RECORDER-ELECTIONS

File #: 21-774

Board Meeting Date: 10/5/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

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

Subject: Amendment 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 by an additional nine months from January 01, 2022 to September 30, 2022 and covering overtime expenses for the period of July 1, 2019 through July 31, 2021 and increasing the amount by \$385,000 to a new not to exceed amount of \$1,344,508.

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. The Board of Supervisors (BOS) at its December 11, 2018 meeting approved the Assessor Property Assessment System (APAS / BOS Resolution #076320) Project to replace the Assessor's legacy system. On April 07, 2020, the Board approved the amendment to the Agreement (Amendment 2) to incorporate the Data Cleansing and Conversion project (Resolution # 077335).

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:

The APAS project was launched in January 2019 with Sapient for a 3-Year fixed price agreement to complete the project development and implementation by December 31, 2021. To date 65 percent of the APAS system has been completed with 98% of the infrastructure and 90 of the business and technical frameworks completed. To complete the remainder of the APAS system development and implementation Sapient has recommended and ACRE has agreed to extend the APAS development

and implementation by six months to June 30, 2022.

To date, project management services for the APAS project including the Data Cleansing and Conversion project have been provided by Mikasoft, Inc. and its CEO, Paul Paulose which are necessary to implement APAS. 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 (Resolution #076721) ends on December 31, 2021. Assessor-County Clerk-Recorder-Elections (ACRE) Management is recommending the Mikasoft Inc. contract be extended by 9 months to coincide with the Sapient APAS contract development 6-month extension from January 1, 2022 through June 30, 2022 and the APAS 90 day warranty period, and increase the Agreement amount by \$385,000 to a new not to exceed amount of \$1,344,508. This recommendation will ensure Mikasoft, Inc. to provide project management services coterminous with Sapient APAS project development and warranty period.

County Counsel 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 2021-23 Recommended Budget and will be included in future budgets. These costs will be fully funded by a transfer from Non-Departmental Services.