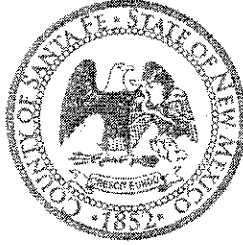


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: August 15, 2018

TO: Santa Fe County Board of County Commissioners

FROM: Bill Taylor, Procurement Manager, CPO *BT*

VIA: Katherine Miller, County Manager
Gus Martinez, Santa Fe County Assessor
Chris L. Sanchez, Chief Deputy Assessor

ITEM AND ISSUE: BCC Meeting August 28, 2018

Approval of Third Supplemental Addendum to Master Agreement and Schedule NM2016-001.01 for Licensed Software, Hardware and Services Between Santa Fe County and TRTA Gov, Inc., Increasing the Compensation an Additional \$113,229.81 for a Total Contract Sum of \$325,564.19, Exclusive of NMGR and Granting Signature Authorization to the County Manager to Sign the Purchase Order. (Bill Taylor, Purchasing Division, PJ Griego, County Assessor's Office)

Issue:

TRTA Gov., Inc provides licensed software, hardware and support services to the County Assessor's Office for valuation of property values for taxation purposes. Approval of this 3rd supplemental addendum will continue the provision of services for the Assessor's Office through June 30, 2019.

Pursuant to County Resolution 2014-143, regarding Santa Fe County contract signature authority, the total contract sum requires the approval of the Board of County Commissioners.

Background:

New Mexico County Assessors are exclusively responsible for implementing a program of updating values of property for property taxation purposes on an annual basis in accordance with the Property Tax Code so that current and correct values of property are maintained. The Santa Fe County Assessor's Office is striving to establish an accurate and transparent basis for property taxation through fair and equitable valuations. The Assessor's Office uses the TRTA Gov Inc. software to assist in valuation. This enables staff to accurately and fairly value any property and manage it all efficiently. It is easy-to-use and configure; the browser-based TRTA Gov Inc Valuation system

gives staff a complete range of appraiser software tools using the latest advancements in GIS, sketching and workflow.

To carry out technical support the contractor must have access to source code and database designs for the software applications. This access is protected by the usage agreement with TRTA Gov Inc. for proprietary and trade secret reasons. Therefore, TRTA Gov Inc. is the only entity capable of supporting the software while not voiding our usage agreement.

In September 2012, the Santa Fe County Assessor's Office procured the current CAMA System from Manatron, Inc. and all software support and maintenance items for the following products:

- Manatron ProVal Plus
- Ascend Assessment Administration
- Ascend Personal Property
- Manatron Parcel Builder

The original Agreement No. 2012.001.01 was amended each year. The original Agreement met the maximum four (4) year term in 2016. Pursuant to a sole source determination by the County, the services by TRTA Gov were procured for the provision of licensed software, hardware, services and support. In 2016 TRTA Gov and the County entered into an Addendum to Master Agreement and Schedule NM2016-001.01. A 2nd Supplement Addendum to the Master Agreement and Schedule, the term and compensation was increased.

Recommendation:

The Purchasing Division and the County Assessor's Office requests approval of 3rd Supplement Addendum to Master Agreement and Schedule NM2016.001.01 for licensed software, hardware and services between Santa Fe County and TRTA Gov., increasing compensation an additional \$113,229.81 for a total contract sum of \$325,564.19, exclusive of NMGRT and granting signature authority to the County Manager to sign the purchase order.

**3rd SUPPLEMENT TO ADDENDUM
TO MASTER AGREEMENT AND
SCHEDULE NM2016-001.01 FOR
LICENSED SOFTWARE, HARDWARE AND SERVICES
BY TRTA GOV, INC.**

THIS 3rd SUPPLEMENT TO ADDENDUM TO MASTER AGREEMENT AND SCHEDULE FOR LICENSED SOFTWARE HARDWARE AND SERVICES is made and entered into this ___ day of _____, 2018 by and between the County of Santa Fe, hereinafter referred to as the "County" or "Customer", and TRTA Gov, Inc., whose principal address is 510 E. Milham Avenue, Portage, Michigan 49002, hereinafter referred to as "TRTA Gov".

