

MEMORANDUM

COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: February 14, 2012

SUBJECT: Approve the Award of a Sole Source Purchase Order to Accela, Inc. for an Annual Software Maintenance and Support Agreement of the KIVA Permit Tracking System for Land Development Divisions in the Amount of \$110,429.55

ACTION REQUESTED

Approve the award of a sole source purchase order to Accela Inc. of San Ramon, CA for the acquisition of an annual software maintenance and support agreement of the KIVA Permit Tracking System for Land Development Divisions, and authorize the Purchasing Manager to sign the resulting purchase order in the amount of \$110,429.55.

BACKGROUND

The Land Development Divisions currently utilize the KIVA Permit Tracking System for the processing of common information and various permit processing functions. These divisions include Building, Planning, and Environmental Health. The current software maintenance and support agreement expires on February 17, 2012.

Land Development has identified a continued requirement for maintenance and support of the KIVA Permit Tracking System. Accela, Inc. the current support vendor has provided a quote in the amount of \$110,429.55 for maintenance and support of the KIVA Permit Tracking System for the period February 18, 2012 through February 17, 2013. The quote includes an increase of 5% from the prior year, which is consistent with the current contract terms.

Accela, Inc. supports the KIVA Permit Tracking System under an annual maintenance and support agreement. This maintenance and support agreement is only available from Accela, Inc. Section 1.3(l) of the Purchasing Policy Manual defines a sole source procurement as a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character. The annual maintenance and support agreement with Accela, Inc. meets this criterion.

FISCAL IMPACT

The resulting purchase order will be in the amount of \$110,429.55. Administrative Services' Fiscal Impact Statement is attached.

Attachment: Administrative Services Fiscal Impact Statement

cc: Jerry Gamez, Director of Administrative Services
Kathy Buchanan, Deputy Director of Information Technology

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, Director of Administrative Services

DATE: February 14, 2012

SUBJECT: PO for Accela Inc. for Software Maintenance and Support of the Permit Tracking System for Land Development – Yearly Renewal for the period 2/18/12-2/17/13

The Administration Services Department, under County Wide Systems (Dept 10), has budgeted appropriately for this PO and funding is available in the FY 2011-12 department budget. This PO will renew software maintenance and support for the County's Permit Tracking System for Land Development.