



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 24-116

Board Meeting Date: 2/13/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Steve Monowitz, Director of Planning and Building

Subject: Amendment to the agreement with Avocette Technologies to Provide Support and Maintenance Services for the Accela Permitting System

RECOMMENDATION:

Adopt a 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.

BACKGROUND:

A Request for Proposals (RFP) was conducted in 2016 for Accela support services and Avocette Technologies was selected as the provider. 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 permitting system for the Planning and Building Department ("Department") for the period of July 1, 2022 through June 30, 2023 for a total amount not-to-exceed \$120,000. The procurement process was waived as this is a continuation of an ongoing service or project.

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

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

DISCUSSION:

The Department is in the process of conducting a RFP process to identify a contractor to implement substantive changes to the Accela permitting system and to provide ongoing maintenance and support services. The changes to Accela will include the expansion of on-line planning permit capabilities, similar to the expansion of on-line building permit capabilities recently implemented.

While this upgrade is being developed, the existing system will continue to need ongoing support and maintenance.

Given that the RFP process is unlikely to conclude prior to the end of the existing contract, the Department seeks to increase the not to exceed amount of the agreement with Avocette Technologies by \$160,000 and extend the term to June 30, 2025. The need and duration for this amendment is to allow continued service and maintenance for the Accela permit tracking system while the proposed upgrade is underway, and accounts for the potential that a different contractor may be selected to develop the upgrade. If this were to occur, allowing Avocette to continue to provide support and maintenance will be necessary to avoid disruptions to the existing permitting system while the upgrade is underway.

The Department is seeking a waiver of the competitive process for this amendment on the basis that the amendment provides for the continuation of an ongoing service, and that the Department is currently engaged in an RFP process.

The County Attorney's Office has reviewed and approved the resolution and amendment as to form.

FISCAL IMPACT:

Sufficient appropriations have been included in the FY 2023-25 Recommended Budget and there is no additional net county cost associated with this contract.