



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: November 3, 2015
Subject: Contract with Accela, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Department of Conservation and Development (DCD) Director, or designee, to execute contracts with Accela, Inc., in the amounts and terms listed below. These contracts will be used by DCD for maintenance and support services and the software license for the Department's permitting system (Accela Automation).

1. Contract # C45997-01 Accela to provide maintenance and support services for the Department's Permitting System, in an amount not to exceed \$533,668, for the period September 14, 2015 through September 30, 2020.
2. Contract # C49625 Accela to provide a perpetual software license for the Department's Permitting System at no charge, the cost having been paid previously.

FISCAL IMPACT:

No impact to the County General Fund. Costs will be covered by revenues from building permit fees and land development application fees.

BACKGROUND:

☒ APPROVE
 ☐ OTHER
☒ RECOMMENDATION OF CNTY ADMINISTRATOR
 ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/03/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
 Candace Andersen, District II Supervisor
 Mary N. Piepho, District III Supervisor
 Karen Mitchoff, District IV Supervisor
 Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 3, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Victoria Mejia
925-674-7726

cc:

The County entered into Contract No. 45997 with Sierra Computer Systems, Inc., on March 18, 1997 ("Contract No. 45997"). Sierra Computer Systems, Inc., later became Accela, Inc. The contract was later amended to enhance the Department's computer system. The original contract was signed with the two departments that subsequently were

BACKGROUND: (CONT'D)

merged to become the Department of Conservation and Development (DCD), creating a redundancy in licensing. Staff negotiated with the Contractor to relinquish one department site license of Accela Land Management and Accela GIS, thereby reducing maintenance fees. Most tasks under the original contract and its amendments were completed; therefore, staff recommends that the County enter into 1) a contract effective September 14, 2015 for Accela, Inc., to provide maintenance and support until September 30, 2020 for \$533,668, and 2) a separate contract for a perpetual software license. The County paid for the perpetual software license in full, under Contract No. 45997, as amended. The maintenance contract and software license will supersede Contract No. 45997.

Accela Automation is the main software system used by the Department of Conservation and Development for tracking building and planning applications and issuing permits. Different modules of the system allow the DCD to process the permits and to communicate with the public in an efficient manner. The ePermits portal of Accela allows for the public access to the permit information over the internet. Accela also allows DCD's building inspectors and other field staff instant access to the live data on their mobile devices which enables them to make better informed decisions in the field and communicate them to the central office immediately. Historical data from the system is used to generate comprehensive reports for use by the county and various local, state and federal agencies. Accela data also feeds into DCD's joint billing system for faster and more accurate billing. Accela is a critical tool in DCD's daily operations and the recommended contracts are necessary to maintain DCD's services.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract renewal is not approved, the Department will lose the contract to support, maintain and upgrade the Accela Automation Permitting System, hindering the ability to process Building Permits and Planning Applications including revenue collection.