



Legislation Details (With Board Report)

**File #:** A 22-140                      **Name:** Accela Agreement  
**Type:** BoS Agreement                **Status:** Passed  
**File created:** 3/30/2022              **In control:** Board of Supervisors  
**On agenda:** 4/26/2022                **Final action:** 4/26/2022

**Title:** a. Approve Amendment No. 2 to Agreement No. A-14427 with Accela, Inc., to continue to provide implementation, hosting and maintenance for the subscription services for the Accela software product (“services”), to increase the not to exceed amount by \$89,749 for a total not to exceed amount of \$1,108,746, extending the agreement an additional three (3) years for the revised term from July 1, 2019 through June 30, 2025;  
b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 and future amendments to the Agreement where the scope of work is not changed significantly and do not exceed ten percent (10%) of the total Agreement amount.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment 1 - Amendment No. 2, 3. Attachment 2 - Amendment No. 1, 4. Attachment 3 - Non-Standard Agreement, 5. Completed Board Order Item No. 63, 6. Executed A-2\_to\_NSA\_with\_Accela\_Inc

Date	Ver.	Action By	Action	Result
4/26/2022	1	Board of Supervisors	approved	Pass

a. Approve Amendment No. 2 to Agreement No. A-14427 with Accela, Inc., to continue to provide implementation, hosting and maintenance for the subscription services for the Accela software product (“services”), to increase the not to exceed amount by \$89,749 for a total not to exceed amount of \$1,108,746, extending the agreement an additional three (3) years for the revised term from July 1, 2019 through June 30, 2025;

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 and future amendments to the Agreement where the scope of work is not changed significantly and do not exceed ten percent (10%) of the total Agreement amount.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Approve Amendment No. 2 to Agreement No. A-14427 with Accela, Inc., to continue to provide implementation, hosting and maintenance for the subscription services for the Accela software product (“services”), to increase the not to exceed amount by \$89,749 for a total not to exceed amount of \$1,108,746, extending the agreement an additional three (3) years for the revised term from July 1, 2019 through June 30, 2025;

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 and future amendments to the Agreement where the scope of work is not changed significantly and does not exceed ten percent (10%) of the total Agreement amount.

**SUMMARY/DISCUSSION:**

The County of Monterey (County) has utilized the services of Accela, Inc. (Accela) since 2008. On June 27, 2019, the Monterey County Board of Supervisors (BOS) authorized the County to enter into a Non-Standard Agreement (NSA) with Accela to upgrade from the Accela perpetual license model to the Accela subscription

software services to provide more efficient and cost-effective services.

The services have allowed agencies to reduce workloads, increase efficiencies, and provide citizens and businesses with convenient access to online government services. The County has a continued for these services.

OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel-Risk Management and Auditor-Controller have reviewed Amendment No. 2 as to form and legality and fiscal provisions, respectively.

FINANCING:

The cost of the service is included in the FY2022-23 Requested Baseline Budget for Housing and Community Development Unit 8543, HCD002.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action supports the BOS Strategic Initiatives for Economic Development and Administration by allowing County staff to continue to utilize the permitting software to assist County residents and other support staff with projects/requests to improve the quality of life for all County residents and support economic development results.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kathy Nielsen, Management Analyst II, 755-4832

Approved by: Lori Woodle, Finance Manager I

Approved by: Erik V. Lundquist, AICP, HCD Director

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

Attachment 1 - Amendment No. 2

Attachment 2 - Amendment No. 1

Attachment 3 - Non-Standard Agreement