WHEREAS, pursuant to a sole source determination by the County, the services by TRTA Gov are procured for the provision of licensed software, hardware, services and support services to the Santa Fe County Assessor; and

WHEREAS, in 2016, TRTA Gov and the County entered into an ADDENDUM TO MASTER AGREEMENT AND SCHEDULE NM2016-001.01 FOR LICENSED SOFTWARE HARDWARE AND SERVICES (the Addendum); and

WHEREAS, the Addendum pertained to TRTA Gov's Schedule No. NM2016.001.01 for a term of one year from June 30, 2017 to June 30, 2017. By the 1st and 2nd Supplement to Addendum to Master Agreement and Schedule, the term of the Master Agreement was extended to June 30, 2019; and

WHEREAS, the Santa Fe County Assessor wishes to continue to benefit from TRTA Gov's services and products for another year and TRTA Gov has offered the attached Schedule No. NM2016-001-01-2018-2019 that provides for the continuation of services from July 1, 2018 to June 30, 2019.

NOW THEREFORE, it is mutually agreed between the parties that the following provisions shall be incorporated into the Addendum as if fully set forth therein:

Page 7, 15.1 **Term of Agreement** is supplemented by inserting the following at the end of 15.1:

By the 3rd Supplement to this Addendum and for purpose of providing services and Customer's payment of fees under this Agreement, the Term of the services described in Schedule No. NM2016-001-01-2018-2019 shall be one year commencing on July 1, 2018 and shall expire on June 30, 2019.

Page 7, 15.2 **Term of Maintenance & Support Services** is supplemented by inserting the following as 15.3:

15.3 Term of Maintenance & Support Services. As provided in this 3rd Supplement to Addendum, Support Services for Software and Third-Party Software shall commence on July 1, 2018 and shall continue through June 30, 2019 ("Software Support Services"). At any time during the term of the

Agreement, the Agreement is subject to early termination or termination for lack of appropriations in accordance with Section 16.2 of this Agreement. Customer shall notify TRTA Gov 90 days prior to the expiration date of the term of this Agreement.

II. Addendum to Schedule No. NM2016-001-01-2018-2019.

Term of Support Services Schedule is supplemented by inserting the following:

By the 3rd Supplement to Addendum Support Services under Schedule No. NM2016-001-01-2018-2019 shall commence on July 1, 2018 and shall continue for until June 30, 2019. The Support Services Schedule under this Schedule will not automatically renew.

Support Services Fees: For the Term of this Agreement, Customer shall pay TRTA Gov for Software Support Services and Annual Fees an amount not-to-exceed \$95,100.00, exclusive of gross receipt tax, and \$18,129.81 for End User License Agreement (EULA) fees, for a total of \$113,229.81, exclusive of gross receipts tax.

All other provisions of the **ADDENDUM TO MASTER AGREEMENT AND SCHEDULE NM2016-001.01 FOR LICENSED SOFTWARE, HARDWARE AND SERVICES** not specifically amended by the Addendum, 1st Supplement, 2nd Supplement and this 3rd Supplement to Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this 3rd^t Supplement as of the date of last signature below.

SANTA FE COUNTY


Anna Hansen, Chair
Santa Fe Board of County Commissioners

ATTESTATION:

Geraldine Salazar
Santa Fe County Clerk

Date

Approved as to form:



R. Bruce Frederick
Santa Fe County Attorney

8/13/18
Date

Finance Department:

Stephanie S. Clarke
Finance Director

Date

Thomson Reuters Tax & Accounting, Government (TRTA Gov)

Signature

Date

Print Name and title



SCHEDULES FOR MASTER AGREEMENT FOR LICENSED SOFTWARE, HARDWARE, AND SERVICES

The attached Schedules numbered NM2016.001.01-2018-2019 are made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. NM2016.001 between Manatron and the undersigned Customer (the "Agreement").

By and Between	And
MANATRON, INC. -- A THOMSON REUTERS BUSINESS 510 E. Milham Avenue Portage, Michigan 49002 ("Thomson Reuters Tax & Accounting, Government" or "TRTA Gov")	SANTA FE COUNTY, NEW MEXICO 102 Grant Avenue Santa Fe, New Mexico 87505 ("Customer")
Attention: Matthew Henry, Lead Contract Administrator Telephone No.: (269) 388-2633 Fax No.: (269) 567-2930 E-mail Address: Matt.Henry@ThomsonReuters.com	Attention: Gus Martinez, Assessor Telephone No.: (505) 986-6300 Fax No.: E-mail Address: assessor@santafecountynm.gov

The parties have executed these Schedules as of the dates set forth below their respective signatures.

