

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

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager
DATE: February 9, 2010
SUBJECT: Approve the Award of a Sole Source Purchase Order to Accela Inc. for Software Maintenance and Support of the KIVA Permit Tracking System for Land Development in the Amount of \$100,163.59

ACTION REQUESTED

Approve the award of a sole source purchase order to Accela Inc. for software maintenance and support of the KIVA Permit Tracking System for Land Development and authorize the Purchasing Manager to sign the resulting purchase order in the amount of \$100,163.59.

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, and Environmental Health. This system integrates the common information and various permit processing functions for which those divisions are responsible. On January 13, 2009, your Board approved the fifth annual renewal of the necessary software maintenance and support agreement, which is due to expire on February 17, 2010.

The original contract allowed the vendor to increase maintenance and software support pricing by not more than 4 percent per year for five additional years. Accela has requested an increase of 5 percent for the sixth one-year period. Although there has been no change to the Producer Price Index for Software, the requested increase is reasonable based on ongoing technological enhancements.

In accordance with Purchasing Policy Manual Section 1.3 (I), this is a sole source procurement; the KIVA software maintenance is proprietary and can only be purchased from Accela.

FISCAL IMPACT

Accela has quoted a total price of \$100,163.59 for maintenance and support of the KIVA Permit Tracking System for the period February 18, 2010 through February 17, 2011. Administrative Services' Fiscal Impact Statement is attached.

cc: Clark Moots, Director of Administrative Services
Kathy Buchanan, IT Division Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L Moots, Director of Administrative Services

DATE: December 15th, 2009

SUBJECT: PO for Accela Inc. for Software Maintenance and Support of the Permit Tracking System for Land Development – Yearly Renewal for the period 2/18/09-2/17/10

The Administration Services Department, under County Wide Systems (Dept 10), has budgeted appropriately for this PO and funding is available in the FY 2009-10 department budget. This PO will renew software maintenance and support for the County's Permit Tracking System for Land Development.