



# County of San Mateo

## Inter-Departmental Correspondence

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

**File #:** 22-466

Board Meeting Date: 6/28/2022

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Mark Church, Assessor-County Clerk-Recorder & Chief Elections Officer  
**Subject:** Amendment 1 to Agreement with Genuent Global LLC. to Provide Quality Assurance Testing Services for the Assessor Property Assessment System (APAS)

### **RECOMMENDATION:**

Adopt a resolution authorizing Amendment 1 to the Agreement with Genuent Global LLC. for the services of Deepa Narayan, extending the term by an additional nine months from July 01, 2022, to March 31, 2023, and increasing the amount by \$100,370 for a new not to exceed amount of \$441,326.

### **BACKGROUND:**

At the core of the business operations of 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. The Assessor Property Assessment System (APAS) Project approved by this Board on December 11, 2018 (BOS Resolution #076320) aims to replace that legacy system. The Board further approved Amendment 2 to the Agreement on April 7, 2020 to incorporate the Data Cleansing and Conversion project (Resolution # 077335) and Amendment 5 to the Agreement on September 14, 2021 to extend the APAS Development Project (Exhibit A, SOW # 1, Resolution # 078374) timeline by an additional six months to June 30, 2022.

The APAS Project Staffing Cost budget includes seven (7) contractors to fill project-specific technical roles as laid out in the APAS project documents. The contractor positions are project-specific and will span 24-36 months as identified in the APAS project plan and approved budget. The expertise required of these contractors cannot be filled from the County's current IT staff and the positions will be eliminated at the end of the APAS project. The positions will be onboarded and phased in and out over the life of the APAS development project.

### **DISCUSSION:**

The APAS project is a multi-year system development project that requires a stable and experienced project team. Each team member will gain invaluable experience and knowledge about the Assessor

Department business requirements and operations and how they should be integrated into the APAS project. Therefore, it is important that the contractors hired for the APAS project possess specific skills and experience to fulfill the positions described in the APAS project and remain throughout the duration of the project.

The current contract with Genuent Global LLC (Resolution #077609) for the services of Deepa Narayan to provide ongoing Quality Assurance Testing Services for the APAS project ends on June 30, 2022. ACRE Management is recommending the Genuent Global LLC. contract be extended by 9 months from July 1, 2022, through March 31, 2023, to support the APAS project and post-production support and increase the Agreement amount by \$100,370 to a new not to exceed amount of \$441,326.

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

**FISCAL IMPACT:**

Appropriations to cover the costs of this amendment are included in the Assessor-County Clerk-Recorder's FY 2022-23 Adopted Budget. These costs will be fully funded by a transfer from Non-Departmental Services.