

Mayor and Council Communication

DATE: 05/10/22

M&C FILE NUMBER: M&C 22-0340

LOG NAME: 13P ACCELA SOFTWARE AND SUPPORT ITS ADK

SUBJECT

(ALL) Authorize the Execution of Sole Source Agreement with Accela, Inc. for Licensing, Maintenance and Support for the Automation Permitting System Software, Mobile Computer, Infrastructure Work Order and Asset Management Software for Three One-Year Terms with a First Year Amount of \$307,530.00, Second Year Amount of \$322,906.00 and Third Year Amount of \$339,052.00 for a Cumulative Total of \$969,488.00

RECOMMENDATION:

It is recommended that City Council authorize the execution of sole source agreement with Accela, Inc. for licensing, maintenance and support for the automation permitting system software, mobile computer, infrastructure work order asset management software for the Information Technology Department on behalf of Development Services Department, for three one-year terms with a first year amount of \$307,530.00, second year amount of \$322,906.00 and third year amount of \$339,052.00 for a cumulative total of \$969,488.00.

DISCUSSION:

On December 6, 2016 City Council approved Mayor and Council Communication (M&C) P-12076 for Licensing, Maintenance and Support for the Automation Permitting System Software, Mobile Computer, Infrastructure Work Order and Asset Management Software as a sole source purchase. To ensure there is no lapse in coverage, this action seeks to gain new authority for the continuation of services.

The Development Services Department utilizes Accela Automation and Accela Mobile for electronic plan review; the built-in workflow system which reduces the time permits are held before issuance; the online permitting capabilities allowing customers to apply for projects via the internet; the mobile office solutions that reduce field staff downtime and facilitate expedited record data entry and updating. Accela Inc. (Accela), is the central repository for data related to development activities (construction permits, zoning and board of adjustment cases, annexations, building plan examinations and inspection results).

The agreement utilized by Information Technology Solutions (ITS) has a coverage term of February 16th through February 15th of each year.

ADMINISTRATIVE CHANGE ORDER - An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

RENEWAL OPTIONS - The Agreement may be renewed for up to two additional one-year terms at the City's option. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

Funding is budgeted in the Other Contractual Services account of the ITS Distributed Applications Department's General Fund.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being incurred, the Information Technology Solutions Department have the responsibility to validate the availability of funds.

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