



Legislation Details (With Board Report)

**File #:** 13-0160      **Name:** Accela Contract and Fees  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 2/7/2013      **In control:** Board of Supervisors  
**On agenda:** 2/26/2013      **Final action:** 2/26/2013

**Title:** a. Approve Amendment No. 2 to Agreement No. A-11132 with Accela, Inc. in the amount of \$623,742.54, for a total amount not to exceed \$2,415,469.49, to include annual program maintenance and services associated with any unforeseen maintenance and modifications to the Accela Automation software product for land use permits, information management and customer service functions, and extend the term to March 30, 2016; and  
b. Authorize the Contracts/Purchasing Officer to execute Amendment No. 2 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.  
(Contract - PD080216/Accela Contract and Fees)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Attachment A - Amendment No. 2 to Agreement No. A-11132, 2. Completed Board Order, 3. Fully Executed Agreement, Amendment No. 2, Accela, Inc.

Date	Ver.	Action By	Action	Result
2/26/2013	1	Board of Supervisors	approved	

a. Approve Amendment No. 2 to Agreement No. A-11132 with Accela, Inc. in the amount of \$623,742.54, for a total amount not to exceed \$2,415,469.49, to include annual program maintenance and services associated with any unforeseen maintenance and modifications to the Accela Automation software product for land use permits, information management and customer service functions, and extend the term to March 30, 2016; and  
b. Authorize the Contracts/Purchasing Officer to execute Amendment No. 2 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.  
(Contract - PD080216/Accela Contract and Fees)

**PROJECT INFORMATION:**

Planning File Number: PD080216

Consultant: Accela, Inc.

Project Description: annual program maintenance and services associated with any unforeseen maintenance and modifications to the Accela Automation software product for land use permits, information management and customer service functions

Manager: Jackson Dy, Departmental Information Systems Manager

Plan Area: N/A

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 2 to Agreement No. A-11132 with Accela, Inc. in the amount of \$623,742.54 for a total amount not to exceed \$2,415,469.49 to include annual program maintenance and services associated with any unforeseen maintenance and modifications to the Accela Automation software product

for land use permits, information management and customer service functions, and extend the term to March 30, 2016; and

- b. Authorize the Contracts/Purchasing Officer to execute Amendment No. 2 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/DISCUSSION:

On March 25, 2008, the Board of Supervisors approved Agreement No. A-11132 with Accela, Inc. to provide professional services to implement, host and maintain the Accela Automation software product for land use permits, information management and customer service functions in an amount not to exceed \$1,791,726.95 for a term from March 31, 2008 through December 31, 2012.

On January 2, 2013, the Contracts/Purchasing Officer executed Amendment No. 1 to Agreement No. A-11132 with Accela, Inc. to extend the term to March 31, 2013 to provide continued services associated with the implementation, hosting and maintenance of the Accela Automation software product.

Amendment No. 2 provides for annual program maintenance and services associated with any unforeseen maintenance and modifications to the Accela Automation software product. Amendment No. 2 will increase this Agreement by \$623,742.54 for a total amount not to exceed \$2,415,469.49 and extend the term to March 30, 2016.

#### OTHER AGENCY INVOLVEMENT:

The following agencies have reviewed Amendment No. 2 as to form and legality, and fiscal provisions, respectively:

Office of the County Counsel  
Auditor-Controller's Office

#### FINANCING:

Costs associated with the implementation of the Accela Automation software for the term of the initial Agreement with Accela, Inc. have been covered by the Technology Fee included in the Land Use Fee Schedule. Over the past two (2) years, the Technology Fee of six percent (6%) has generated revenues of approximately \$200,000 per year which has offset costs for the implementation of the Accela Automation software product. This Technology Fee is scheduled to sunset on June 30, 2013. To maintain required funding for the annual program maintenance and modifications for the Accela Automation software product as outlined in Amendment No. 2 to the Agreement, the Resource Management Agency (RMA) will be returning to the Board of Supervisors by the end of April 2013 to request a three-year extension of the Technology Fee. Based on this intent, related expenditures and associated revenue are currently included in the department's three-year forecast for FY 2013-14 through FY 2015-16.

Prepared by: Jackson Dy, Departmental Information Systems Manager, Ext. 5194

Approved by: Mike Novo, Director, RMA-Planning, Ext. 5192  
Michael A. Rodriguez, Chief Building Official, RMA-Building Services  
<mailto:> Benny Young, Director, Resource Management Agency

This report was prepared with assistance by Shelley Dickinson, Management Analyst I, and reviewed by Shawne Ellerbee, RMA Administration & Finance Manager.

**Attachments:**

Attachment A: Amendment No. 2 to Agreement No. A-11132 with Accela, Inc.