



MEMORANDUM
PROCUREMENT SERVICES DIVISION
County of Placer

TO: Honorable Board of Supervisors **DATE:** June 28, 2022
FROM: Jane Christenson, Acting County Executive Officer
BY: Brett Wood, Purchasing Manager
SUBJECT: Accela Workflow Automation and DigEplan Integration – TruePoint Solutions LLC

ACTION REQUESTED

Approve the award of a negotiated contract to TruePoint Solutions LLC of Loomis, CA in the amount of \$131,620 for a one-time Accela Workflow Automation and DigEplan Integration project and 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 (CDRA), Facilities Management, Environmental Health, CAL FIRE, 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. On December 15, 2020, your Board approved the renewal of the support agreement with Accela Inc. through December 30, 2023. Service under the support agreement includes standard maintenance and support for existing functions of the standard software. Upgrades or implementation of additional functions are outside of the scope of the support agreement. The Community Development Resource Agency (CDRA) has an on-call agreement with TruePoint Solutions LLC of Loomis, CA for any such service that may be needed which are outside of the scope of the support agreement with Accela.

Placer County began electronic processing of building permits, from submittal to issuance, over 5 years ago. In the last few years, CDRA has seen an increase from 5 percent to approximately 80 percent of customers submitting their building permits electronically. CDRA identified a need to enhance the building permit process to more efficiently manage electronic submittals along with modifications to better accommodate the hardcopy submittals. These improvements include refining CDRA's existing Accela workflow as well as the need to incorporate an integrated plan review software, DigEplan. DigEplan works in conjunction with the existing Accela product to help with document version control, communication with applicants, and communication with all those involved in the review of a building permit. Those involved in the review of a building permit include staff from CDRA (building, planning, and engineering and surveying divisions), Department of Public Works, Environmental Health, and various fire agencies. The successful completion of this project will provide a simplified mechanism for exchanging electronic plans and will allow for additional transparency in the permit review process.

Honorable Board of Supervisors

June 28, 2022

Accela Workflow Automation and DigEplan Integration – TruePoint Solutions LLC

Page 2

CDRA staff has negotiated an agreement with TruePoint Solutions for the implementation. The agreement has been reviewed and approved by County Counsel and Risk Management. The total cost for this project is \$131,620 which includes one-time implementation services of \$81,540 and the annual software license of \$49,680.

Therefore, your Board's approval is required to award a contract to TruePoint Solutions in the amount of \$131,620 for the Accela Workflow Automation and DigEplan Integration project and authorize the Purchasing Manager to sign all required documents.

FISCAL IMPACT

Funding for this project is provided through CDRA's FY 2021-22 Building Services Budget (CC06002). Thereafter, the cost for annual support will be included in CDRA's requested budgets.

ATTACHMENTS

Contract – on file with Clerk of the Board