

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH  
AVOCETTE TECHNOLOGIES FOR THE PROVISION OF SUPPORT AND  
MAINTENANCE SERVICES FOR THE ACCELA PERMITTING SYSTEM, INCREASING  
THE AMOUNT BY \$160,000 TO AN AMOUNT NOT-TO-EXCEED \$360,000 AND  
EXTENDING THE TERM THROUGH JUNE 30, 2025**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, on July 1, 2022 the County of San Mateo entered into an agreement with Avocette Technologies to provide support and maintenance services for the Accela permit tracking system for the Planning and Building Department for the period of July 1, 2022 through June 30, 2023 for a total amount not-to-exceed \$120,000 (the "Agreement"); and

**WHEREAS**, the Director of Planning and Building executed Amendment No. 1 to the Agreement on June 14, 2023 to increase the amount by \$60,000 for a new not-to-exceed amount of \$180,000 and extend the term to December 30, 2023; and

**WHEREAS**, the Director of Planning and Building executed Amendment No. 2 to the Agreement on December 15, 2023 to increase the amount by \$20,000 for a new not-to-exceed amount of \$200,000 and extend the term to February 29, 2024; and

**WHEREAS**, both parties now wish to amend the agreement to increase the not-to-exceed amount by \$160,000 to allow Avocette Technologies to continue to provide support and maintenance services for the Accela permit tracking system, for a new total amount not-to-exceed \$360,000 for the period of July 1, 2022 through June 30, 2025; and

**WHEREAS**, the amendment will facilitate the continuation of an ongoing service, which is a basis for waiver of the competitive process pursuant to Administrative Memorandum B-1 (Section IV. Waivers of Competitive Process, C. Non-Emergency – General Exemptions) and which will allow the Department to continue to provide uninterrupted online permit processing services while conducting a request for proposals process to identify a contractor for system improvements and ongoing system maintenance and support; and

**WHEREAS**, this Board has been presented with the amendment and has approved of it as to both form and content and desires to enter into the amendment.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors hereby waives the County's requirement for a competitive procurement process and authorizes and directs the President of the Board of Supervisors to execute said amendment for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED**, that the Director of Planning and Building or their designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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