



Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: A 16-054

March 22, 2016

Introduced: 3/8/2016

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve Amendment No. 5 to Agreement No. A-11132 with Accela, Inc. to continue to provide required annual program maintenance and managed hosting for the Accela Automation software product in the amount of \$687,342 for a total amount not to exceed \$3,132,393, and extend the term for three (3) years to March 30, 2019; and
- b. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute Amendment No. 5 to Agreement No. A-11132 and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 5 to Agreement No. A-11132 with Accela, Inc. to continue to provide required annual program maintenance and managed hosting for the Accela Automation software product in the amount of \$687,342 for a total amount not to exceed \$3,132,393, and extend the term for three (3) years to March 30, 2019; and
- b. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute Amendment No. 5 to Agreement No. A-11132 and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

SUMMARY:

See Attachment A - Summary of Agreement. The original Agreement No. A-11132 allowed for the purchase, configuration and operation of the Accela Automation permit tracking system through December 31, 2012. Amendments since that time covered extending the term, adding annual maintenance costs for the extended term, purchase of additional licenses for the software product and training for the utilization of the software. The Resource Management Agency (RMA) recommends extending the agreement for three (3) years (to March 2019) for a fee of \$687,342.

DISCUSSION:

The County of Monterey has used Accela's Permits Plus processing and tracking software since 1996. In, 2008, RMA upgraded its software to Accela Automation creating a web-based enterprise permitting application hosted and maintained by Accela that provides government agencies with a complete solution to automate workflow and track permit information across multiple departments while managing data from a centralized database. The software and management of the system is funded through a technology fee applied to planning and building permits. Resource Management Agency (planning, building, environmental services, development services/surveys) as well as other County land use/enforcement agencies Environmental Health Bureau, Monterey County Water Resources Agency, Sheriff, and Fire

Districts all have licenses for this system. RMA has also been working with outside agencies like water districts, wastewater districts and the air district to integrate them into our workflow so information can be shared more effectively (internally and externally). This program allows agencies to reduce workloads, increase efficiencies, and provides citizens and businesses with easier, more convenient access to on-line government services.

Amendment No. 5 allows Accela, Inc. to continue to provide required annual program maintenance and managed hosting for the Accela Automation software product. Amendment No. 5 will increase this Agreement by \$687,342 to provide services for three (3) additional years. The total amount of the agreement, as amended, is not to exceed \$3,132,393 and the term is extended to March 30, 2019.

OTHER AGENCY INVOLVEMENT:

The following offices have reviewed and approved Amendment No. 5 as to form and legality, and fiscal provisions, respectively:

Office of the County Counsel
Auditor-Controller's Office
Contracts/Purchasing

FINANCING:

There is no impact to the General Fund. Technology fees are collected as four percent (4%) of planning and building permits to offset the cost of this agreement as well as other technology based initiatives such as third party programming support, converting files to digital, support services, and various hardware/software requirements. The annual costs for the above initiatives average over \$300,000 a year and for the most part are offset by the annual revenue from the technology fee which in FY 2014-15 generated \$294,271. The annual cost for this agreement would be \$221,278.81 (1st year), \$229,023.56 (2nd year) and \$237,039.38 (3rd year). There are sufficient funds appropriated under the current Fiscal Year 2015-16 as well as budgeted under Fiscal Year (FY) 2016-17 Baseline Budget within the Resource Management Agency (RMA) - Planning (Fund 001, Department 3000, Unit 8172, Appropriations Unit RMA001) and RMA - Building Services (Fund 001, Department 3000, Unit 8170, Appropriations Unit RMA011) to allow for the required annual program maintenance and managed hosting for the Accela Automation software product. Additional funds for future FYs will be budgeted to complete the services.

Prepared by: Jackson Dy, Departmental Information Systems Manager, Ext. 5194
Mike Novo, AICP, Director of Planning, Ext. 5192
Daniel Dobrilovic, Acting Building Official, Ext. 5962

Approved by: Carl P. Holm, AICP, Resource Management Agency Director

The following attachments on file with the Clerk of the Board:

Attachment A: Summary of Agreement
Attachment B: Amendment No. 5 to Agreement with Accela, Inc.
Attachment C: Agreement and Amendments No. 1 through 4 to Agreement with Accela, Inc.