



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PLANNING AND BUILDING

**File #:** 22-444

Board Meeting Date: 6/14/2022

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

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

### **RECOMMENDATION:**

Adopt a resolution waiving the request for proposals process and authorize an agreement with Accela, Inc., for the provision of specialized subscription software services in an amount not to exceed \$1,111,773 for the term July 1, 2022 through June 30, 2027.

### **BACKGROUND:**

The Planning and Building Department (Department) initially implemented the Accela system in 2013-2014. On July 1, 2017, the County entered into a five-year agreement with Accela Inc. for the provision of specialized subscription software for permit processing. The Department would like to continue operating and expanding the Accela platform to further improve and expand the services the Department provides to the County's residents. The current agreement will expire on June 30, 2022.

### **DISCUSSION:**

The Department has recently made a large and long-term investment in upgrading and re-designing the residential permit process in Accela, resulting in the creation of a civic platform that now offers completely online residential permits and electronic plan submittals.

In addition to online processing for residential permits, the Department is also implementing an upgrade of the commercial online permitting system through Accela.

Other local government jurisdictions currently using Accela include the cities of Oakland, Menlo Park, Cupertino, and Fremont. The software includes a new mobile application allowing staff to access the system while in the field. A licensing cycle option is also available for items such as short-term rentals, cannabis cultivation, etc.

Continuation of the Accela subscription services is necessary for staff and the public to access the online permitting system. It also continues the County's progress in delivering online, paperless services. For those reasons, staff recommends that the Board find that it is in the best interest of the

County to waive the request for proposals process.

The resolution contains the County's standard provision allowing amendments 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 agreement and resolution as to form.

**FISCAL IMPACT:**

The agreement totals \$1,111,773 over a five-year term. Sufficient appropriations have been included in the FY 2022-23 Recommended Budget. There is no Net County Cost associated with this agreement.