



County of San Mateo

Inter-Departmental Correspondence

Department: HEALTH

File #: 16-142

Board Meeting Date: 5/16/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Louise Rogers, Chief, Health System
Heather Forshey, Director, Environmental Health Services
Subject: Agreement with Accela, Inc.

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Accela, Inc to provide licensing, support and maintenance of the EnvisionConnect information management system, for the term of June 1, 2017 through May 31, 2022, in an amount not to exceed \$1,657,582.

BACKGROUND:

Since 1994, Environmental Health Services (EHS) has used EnvisionConnect, owned and operated by Decade Software Company (DSC), an integrated data management system designed for environmental health programs. EHS uses EnvisionConnect for daily time and activity tracking, billing, inventory management, inspection and violation tracking, complaint management, and maintaining detailed program information. Data exports from EnvisionConnect feed into the County ATKIS system and the County Open Data portal, as well as allow EHS to submit electronic uploads as required by various State agencies.

EnvisionConnect has three web-based modules: the online Food Inspection Query, the online Household Hazardous Waste Appointment Scheduler, and a public portal to allow regulated businesses to electronically submit hazardous materials business plan information, pursuant to AB2286. In 2015, EHS implemented EnvisionConnect Remote, which enables field staff to capture inspection information in real time and synchronize the data while in the field.

In 2016, DSC was acquired by Accela, Inc (Accela).

DISCUSSION:

This agreement will extend Accela's license, support, and maintenance for an additional five years starting in May 2017. This agreement also contains a contingency (\$43,400 per year) for additional services that the contractor and EHS would not be able to estimate at the current time, including:

training of new hires due to staff retirement/resignation; specialized reports required to respond to State and other regulatory agencies; and user licenses for added staff.

EHS is requesting a waiver of the Request for Proposals process with Accela because Accela is a sole source for the license, support, and maintenance of the EnvisionConnect database. Currently, there are no other vendors that provide all of the features EHS utilizes in the EnvisionConnect and EnvisionConnect Remote products.

The County's Contract Compliance Committee has approved a waiver request for an additional two years beyond the three-year term.

ISD has reviewed and approved the IT component of this agreement.

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.

This agreement contributes to the Shared Vision 2025 of an Environmentally Conscious Community by increasing the efficiency and delivery of service with EnvisionConnect, which EHS uses to monitor and assess the programs it manages. It is anticipated that 75% of Household Hazardous Waste appointments are made online by the public.

PERFORMANCE MEASURES:

Measure	FY 2015-2016 Actual	FY 2016-17 Projected
Percent of Household Hazardous Waste appointments made online by the public	72% 5,295 out of 7,367	75% 4,951 out of 6,647

FISCAL IMPACT:

The term of the agreement is June 1, 2017, through May 31, 2022. The amount of the agreement is not to exceed \$1,657,582 for the five-year term. Funds in the amount of \$19,556 are included in the FY2016-17 EHS Adopted Budget. Funds in the amounts of \$247,343 and \$259,435 will be included in the EHS FY 2017-18 and FY 2018-19 Recommended Budget, respectively. Similar arrangements will be made for future budget years. One hundred percent of the cost associated with this agreement is funded through EHS fees for services, with no Net County Cost.