

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

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, Director of Administrative Services *J.A.*

DATE: November 6, 2012

SUBJECT: Authorize the Award of a Contract and Approve a Budget Revision in Support of the Permit Management System Upgrade Project.

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**ACTION REQUESTED**

A. Permit Management System Upgrade Project:

1. Authorize the Purchasing Manager to execute a contract with Accela Corporation to upgrade the County's Permit Management System, with a budgeted net County cost of \$378,847, upon approval by County Counsel and Risk Management;
2. Approve a Budget Revision within the appropriate accounts of the Community Development Resource Agency & the Countywide Systems Fund budget units in the amount of \$344,650;
3. Add the appropriate components to the County's Master Fixed Asset List;
4. Authorize the Director of Administrative Services to take all other actions necessary to implement the project.

**BACKGROUND**

The County's Permit Management System was purchased from Accela Corporation in 2003. This system is utilized by the Community Development Resource Agency, Facility Services Department, Environmental Health and CalFire to process, track and manage land development permits. In addition to permit issuance and tracking, this system is further used for fee assessment and collection, inspection management, code enforcement, and land management functions.

The Permit Management System deployed in 2003 is nearing technical obsolescence and Accela Corporation has advised the County that no further system enhancements will be supported. As a result of this information, a Feasibility Study was completed in 2011 by the Community Development Resource Agency (Agency). The recommendation of the Study was to upgrade the County's Permit Management System with a solution that meets the County's current and future requirements including workflow integration, expanded geographic information system (GIS) capabilities and mobile technology applications.

Accela Corporation has successfully supported the County's Permit Management System since its implementation. The Agency enlisted the assistance of Accela Corporation to develop a comprehensive solution to upgrade the legacy Permit Management System. On June 26, 2012, Accela Corporation provided County staff with a proposal in the amount of \$378,847 to upgrade the County's Permit Management System to their Accela Automation Solution. The proposal is comprised of \$344,650 in software licensing, conversion of the existing database, system configuration costs and \$34,197 for the first year's maintenance cost.

The proposed Accela Automation Solution meets current County Information Technology standards and is in accordance with the Information Technology Strategic Plan approved by your Board on November 8, 2011. This new solution will improve the overall functionality of the County's permitting operations. Improvements over the legacy system include:

- Advanced Ad Hoc Reporting Tools
- Enhanced Crystal Reports Integration
- Web-based Customer Interface
- GIS Integration
- Mobile Applications Supporting Field Data Collection and Real-time Inspection Processing

In accordance with Purchasing Policy Manual 1.3(i), information technology software, services and maintenance are exempt from normal competitive bid process. Therefore, in order to proceed with the award of a contract to Accela Corporation for upgrading the County's Permit Management System, your Board's approval authorizing the Purchasing Manager to execute the related procurement documents; approval of the attached Budget Revision; addition of the appropriate components to the County's Master Fixed Asset List; and authorization for the Director of Administrative Services to take all other actions necessary to implement the project is required.

#### **FISCAL IMPACT**

The Contract resulting from this request will not exceed \$378,847 and funds for the acquisition of the Accela Automation Solution are budgeted within the Community Development Resource Agency and the Countywide Systems Fund FY2012-13 Budget, in the amount of \$257,347 and \$121,500 respectively.

Attachment(s)

Cc: Michael J. Johnson, AICP CD/RA Agency Director  
Kathy Buchanan, Deputy Director of Information Technology  
Allison McCrossen, Budget Analyst  
Melissa Nunnink, Administrative & Fiscal Operations Manager  
Brett Wood, Procurement Manager

**ADDITIONS TO MASTER FIXED ASSET LIST  
COUNTY SYSTEMS FUND**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>
1	Accela Automation Solution	\$344,650
	<b>Total Fixed Asset Additions</b>	<b>\$344,650</b>

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager (WOC) 

DATE: November 6, 2012

SUBJECT: Authorize the Award of a Contract and Approve a Budget Revision in Support of the Permit Management System Upgrade Project.

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The contract resulting from this request will not exceed \$378,847 and funds for the acquisition of the Accela Automation Solution are budgeted within the Community Development Resource Agency and the Countywide Systems Fund FY2012-13 Budget, in the amount of \$257,347 and \$121,500 respectively. The requested budget revision to support this purchase is also attached.



**Permit Management System Upgrade Project  
Budget Revision Summary**

Item Description	CDRA Funding	Countywide Systems Funding	Total Equipment Cost
<b>Permit Management System Upgrade</b>			
Software License, Database Conversion, System Configuration	257,347	87,303	\$344,650
<b>Sub Total</b>	<b>\$ 257,347</b>	<b>\$ 87,303</b>	<b>\$344,650</b>