



# City of San Antonio

## Agenda Memorandum

**File Number:20-3330**

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**Agenda Item Number: 5.**

**Agenda Date:** 6/18/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Accela Software Licenses

### **SUMMARY:**

This ordinance authorizes a contract with Accela, Inc. to procure additional Accela Software Licenses and to continue maintenance and support for an estimated total contract value of \$3,573,841.21 over a five-year period. Funding is available through the Development Services Fund. The term of this contract shall begin July 1, 2020 through June 30, 2022, with 3, one year renewal options.

### **BACKGROUND INFORMATION:**

The Development Services Department (DSD) is responsible for assisting customers through the development process and enforcing municipal codes, ordinances and regulations regarding the protection of health, safety and welfare of the citizens of San Antonio. Development Services Department was utilizing four principal systems to support its business operations.

In order to replace these antiquated systems, the City issued a Request for Competitive Sealed Proposal (RFCSP) on September 16, 2014 to procure a Land Development, Permit, Inspection, Licensing and Compliance Management Software System.

Ordinance 2015-06-18-0524 was approved by City Council on June 18, 2015 awarding a contract to Accela, Inc. to provide the City a comprehensive Land and Building Development Management System that included the purchase of software, software licenses and product support services. The initial term of the contract was from June 2015 through June 2018 and included two, one-year renewal options. The contract will expire June 2020.

Development Services Department is now seeking to procure additional Accela Software Licenses since additional users are utilizing, or will be utilizing, this system.

Partnering agencies such as Bexar County, SAWS, CPS as well as other City agencies opted to enable staff to perform reviews by logging into the new system. With BuildSA, Reviewers have access to electronic submittals, which helps facilitate and expedite reviews. Previously, each agency filtered reviews through a handful of staff members who managed submittals outside of the system and distributed work via email or by printing multiple hard copies.

Code Enforcement will also utilize the new system to review and proactively submit cases. The initial license count did not include or consider all Code Enforcement users utilizing the new system. The ease of use and integration to the 311 system will help streamline the process.

Lastly, a portion of the additional licenses are due to growth. Development Services Department initially purchased 495 end user licenses and 191 mobile licenses. DSD is seeking to purchase 195 additional end user licenses and 150 additional mobile licenses.

Development Services Department is seeking to continue maintenance and support with Accela, Inc. The ongoing maintenance and support gives the City access to application support and the most recent updates. The City is seeking to continue maintenance and support for the following licensed products, which are currently owned by the City:

- Accela Citizen Access - Module Fee
- Accela Citizen Access - Server
- Accela Citizen Access - Population Fee
- Accela Land Management - Server Software (includes 5 named users)
- Accela Land Management - User
- Accela Mobile Office - Server Software (includes 5 named users)
- Accela Mobile Office - User
- Accela GIS - Server Software (includes 5 named users)
- Accela GIS - User

**ISSUE:**

This contract is exempt from competitive bidding and is excluded from the scope of the SBEDA program.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, the Development Services Department would not be able to continue services with the BuildSA atmosphere and would lose access to all current licenses.

**FISCAL IMPACT:**

This ordinance authorizes a contract with Accela, Inc. to procure additional Accela Software Licenses and to continue maintenance and support for an estimated total contract value of \$3,573,841.21 over a five-year period. Funding is available through the Development Services Fund. This ordinance will appropriate \$843,278 from the Development Services Fund's fund balance for an additional 195 Accela user licenses and the required annual software maintenance and support. Funding for future fiscal years of this contract is contingent upon City Council adoption of the Annual Operating Budget.

**RECOMMENDATION:**

Staff recommends approval of the contract with Accela, Inc for additional Accela Software Licenses and five years of maintenance and support for an estimated total contract value of \$3,573,841.21.

This contract was procured citing a Sole Source Exemption and a Contracts Disclosure Form is not required.