

RESOLUTION NO. _____

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

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RESOLUTION A) AUTHORIZING AN AGREEMENT WITH GRAY QUARTER INC. FOR THE PROVISION OF ONLINE PERMITTING CAPABILITIES FOR ALL PLANNING PERMITS FOR A TERM OF DECEMBER 1, 2024 THROUGH DECEMBER 1, 2026, IN AN AMOUNT NOT-TO-EXCEED \$599,677.50; AND B) AUTHORIZING AN AGREEMENT WITH GRAY QUARTER INC. FOR THE PROVISION OF ONGOING MAINTENANCE AND SUPPORT SERVICES FOR THE ACCELA PLATFORM, FOR A TERM OF DECEMBER 1, 2024 THROUGH NOVEMBER 30, 2027, IN AN AMOUNT NOT-TO-EXCEED \$370,908; AND 1. AUTHORIZING AN OPTION TO EXTEND THE ONGOING MAINTENANCE AND SUPPORT SERVICES AGREEMENT FOR UP TO TWO ADDITIONAL YEARS, FROM DECEMBER 1, 2027 TO NOVEMBER 30, 2029, IN AN AMOUNT NOT-TO-EXCEED AN ADDITIONAL \$266,189.24, AT THE SOLE DISCRETION OF THE DIRECTOR OF PLANNING AND BUILDING, OR DESIGNEE

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

WHEREAS, Planning and Building Department (“Department”) staff have processed permit applications through the online Accela permit tracking system since 2013; and

WHEREAS, the Department requires professional services support for the planning permit upgrade project as well as ongoing maintenance and support services for the online Accela permit tracking system; and

WHEREAS, on January 9, 2024, the Department released a Request for Proposals (“RFP”) seeking qualified contractors to provide these professional services; and

WHEREAS, based on a detailed review of all proposals received, the Department recommends Gray Quarter Inc. to provide the desired services; and

WHEREAS, Gray Quarter Inc. will work alongside the Department to optimize the planning permitting process in Accela as well as maintain and support the overall Accela permitting system; and

WHEREAS, a summary of the agreements, including the services to be provided, the term, and the not-to-exceed amount of each agreement is as follows:

Firm	Service	Agreement Term	Agreement Amount
Gray Quarter Inc.	Accela online planning permit upgrade project	December 1, 2024 – December 1, 2026	\$599,677.50
Gray Quarter Inc.	Ongoing maintenance and support services for Accela online permitting system	December 1, 2024 – November 30, 2027 *with option to extend for up to two additional years	\$370,908 *with additional \$266,189.24 if option exercised

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of the Board of Supervisors be and is hereby authorized and directed to execute said above referenced agreements 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 Board of Supervisors hereby authorizes an option to extend the ongoing maintenance and support services agreement with Gray Quarter, Inc. for up to an additional two years, in an amount not to exceed an additional \$266,189.24, at the sole discretion of the Director of Planning and Building or designee.

BE IT FURTHER RESOLVED, that the Director of Planning and Building or 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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