



**MEMORANDUM**  
**PROCUREMENT SERVICES DIVISION**  
County of Placer

**TO:** Honorable Board of Supervisors **DATE:** December 14, 2021  
**FROM:** Todd Leopold, County Executive Officer  
**BY:** Brett Wood, Purchasing Manager  
**SUBJECT:** Assessment Workflow Software – Just Appraised Inc.

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**ACTION REQUESTED**

Approve a Budget Amendment (AM00583) in the amount of \$151,500.

Approve the award of a contract to Just Appraised Inc. of San Francisco, CA for the purchase of assessment workflow software in the amount of \$151,500.

Approve the renewal of the contract for two additional one-year periods in the maximum amount of \$140,000 plus a maximum of five percent (\$7,000) annually subject to department concurrence and available funding.

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

Given a 60% increase in recorded documents requiring review, the Assessor's Office has identified a need to streamline their change of ownership process and has identified a software product that will help them accomplish that goal and provide for cost containment. Just Appraised workflow management software uses data matching algorithms to aggregate various data sources about real estate transactions and create a workflow that allows staff members to process the transactions more timely. The software will be hosted by Just Appraised and provided to the county as a web-based subscription. It is compatible with the County's existing property management system (Megabyte). The Just Appraised software is currently in use in a number of counties throughout the nation. The software is also either being implemented, or in current use by several California counties such as San Joaquin County, Monterey County, and Yolo County all of which also use the Megabyte property management system.

Procurement reviewed the vendor's Software as a Service (SaaS) agreement with County Counsel and Risk Management and negotiated changes to the agreement in the County's best interest. The total cost for the first year of service is \$151,500 which includes installation and training. The ongoing annual cost will be \$140,000 but is subject to an increase equal to the Producer's Price Index for Software Maintenance (usually not more than five percent).

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**FISCAL IMPACT**

The total cost of this FY 2021-22 contract award is \$151,500. Your approval is requested for a FY 2021-22 Budget Amendment No. AM00583 to increase appropriations by \$151,500 in the CC03001 – Assessor budget, offset by fund balance in the General Fund. This purchase is considered an Intangible Asset and will be capitalized accordingly.

**ATTACHMENTS**

Contract on file with the Clerk of the Board.