



## Board Report

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**File #:** A 21-418, **Version:** 1

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- a. Approve and authorize the Director of Health or Assistant Director of Health to sign a Master Services Agreement with Accela, Inc. for the provision of software license subscription, and software maintenance/support in a vendor hosted environment for the retroactive term July 1, 2021 through August 31, 2024 in an aggregate amount not to exceed \$431,089, including non-standard terms regarding limitation of liability and indemnification as recommended by the Director of Health; and
- b. Approve and authorize the Director of Health or Assistant Director of Health to approve up to three (3) future amendments that do not exceed ten percent (10%) (\$43,108) of the original Accela, Inc. Master Services Agreement amount and do not significantly alter the scope of services; and
- c. Approve and authorize the Director of Health or Assistant Director of Health to sign a Master Services Agreement with SEP Technology Consulting, LLC for the provision of the Accela EH Civic application implementation project services for the term September 1, 2021 through March 31, 2023 in an amount not to exceed \$304,373 as recommended by the Director of Health; and
- d. Approve and authorize the Director of Health or Assistant Director of Health to approve up to three (3) future amendments that do not exceed ten percent (10%) (\$30,437) of the original Master Services Agreement with SEPT Technology Consulting, LLC amount and do not significantly alter the scope of services.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director of Health or Assistant Director of Health to sign a Master Services Agreement with Accela, Inc. for the provision of software license subscription, and software maintenance/support in a vendor hosted environment for the retroactive term July 1, 2021 through August 31, 2024 in an aggregate amount not to exceed \$431,089, including non-standard terms regarding limitation of liability and indemnification as recommended by the Director of Health; and
- b. Approve and authorize the Director of Health or Assistant Director of Health to approve up to three (3) future amendments that do not exceed ten percent (10%) (\$43,108) of the original Accela, Inc. Master Services Agreement amount and do not significantly alter the scope of services; and
- c. Approve and authorize the Director of Health or Assistant Director of Health to sign a Master Services Agreement with SEP Technology Consulting, LLC for the provision of the Accela EH Civic application implementation project services for the term September 1, 2021 through March 31, 2023 in an amount not to exceed \$304,373 as recommended by the Director of Health; and
- d. Approve and authorize the Director of Health or Assistant Director of Health to approve up to three (3) future amendments that do not exceed ten percent (10%) (\$30,437) of the original Master Services Agreement with SEPT Technology Consulting, LLC amount and do not significantly alter the scope of services.

### SUMMARY/DISCUSSION:

Accela, Inc. is a vendor that provides software support and maintenance for the Envision Connect software, which is a unified solution that supports the permitting, regulatory oversight, inspection management, service billing, State and internal reporting and data requirements in a vendor hosted environment for the Environmental Health Bureau (EHB).

This Agreement includes the recurring software subscription services for the Envision Connect software and the upgrade from the Envision Connect software to the Accela platform software subscription. The upgrade from

Envision Connect to the Accela EH Civic program platform is necessary for the additional features and functionality not available through Envision Connect since vendor is no longer enhancing and/or upgrading the application but upgrading Envision Connect users to Accela EH Civic program platform. The vendor will continue the Software as a Service (SaaS) engagement with the County meeting the requirements of EHB programs. The approval of this recommended action by the Director of Health will maintain the continuity of the EHB program services that include billing, permitting, and regulatory requirements tracking for Hazardous Materials, Land Use, Consumer Protection, Environmental Health Review, Solid Waste, Recycling and Resource Recovery and Water Program.

SEP Technology Consulting, LLC is an Accela authorized implementation partner and the Master Services Agreement with SEP Technology Consulting, LLC provides for the oversight and implementation of the Accela EH Civic program platform. The services provided by this vendor include project management, installation and set up, gap analysis, implementation, user testing, readiness evaluation, and go-live support. Accela, Inc. requires an authorized Accela implementation partner to implement Accela solutions and as such this Master Service Agreement is required to upgrade from Envision Connect to the Accela platform. A sole source justification was submitted and approved to support the vendor and planned upgrade. To ensure transparency in the vendor engagements, both agreements have been included in this board report for approval.

This work supports the following Monterey County Health Department 2018-2022 Strategic Plan Initiative: 1. Engage MCHD workforce and improve operational functions to meet current and developing population health needs. This also supports two of the ten essential public health services, specifically: 8. Assure competent public and personal health care workforce and 10. Research for new insights and innovative solutions to health problems.

OTHER AGENCY INVOLVEMENT:

The Office of Information Technology and Auditor-Controller have reviewed and approved these Master Service Agreements as to technology form and fiscal provisions respectively. The Office of County Counsel-Risk has reviewed these Master Service Agreements, County Counsel cannot approve vendor modifications to the standard agreement.

FINANCING:

Funding in the amount of \$433,000 for these Agreements was approved by the Board of Supervisors at the June 2, 2021 Budget Hearings and is included in the Health Department/Environmental Health Bureau FY 2021-22 Adopted Budget (4000-HEA005-8117); funding for subsequent years will be included in the Health Department/Environmental Health Bureau Fiscal Year 2022-23 and Fiscal Year 2023-24's requested budgets (4000-HEA005-8117).

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services;

promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Sarah House, Departmental Information Systems Manager, 755-4531

Approved by:

Date: \_\_\_\_\_

Elsa Mendoza Jimenez, Director of Health, 755-4526

Attachments:

Accela Master Services Agreement

SEP Master Services Agreement