



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building



Date: December 20, 2016
Board Meeting Date: January 24, 2017
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Steve Monowitz, Community Development Director

Subject: Resolution authorizing an agreement with Avocette Technologies, Inc. to provide support of the Accela permit tracking system, for the term January 24, 2017 through January 23, 2020.

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Avocette Technologies, Inc. to provide support of the Accela permit tracking system, for the term January 24, 2017 through January 23, 2020, in an amount not to exceed \$180,000.

BACKGROUND:

In 2013, the Planning and Building Department implemented the Accela Automation permit tracking system in order to calculate and invoice permit fees, route project applications through various regulatory agencies, and track workflow throughout the permitting process. A public-facing online portal, Accela Citizen Access, provides real time access to information regarding Planning permits, Building permits, and Violation cases.

In November 2016, the Department announced a Request for Proposals process to solicit professional services in support of the Accela Automation and Accela Citizen Access systems. The RFP Evaluation Committee received five proposals from vendors, with quoted hourly rates between \$125.00 and \$215.00. The Committee recommended that the contract be awarded to Avocette Technologies, Inc. due to that firm's favorable hourly rate of \$125.00, availability of qualified Accela-certified staff, and history of successful public sector Accela implementations and support.

DISCUSSION:

Under this agreement, Avocette Technologies, Inc. will provide the following services: (1) business process review and documentation, (2) issue resolution, (3) reports design, (4) Accela Citizen Access enhancements, (5) training, (6) system configuration, (7) user

experience design, (8) GIS solution analysis, and (9) Electronic Document Review support.

The resolution contains the County's standard provisions allowing amendment of the County fiscal obligations by a maximum of \$25,000 (in aggregate). The agreement and resolution have been reviewed and approved by County Counsel as to form.

FISCAL IMPACT:

The term of the agreement is January 24, 2017 through January 23, 2020. The amount of the agreement is not to exceed \$180,000 over the three-year term. There are sufficient funds appropriated in the Planning and Building FY 2016-17 Adopted Budget for this purpose. Similar funding will be included in future budgets.

Request for Proposals – Matrix

1	Where was the RFP advertised?	The RFP was advertised on the website PublicPurchase.com.
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	<p>The RFP announcement was sent directly to:</p> <ol style="list-style-type: none"> 1. IK Consulting 2. 21Tech 3. Byrne Software 4. TruePoint Solutions 5. Avocette 6. Accela 7. [s]Cube
3	State the total number of RFP's sent to prospective proposers:	One RFP and one amended RFP (with revised RFP milestone dates) was sent directly to seven different proposers.
4	How many proposals did you receive?	We received five proposals.
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	<p>The proposals we received were from:</p> <ol style="list-style-type: none"> 1. Accela 2. Avocette 3. Byrne Software 4. [s]Cube 5. TruePoint Solutions