



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors DATE: December 15, 2020
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: Permits Tracking System Software Maintenance and Support Renewal – Accela Inc.

ACTION REQUESTED

Approve the renewal of a support agreement with Accela Inc. of San Ramon, CA for software maintenance and support for the Permits Tracking Information System in the amount of \$202,015 for the three-year period of December 31, 2020 to December 30, 2023. Funded by the Information Technology Final Budget for each respective fiscal year.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On November 6, 2012 your Board approved the award of a contract to Accela Inc. to upgrade the Permits Tracking System utilized by the Community Development Resource Agency, Facilities Management, Environmental Health, CalFire, and the Air Pollution Control District. The system uses KIVA software developed by Accela Inc. The total cost of the project included the first year of maintenance and support and has been renewed annually. The current maintenance and support period will expire on December 30, 2020.

The Information Technology Department provides general support for this system on behalf of all of the using departments and has identified a need to renew the maintenance and support agreement with Accela for another year. Accela offers substantial discounts to customers who agree to multi-year contracts for this service. As the result of negotiations facilitated by Procurement, Accela has offered pricing for a three-year agreement with annual increases of 3%. This is substantially lower than their typical increase of 7% for year-to-year agreements. The total estimated savings is \$16,264 for the three-year period.

This service is a sole source as defined by Section 3.6A of the Procurement Policy, as this support is only available from Accela, who is the owner and sole licensor of the software.

The total cost for this three-year agreement is \$202,015 for the period of December 31, 2020 to December 30, 2023. This exceeds the Purchasing Manager's authority and requires your Boards' approval.

FISCAL IMPACT

Payment is due on an annual basis, totaling \$202,015 for the three-year period. Funding for the first year is included in the Information Technology Department budget for Fiscal Year 2020-21 and will be included in the department's budget for the remaining two fiscal years.