TRTA GOV

SANTA FE COUNTY, NEW MEXICO

By: 
 (Signature)

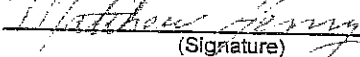
By: _____
 (Signature)

Its: V.P., Finance
 (Title)

Its: _____
 (Title)

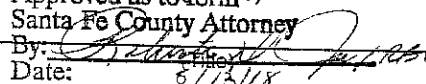
Date: June 25, 2018

Date: _____

Witnessed: 
 (Signature)

By: _____

Date: June 25, 2018

Approved as to form
 Santa Fe County Attorney
 By: 
 Date: 6/13/18

Date: _____

By: _____
 (Signature)


Its: _____
 (Title)

Date: _____

Witnessed: _____
 (Signature)

Date: _____

SIGNATURE PAGE


 Finance Director
 8/14/18

Date: May 30, 2018 S.S.

SOFTWARE SCHEDULE FOR SANTA FE COUNTY, NEW MEXICO

Schedule No. NM2016.001.01-2018-2019 to the Master Agreement for Licensed Software, Hardware, and Services. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. NM2016.001 between TRTA Gov and the undersigned Customer (the "Agreement").

SOFTWARE				
Software Description	Quantity	Unit Price	Total Price	Office
ProVal Plus		Existing Software		
Ascend Assessment Administration				
Ascend Personal Property				
MVP Manufactured/Mobile Homes				
Parcel Builder				
Total Software Fees:			\$ -	

SOFTWARE USE RESTRICTIONS: Site license(s).

Notwithstanding the foregoing, TRTA Gov is aware that the Customer currently maintains all land valuation and tax billing processes via SunGard I Public Sector Application Software. TRTA Gov warrants that software and services relating to interfaces to and from SunGard I land and tax applications will preserve and maintain the integrity of the Customer's land valuation and tax processes. For the purposes of this document, TRTA Gov shall not be responsible for any programmatic changes required to maintain the integrity of the land valuation and tax process where the integrity is corrupted by changes to the SunGard system. TRTA Gov also warrants that the GIS software products which are being provided through this agreement are compatible with TRTA Gov, Microsoft SQL Server, and ESRI software in order to preserve the integrity of processes provided by these systems, provided, however, that this warranty shall not apply to changes that may occur to SunGard's database structure.

Notwithstanding the foregoing, TRTA Gov warrants that the Third Party GIS Software provided by TRTA Gov, will conform in all material respects to the functional specifications contained in its then-current Documentation for the term of this Agreement and any extensions thereto. TRTA Gov agrees to correct or replace, at no charge, any nonconformity of which it receives notice during the warranty period with comparable Software acceptable to the Customer.

Date: May 30, 2018 S.S.

MAINTENANCE AND SUPPORT SERVICES (Collectively referred to as "Support Services") SCHEDULE FOR SANTA FE COUNTY, NM
 Schedule No. NM2016.001.01-2018-2019 to the Master Agreement for Licensed Software, Hardware, and Services. This Schedule is made and entered
 into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services
 No. NM2016.001 between TRTA Gov and the undersigned Customer (the "Agreement").

SOFTWARE SUPPORT SERVICES AND ANNUAL FEES		
Software Product	Annual Price	Office
ProVal Plus	\$ 37,368.00	
Ascend Assessment Administration	\$ 46,738.00	
Ascend Personal Property	Included	
Ascend Parcel Builder	\$ 9,292.00	
Escrow Fee	\$ 1,704.00	
Total Annual Fees - Year #1	\$ 95,100.00	

ALL HARDWARE SUPPORT CALLS SHOULD BE DIRECTED TO THE HARDWARE MANUFACTURER. NO HARDWARE SUPPORT OR TIER-ONE DIAGNOSTICS WILL BE PROVIDED BY TRTA GOV. CUSTOMER MAY BE REQUIRED BY THE HARDWARE MANUFACTURER TO PROVIDE ONSITE ASSISTANCE VIA TELEPHONE FOR HARDWARE WARRANTY ISSUES.

TERM OF SUPPORT SERVICES SCHEDULE: Support Services under this Schedule shall commence July 1, 2018 and shall continue until June 30, 2019. This Support Services Schedule will not automatically renew.

