

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 04/28/26

M&C FILE NUMBER: M&C 26-0287

LOG NAME: 04AMEND CARAHSOFT CONTRACT FOR ACCELA

SUBJECT

(ALL) Authorize Execution of an Amendment to Agreement with Carahsoft Technology Corporation to Increase Contract Amount by \$620,000.00 for a Revised Total Contract Amount Up to \$1,999,887.00 for Professional Services and System Enhancements to the Accela Platform, for the Information Technology Solutions Department

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an amendment to City Secretary Contract No. 58412 with Carahsoft Technology Corporation, utilizing General Services Administration Contract No. 47QSWA18D008F, to increase the contract amount by \$620,000.00 for professional services and system enhancements to the Accela platform, for a revised total contract amount up to \$1,999,887.00, for the Information Technology Solutions Department.

DISCUSSION:

On September 27, 2022, City Council, through Mayor and Council Communication (M&C) 22-0728, authorized the purchase of the Accela platform from Carahsoft Technology Corporation (Carahsoft), utilizing General Services Administration (GSA) Contract No. 47QSWA18D008F, in an annual amount of \$1,248,999.00 and authorized four annual renewals with a three to five percent increase per year.

On February 14, 2023, City Council, through M&C 23-0097, authorized the First Amendment to City Secretary Contract (CSC) No. 58142 to purchase 136 additional Accela Multi-Solution Building and Planning licenses in an amount up to \$130,888.00, bringing the total annual contract amount to \$1,379,887.00.

Accela Professional Services (PS) hours were accrued during work related enhancements to the Accela platform under the assumption that the 3,000 no-cost hours included in the original Request For Proposals (RFP) could be used as part of ongoing collaboration with the City. These hours were used to implement system enhancements, configure the platform, and perform development sprints related to new functionality, including integration with the Paymentus payment portal. Once it was determined that these hours could not be used for this purpose, the City required the PS team to pause work, and the hours already accrued were charged against remaining ARPA funds. ARPA funding for this work was fully exhausted in January 2026.

Work was later allowed to resume based on the understanding that previously allocated Development Services Department (DSD) Technology Funds approved through prior M&Cs could be used once a purchase order was in place. Although Information Technology Procurement confirmed the funds were available, it was determined that the current agreement does not authorize the additional PS work. As a result, a contract amendment is required to allow these services to proceed. Until the amendment is approved by City Council, all PS work has again been paused.

This M&C requests authorization to execute an amendment to CSC No. 58142 to increase the contract by \$620,000.00 for the one-time purchase of professional services and system enhancements to the Accela platform, resulting in a revised total contract amount up to \$1,999,887.00. The total annual contract amount will remain \$1,379,887.00. This amendment will allow the previously paused professional services work to resume and ensure the planned system enhancements are completed. The Accela platform supports permitting, inspections, and licensing activities across the City. These enhancements and professional services will streamline workflows, improve reporting and analytics, and strengthen the platform's overall functionality.

Funding is available in the current Developer Technology Improvements project within the Special Purpose Fund for the Information Technology Services Department.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies State laws requiring that the local government seek competitive bids for purchase of the item. Cooperative contracts have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

Except as expressly modified herein, all other terms and conditions of the existing agreement shall remain unchanged and in full force and effect as stated below.

SUCCESSOR CONTRACTS: The City will initially use the GSA contract to make purchases authorized by this M&C. In the event the Texas Department of Information Resources (DIR) cooperative contract is not renewed, staff would cease purchasing at the end of the last purchase agreement coinciding with a valid cooperative contract. If the City Council were to not appropriate funds for a future year, staff would stop making purchases when the last appropriation expires, regardless of whether the then-current purchase agreement has expired.

If the GSA cooperative is extended, this M&C authorizes the City to purchase similar equipment and services under the extended contract. In the event the GSA cooperative agreement is not extended, but GSA executes a new cooperative agreement(s) with substantially similar terms, this M&C authorizes the City to purchase the equipment and services under the new GSA contract(s).

ADMINISTRATIVE CHANGE ORDER: An administrative change 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.

AGREEMENT TERM: Upon City Council approval and execution of the amendment, the current term of the agreement shall expire August 21, 2026.

RENEWAL OPTIONS: This agreement may be renewed for one (1) additional one-year renewal term 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the Special Purpose Fund for the Developer Tech Improvements project to support the approval of the above recommendation and execution of the amendment to the agreement. Prior to any expenditure being incurred, the Development Services and Information Technology Services Departments have the responsibility to validate the availability of funds.

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