

**MEMORANDUM**  
**COUNTY OF PLACER**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
**PROCUREMENT SERVICES DIVISION**

**TO:** Honorable Board of Supervisors

**FROM:** Jim Boggan, Purchasing Manager *JB*

**DATE:** February 5, 2008

**SUBJECT:** Approve the Award of a Sole Source Purchase Order to Accela Inc. for Software Maintenance and Support of the Permit Tracking System for Land Development in the Maximum Amount of \$95,049.91

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**ACTION REQUESTED**

Approve the award of a sole source purchase order to Accela Inc. for software maintenance and support of the Permit Tracking System for Land Development purposes and authorize the Purchasing Manager to sign the resulting purchase order in the amount of \$95,049.91.

**BACKGROUND**

On February 18, 2003 your Board approved the award of RFP No. 8950 to Accela, Inc. to provide and install a permit tracking system, including two years of software maintenance and support, for the land development divisions (Building, Planning, Environmental Health, etc.). This system integrates the common information and various permit processing functions for which those divisions are responsible. On January 2, 2007 your Board approved an annual renewal of the necessary software maintenance and support agreement, which is due to expire on February 18, 2008.

The original contract allows the vendor to increase maintenance and software support pricing by not more than 4 percent per year for continuing maintenance. Accela has requested an increase of 4 percent for the next one-year period. This increase is reasonable in comparison to the Bureau of Labor Statistics' Consumer and Producer Price Indexes for the period.

**FISCAL IMPACT**

Accela has quoted a total price of \$95,049.91 (including applicable sales tax) for maintenance and support of the Permit Tracking System for the period February 18, 2008 through February 17, 2009. Administrative Services' Fiscal Impact Statement is attached.

cc: Kathy Buchanan, IT Division Manager

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L Moots, Director of Administrative Services

DATE: January 22, 2008

SUBJECT: PO for Accela Inc. for Software Maintenance and Support of the Permit Tracking System for Land Development – Yearly Renewal for the period 2/18/08-2/17/09

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The Administration Services Department, under County Wide Systems (Dept 10), has budgeted appropriately for this PO and funding is available in the FY 2007-08 department budget. This PO will renew software maintenance and support for the County's Permit Tracking System for Land Development.