No later than March 31, 2019 the Assessor should notify Manatron under Article 15 (TERM) and 15.2 (Software) of the Master Services Agreement that the agreement and all schedules will expire June 30, 2019 and the Assessor will not be renewing or extending the term. The Assessor will have to do another procurement pursuant to the Procurement Code for these services.

Date: May 30, 2018 S.S.

SUMMARY SCHEDULE FOR SANTA FE COUNTY, NEW MEXICO

Schedule No. NM2016.001.01-2018-2019 to the Master Agreement for Licensed Software, Hardware, and Services. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. NM2016.001 between TRTA Gov and the undersigned Customer (the "Agreement").

Taxes: The fees set forth in this Agreement do not include any amounts for taxes. Unless Customer provides TRTA Gov with proof of exemption therefrom, Customer shall pay all applicable taxes levied by any tax authority based upon this Agreement, the Software, Hardware, and/or any Professional Services performed by TRTA Gov, excluding any taxes based upon TRTA Gov's income. It shall be Customer's sole obligation to challenge the applicability of any tax. If Customer shall become subject to tax at any time following the execution of this Agreement, TRTA Gov shall have the right to assess the tax liability applicable under this Agreement to Customer, and Customer agrees to pay TRTA Gov for such tax liability within thirty (30) days of receiving written notice of such tax liability from TRTA Gov.

ONGOING FEES	
Description	Annual Price
SOFTWARE SUPPORT SERVICES AND ANNUAL FEES - 2018 - 2019	\$ 95,100.00
MARSHALL AND SWIFT USAGE FEE 2018	2019 - TBD. A Marshall & Swift End User License Agreement (EULA) will be provided to the County as soon as possible.

Payment Terms for Ongoing Fees: Ongoing Fees are due and payable in advance of each annual term.

Date: May 30, 2018 S.S.



THOMSON REUTERS

MANATRON, INC. – A THOMSON REUTERS BUSINESS
("TRTA GOV")

Approved Marshall & Swift Reseller

2019 END USER LICENSE AGREEMENT (EULA)

The End User listed below has been granted the right to use the Marshall & Swift Cost Data in Reseller's CAMA Program for a period of one (1) calendar year. The End User agrees to pay the appropriate fees for the use of the data each year the End User uses the M&S Cost Data in the Reseller's CAMA Program. If the End User listed below does not pay the appropriate fees, the End User agrees to cease using and to erase, destroy, or disable the M&S Data in the CAMA Program, and that Reseller may erase, destroy, or disable all M&S Cost Data found in the CAMA Program.

I, the End User, have read and agree to all the terms listed above.

PLEASE FILL IN COMPLETELY

Fill in the number of parcels for calendar year 2019 (January 1, 2019 – December 31, 2019)

End User's Name: Santa Fe County Assessors Office

Signature: _____

Jurisdiction/Company: Santa Fe County Assessors Office

Address: 102 Grant Ave

City: Santa Fe

State: NM Zip Code: 87504

	<u>License Fees</u>
Improved Residential Parcels: <u>51344</u>	\$0.32/parcel (segregated)
Improved Commercial/Industrial Parcels: <u>2350</u>	\$0.36/parcel (segregated)
Improved Agricultural Parcels: <u>506</u>	\$0.31/parcel (segregated)
Improved Mobile/Manufactured Homes Parcels: <u>2581</u>	\$0.27/parcel (square feet)
Improved Other/Miscellaneous Parcels: <u>0</u>	\$0.31/parcel (segregated)
Total Number of All Parcels (improved and unimproved): <u>77895</u>	

Please indicate if you would prefer to receive future communications via email: Yes No

If yes, please provide email address: _____

Please return this completed form to TRTA Gov as soon as possible by emailing it to deb.loveridge@tr.com, faxing it to Deb Loveridge at (269) 567-2930, or mailing it to Manatron, Inc. - A Thomson Reuters Business, 510 East Milham, Portage, MI 49002.

**Appendix A Cost Breakdown
2019 End User License Agreement (EULA)**

	Parcels	Cost per Parcel	Subtotal
Improved Residential Parcels	51344	0.32	\$ 16,430.08
Improved Commercial/Industrial Parcels	2350	0.36	\$ 846.00
Improved Agricultural Parcels	506	0.31	\$ 156.86
Mobile/Manufactured Homes Parcels	2581	0.27	\$ 696.87
Improved Other/Miscellaneous Parcels	0	0.3	\$ -
Total Cost			\$ 18,129.81

