



**MEMORANDUM**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors DATE: July 27, 2021  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: CoStar Software Subscription for Assessor – CoStar Realty Information Inc.

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**ACTION REQUESTED**

Approve an increase to a negotiated agreement with CoStar Realty Information Inc. of Baltimore, MD for CoStar software subscription services in the amount of \$5,000 for a new maximum amount of \$105,000 through June 30, 2022.

Authorize change orders to the agreement not to exceed a cumulative amount of \$10,500, consistent with the Procurement Policy.

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

The Placer County Assessor's staff (Assessor) requires ready access to on-line data to provide its appraisers with comparable market real estate data and statistics for commercial property valuation. The Assessor has been subscribing to an on-line database provided by CoStar Realty Information Inc. of Baltimore, MD for several years. The Assessor uses CoStar's Comps Professional, Property Professional, and Tenant modules and has found the data to be effective for the intended purpose.

This subscription service is available on a year-to-year basis, with pricing subject to increase annually. In July 2019 a three-year subscription agreement was executed to secure guaranteed pricing for an extended period, effective through June 30, 2022. Pricing for the subscription service is based on the number of active users. The Assessor has increased the number of active users from time to time on an as-needed basis. The subscription price for additional users is pro-rated based on the time they are added and co-terminates with the existing subscriptions through June 30, 2022.

The maximum cost for the current number of users is \$100,000 for the current subscription period. However, the Assessor has identified a need to add more users to the subscription within the next year. It is anticipated that the additional subscriptions will cost up to \$5,000 for the remainder of the subscription period.

The software platform provided by CoStar is proprietary and can only be obtained from CoStar as they do not authorize others to sell their services. Therefore, this CoStar service has been determined to be a sole source as defined by Placer County Purchasing Policy Section 3.6A.

**FISCAL IMPACT**

The Assessor has appropriately budgeted for this expense in the department's FY 2021-2022 Adopted Budget. There is no additional impact to the General Fund.

