



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-
RECORDER-ELECTIONS
File #: 22-791

Board Meeting Date: 10/18/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Mark Church, Assessor-County Clerk-Recorder & Chief Elections Officer
Subject: Amendment to Agreement with Triune Infomatics, Inc. to Provide Project Coordination Services for the Assessor Property Assessment System (APAS)

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Triune Infomatics, Inc. for the services of Shalini Guda Padmanath, extending the term end date from October 31, 2022, to June 30, 2023, and increasing the amount payable by \$130,680 to an amount not to exceed \$326,194.

BACKGROUND:

At the core of the business operations of the Assessor Clerk Recorder & Elections' (ACRE) Appraisal Services Division is a digital data management system which stores and processes data relating to the ownership, characteristics, and assessment values of all taxable properties in the County. At its December 11, 2018, meeting, this Board approved the APAS Agreement ("APAS Agreement") to replace the Assessor's legacy data management system. The APAS Agreement includes a 3-year term to cover the project development and implementation of the system ("Development Agreement") and a post-project 10-year term for maintenance and operations of the system ("Maintenance Agreement").

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 duties for the positions described in the APAS project and remain throughout the duration of the project.

The current contract with Triune Infomatics, Inc. for the services of Shalini Guda Padmanath to provide ongoing Project Coordination Services for the APAS project ends on October 31, 2022. ACRE Management is requesting the Board extend the term of the agreement by nine months through June 30, 2023, and increase the amount payable by \$130,680, for a new not to exceed amount of \$326,194.

The County Attorney 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 2022-23 Recommended Budget and will be included in future budgets. These costs will be fully funded by a transfer from Non-Departmental Services.