



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

**TO:** Honorable Board of Supervisors **DATE:** June 28, 2022  
**FROM:** Jane Christenson, Acting County Executive Officer  
**BY:** Brett Wood, Purchasing Manager  
**SUBJECT:** CoStar Software Subscription for Assessor – CoStar Realty Information Inc.

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**ACTION REQUESTED**

1. Approve a renewal to a negotiated agreement with CoStar Realty Information Inc. of Baltimore, MD for CoStar software subscription services in the maximum amount of \$135,000 for the period of July 1, 2022 through June 30, 2024.
2. Authorize change orders to the agreement not to exceed a cumulative amount of \$13,500, consistent with the Procurement Policy.
3. 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 2020, a two-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.

The Assessor's Office requested quotes from CoStar for the renewal subscription term of July 1, 2022 through June 30, 2024 at the rate of \$64,140. Last year's annual rate was \$51,240 for 16 users. The new annual rate quoted by CoStar reflects a total of 17 users.

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.

Honorable Board of Supervisors

June 28, 2022

CoStar Software Subscription for Assessor – CoStar Realty Information Inc.

Page 2

**FISCAL IMPACT**

Funding for the renewals are included in the Assessor's Office's (CC03001) FY 2022-23 recommended Budget and will be included in the FY 2023-24 budget.

**ATTACHMENTS**

None