



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 23-394

Board Meeting Date: 5/23/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Steve Monowitz, Community Development Director
Subject: Amendment to the Agreement with Accela, Inc.

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Accela Inc., for the provision of specialized subscription software services, increasing the not-to-exceed amount to \$1,385,736 for the term July 1, 2022 through June 30, 2027.

BACKGROUND:

On June 14, 2022, this Board adopted a resolution approving an agreement with Accela in the amount of \$1,111,773 for the term July 1, 2022 through June 30, 2027. Due to the Planning and Building Department's (Department) need for five additional user subscriptions, the Community Development Director approved a first amendment to the agreement dated December 2, 2022, to increase the not to exceed amount by \$6,005 for a new total of \$1,117,778 to add five user subscriptions through June 30, 2023.

DISCUSSION:

To ensure all necessary Department staff have access to Accela and to ensure the necessary reviewing agencies (e.g., Department of Public Works and County Fire) are also able to access the Accela system to review permits and plans for planning and building permit applicants, the Department currently requires 10 additional Accela user subscriptions, for a total of 110 user subscriptions effective July 1, 2023 through June 30, 2027. This amendment also authorizes up to 20 additional user subscriptions during this period, for a maximum of up to 130 user subscriptions, for a total not-to-exceed amount of \$1,385,736. Use of additional user subscriptions will be subject to the written approval of the Community Development Director, based on the Director's determination of the need for additional licenses.

The resolution contains the County's standard provision allowing amendment of the County's maximum fiscal obligation by no more than \$25,000 (in aggregate).

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

FISCAL IMPACT:

With approval of the proposed amendment, the agreement totals \$1,385,736 over a five-year term. Sufficient appropriations have been included in the FY 2022-23 Adopted Budget. There is no additional Net County Cost associated with this agreement.