



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

---

**File #: A 19-226, Version: 1**

---

- a. Approve a Non-Standard Agreement with Accela, Inc. to provide implementation, hosting, and maintenance for subscription services for the Accela software product for a total not-to-exceed amount of \$1,000,026, for a term effective July 1, 2019 through June 30, 2022; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Non-Standard Agreement and three (3) future amendments to the Agreement, where the amendments do not significantly alter the scope of work or change the approved Agreement amount, subject to review and approval by County Counsel, and do not exceed ten percent (10%) of the total Agreement amount.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve a Non-Standard Agreement with Accela, Inc. to provide implementation, hosting, and maintenance for subscription services for the Accela software product for a total not-to-exceed amount of \$1,000,026 for a term effective July 1, 2019 through June 30, 2022; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Non-Standard Agreement and three (3) future amendments, to the Agreement, where the amendments do not significantly alter the scope of work or change the approved Agreement amount, subject to review and approval by County Counsel, and do 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) Permits Plus processing and tracking software since 1996. On March 25, 2008, the Monterey County Board of Supervisors (BOS) authorized County to enter into a Non-Standard Agreement (NSA) with Accela (sole source provider) to upgrade the Accela software to create a web-based enterprise permitting application, which is a proprietary system hosted and maintained by Accela, and provides County with software licenses to allow for a complete solution to automate workflow and track permit information across multiple departments while managing data from a centralized database. The current executed Agreement No. A-11132 is scheduled to expire on June 30, 2019.

The County continues to require usage of the Accela software, including the purchase of twenty-five (25) additional licenses to expand tracking services associated with the Cannabis and Short-Term Rental Programs for the Resource Management Agency (RMA). During recent County negotiations with Accela for the continuation of services, including the purchase of additional licenses beginning July 1, 2019, it was determined that an upgrade from the current Accela software services (Accela perpetual license model) to an Accela subscription software services (Accela SaaS license model) would be most efficient and cost effective.

In the current license structure, the County has access to the base license land management functionality, which includes Planning, Building, Code Enforcement, Service Requests, GIS, Mobile, and Citizen Access.

By moving from our existing Accela Perpetual license model to the Accela SaaS license model, the County will benefit from having access to both the existing base license Land Management functionality and the Accela Case Management functionality. Case Management includes the Business License, Occupational Licensing, Alcoholic Beverage Control, Short-Term Rental, Cannabis Registration, Asset Management, Environmental

Health, and Public Safety modules. The Accela SaaS licensing structure will greatly streamline the functionality of all the modules in a single license. This new NSA between Accela and County will allow the RMA (Land Use and Community Development and Public Works, Parks, and Facilities), other County land use/enforcement agencies, and outside agencies (fire districts, water and wastewater districts, and air district) to utilize the subscription software services to integrate information into the County's workflow.

In comparing the cost of upgrading 25 licenses with the same level of benefits (Land Management and Case Management) for both the existing Accela Perpetual license model and the Accela SaaS license model, the first-year costs for going with the Accela Perpetual license model is \$1,751,864 versus \$321,942 with the Accela SaaS. Ongoing costs for the second year will be approximately \$523,695 in maintenance and hosting for Accela Perpetual license and \$333,211 for Accela SaaS.

RMA submitted an augmentation request for FY 2019-20 in the amount of \$85,000 for the net increase in cost to transition from the current perpetual Accela software to the subscription Accela SaaS software application, including the addition of 25 new licenses. This augmentation request was included as part of the Recommended Budget at the Board of Supervisors budget hearing on June 3, 2019.

This new NSA between the County and Accela Inc. will provide the Accela subscription software services to allow agencies to reduce workloads, increase efficiencies, and provide citizens and businesses with convenient access to on-line government services in a total amount not to exceed \$1,000,026, for a three (3) year term period beginning July 1, 2019 through June 30, 2022. and will require Board of Supervisors' approval.

#### OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel-Risk Management and Auditor-Controller have reviewed the new NSA as to form and legality, and fiscal provisions, respectively.

#### FINANCING:

The current Fiscal Year (FY) 2018-19 Budget within the RMA-Planning (Fund 001, Department 3000, Unit 8172, Appropriation Unit RMA 001) and Building Services (Fund 001, Department 3000, Unit 8170, Appropriation Unit RMA 011) included \$237,039. The cost of the upgraded Accela software subscription services for one (1) year is \$321,943. RMA requested a Budget Augmentation for FY 2019-20 in the amount of \$85,000 to fund the difference in cost between the prior Accela Software and the upgraded Accela Subscription-based software. The Board approved the

augmentation for \$85,000 for the FY 2019-20 Budget at the June 3, 2019 budget hearings. The NSA balance of \$678,083 will be allocated in the appropriate upcoming budget years.

#### 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: Jackson Dy, Departmental Information Systems Manager, (831) 755-5194

Approved by: Shawne Ellerbee, RMA Deputy Director of Administrative Services

Approved by: Carl P. Holm, AICP, RMA Director

Attachment:

Attachment A-SA with Accela

(Attachment on file with the Clerk of the Board)