

MEMORANDUM

COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 7, 2011

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 \$78,878.82

ACTION REQUESTED

Approve the award of a sole source purchase order to Accela Inc. of San Ramon, CA 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 \$78,878.82.

BACKGROUND

On February 9, 2010, your Board approved the annual renewal of the KIVA Permit Tracking System's software maintenance and support agreement in the amount of \$100,163.59. This system integrates the common information and various permit processing functions for which the Land Development Divisions including Building, Planning, and Environmental Health are responsible.

The annual software maintenance and support agreement expired on February 17, 2011. On February 4, 2011 the Purchasing Manager awarded an interim Purchase Order (PO091169) for a three month period to extend the KIVA Permit Tracking System's software maintenance and support agreement through May 17, 2011. This action provided the Administrative Services Department and Land Development time to review the legacy support options offered by the support vendor.

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 \$78,878.82 for maintenance and support of the KIVA Permit Tracking System for the period May 18, 2011 through February 17, 2012. The quote includes an increase of 5% from the prior year, which is consistent with the current contract terms.

Maintenance of this software is only available from Accela Inc. Section 1.3(I) 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 maintenance and support agreement with Accela meets this criterion.

FISCAL IMPACT

The resulting purchase order will be in the amount of \$78,878.82. Administrative Services' Fiscal Impact Statement is attached.

Attachment: Administrative Services Fiscal Impact Statement

cc: Clark L. Moots, Director of Administrative Services
Kathy Buchanan, Deputy Director of Information Technology

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services

DATE: June 7, 2011

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 \$78,878.82

The Administration Services Department (Department) is requesting the renewal of the annual software maintenance and support agreement for the County's Permit Tracking System for Land Development.

The Department, under County Wide Systems (Dept 10), has budgeted appropriately for this request and funding is available in the FY 2010-11 budget unit.