



Legislation Details (With Text)

File #: 19-0575 **Version:** 1 **Name:** DHHS - Contract w/Accela for software maintenance and service

Type: Resolution **Status:** Adopted

File created: 5/15/2019 **In control:** City Council

On agenda: 6/18/2019 **Final action:** 6/18/2019

Title: Recommendation to adopt resolution authorizing City Manager, or designee, to execute a contract (master agreement), and any necessary amendments, with Accela, Inc., of San Ramon, CA, for software maintenance, licensing, professional services and remote technical assistance, for a total amount not to exceed \$210,000, for a period of three years, January 1, 2018 through December 31, 2020, with the option to renew for two additional one-year periods; and

Authorize City Manager, or designee, to increase Munis Contract No. 3193500024 with Accela, Inc., by \$123,222, for a total amount not to exceed \$210,000, for the period ending December 31, 2019. (Citywide)

Sponsors: Health and Human Services

Indexes:

Code sections:

Attachments: ,

Date	Ver.	Action By	Action	Result
6/18/2019	1	City Council	approve recommendation and adopt	Pass

Recommendation to adopt resolution authorizing City Manager, or designee, to execute a contract (master agreement), and any necessary amendments, with Accela, Inc., of San Ramon, CA, for software maintenance, licensing, professional services and remote technical assistance, for a total amount not to exceed \$210,000, for a period of three years, January 1, 2018 through December 31, 2020, with the option to renew for two additional one-year periods; and

Authorize City Manager, or designee, to increase Munis Contract No. 3193500024 with Accela, Inc., by \$123,222, for a total amount not to exceed \$210,000, for the period ending December 31, 2019. (Citywide)

City Council approval is requested to enter into a master agreement with Accela, Inc., for the purchase, provision, and delivery of software maintenance, licensing, professional services, and remote technical assistance for the Health and Human Services Department’s (Health Department) environmental health inspection software, Envision Connect.

In 2011, the City executed a master agreement (Conformed Contract 32451) with Accela, Inc. (Accela), formerly Decade Software Company, to provide environmental health inspection software, system maintenance, technical support, and professional services. Following a competitive bidding process in 2011, Decade Software was selected to provide the City with a software system known as Envision Connect to track environmental health inspections and

related environmental health program compliance. Envision Connect also enables the City to comply with the requirements of AB 2286, which requires all relevant public agencies and regulated hazardous waste generators to electronically file reporting data with the California Environmental Protection Agency (CalEPA). Through various amendments, the master agreement was extended through December 31, 2016.

After the master agreement ended, the Health Department has been in negotiations with Accela to execute a new master agreement, and has continued receiving software support, licensing, and software maintenance from Accela in the meantime. The process of selecting a new vendor and converting the Envision Connect database over to a new platform would be a costly and staff-intensive project. Maintaining the current vendor in this fashion has provided a significant cost savings to the City.

The master agreement will allow the City to continue utilizing Envision Connect and to receive technical support for all of Accela's suite of products, which includes Envision Connect, Envision Connect Remote, Envision Connect Online, and the CERS EDT portal for AB 2286 reporting compliance. In addition, the master agreement will allow the City to receive professional services for customizing reports and implementing new features at the City's request, to be billed hourly as needed.

City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process but allows for awards without a competitive bid process if accompanied by a Resolution adopted by the City Council.

Additionally, Munis procurement Contract No. 3193500024, in the amount of \$97,778, is used to pay invoices for products and services provided by Accela. To ensure there is sufficient contract authority to pay for invoices under the new master agreement, an increase of \$123,222 is requested.

This matter was reviewed by Deputy City Attorney Taylor M. Anderson on May 29, 2019, Purchasing Agent Tarra Yeats on May 22, 2019, and by Revenue Management Officer Geraldine Alejo on June 3, 2019.

City Council action on this matter is requested on June 18, 2019, to ensure continued technical support is delivered in a timely matter.

The master agreement will not exceed \$210,000, which includes the cost of software licenses, maintenance, and support for three years, projected to total \$155,305, as well as an estimated contingency of \$54,695 for professional services to be billed on an hourly basis. Sufficient funds are currently appropriated in the Health Fund Group and CUPA Fund Group in the Health and Human Services Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

Approve recommendation.

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KELLY COLOPY, DIRECTOR
HEALTH AND HUMAN SERVICES

APPROVED:

PATRICK H. WEST
CITY MANAGER