



# County of San Mateo

## Inter-Departmental Correspondence

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

**File #:** 23-914

Board Meeting Date: 11/14/2023

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

**To:** Honorable Board of Supervisors

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

**Subject:** Amendment 4 to Agreement with AgreeYa Solutions, Inc. to provide Data Analysis, Data Cleansing and Conversion Services for the Assessor Property Assessment System (APAS)

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with AgreeYa Solutions, Inc. for the services of Jayshree Wasnik, extending the term from June 3, 2021 through November 30, 2023 to June 3, 2021 through February 29, 2024, and increasing the amount payable by \$36,353 for a new not to exceed amount of \$428,878.

### **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 term of 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 positions described in the APAS project and remain throughout the duration of the project.

The current contract with AgreeYa Solutions, Inc. for the services of Jayshree Wasnik to provide ongoing Data Analysis Services for the APAS project ends on November 30, 2023. ACRE Management is requesting the Board extend the term of the Agreement from June 3, 2021 through November 30, 2023 to June 3, 2021 through February 29, 2024, and increase the amount payable by \$36,353 for a new not to exceed amount of \$428,878.

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 2023-24 Recommended Budget and will be included in future budgets. These costs will be fully funded by a transfer from Non-Departmental Services.