

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Department of Information Technology Services

AGENDA DATE: April 16, 2019

CONTACT PERSON/PHONE: Enrique Martinez, Jr., DoITS Director, 212-1400
Bruce D. Collins, Purchasing Director, 212-1181

DISTRICT (S) AFFECTED: ALL

STRATEGIC GOAL NO 5: Promote Transparent and Consistent Communication Among All Members of the Community

STRATEGIC GOAL NO 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

Request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue purchase order to Accela Inc., the creator and sole provider of the Accela Software System for licensing, permits and code enforcement, with the stipulation that the vendor provides an updated sole source letter and affidavit each year. This purchase is for license and services of this software in the estimated amount of \$362,523.00, beginning October 1, 2018 and ending February 15, 2020.

BACKGROUND / DISCUSSION:

March 25, 2008 (Item 9.B) City Council authorized Accela Inc., to upgrade and enhance the permitting, licensing and code enforcement software used by the City Departments. Accela Inc., was designated a sole source for licensing, maintenance and services of Accela software products. Contract was awarded for a ten-year term, \$3,985,756.60 for the first five years, and \$2,084,776 for years six through ten. In 2018, the City issued a Purchase Order to Accela for one-year extension for the one-year extension of Maintenance and Support Agreement for a contract amount of \$491,826.62.

SELECTION SUMMARY:

Sole source, Accela Inc., is the permitting, licensing and code enforcement software that has been utilized by multiple City departments for the last eleven years.

PRIOR COUNCIL ACTION:

Feb 1, 2018 – Item 20.1, City Council approved and authorized the Purchasing Manager to issue a Purchase Order to Accela Inc. for the one-year extension of Maintenance and Support Agreement for a contract amount of \$491,826.62.

AMOUNT AND SOURCE OF FUNDING:

FY19 Approved Budget. Amount: \$362,523.00

Source of Funding: 999-1000-15240-P1506-522020 "Data Processing Services Contracts"

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____



**COUNCIL PROJECT FORM
(Sole Source)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **April 16, 2019**.

STRATEGIC GOAL: NO. 5 Promote Transparent and Consistent Communication Among All Members of the Community

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Contract Variance:

The difference in cost, based on the comparison from previous contract, is as follows: Annual decrease of 26.29%, resulting in savings of \$129,303.82.

Department:	Information Technology
Award to:	Accela Inc. San Ramon, CA
Initial Term:	16 months
Total Estimated Award:	\$362,523.00
Account No.:	999-1000-15240-P1506-522020
Funding Source:	General Fund – Data Processing Services Contracts
District(s):	All
Reference No.:	2019-985

This is a Sole Source, service contract.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared _____ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is David Kwan. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Accela, Inc.
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Accela Automation, Land Management, Public Health & Licensing Modules, Accela Citizen Access, Accela Asset Management Department Site License, Accela Service Request Department Site License, Accela GIS Department Site License, Accela Wireless Department Site License, Publicstuff Pro
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Signature _____

SUBSCRIBED AND SWORN to before me on this _____ day of _____

NOTARY PUBLIC

PRINTED NAME

MY COMMISSION EXPIRES

See attached California jurat.

COMPANY NAME: Accela, Inc
ADDRESS, CITY, STATE & ZIP CODE: 2633 Camino Ramon, Suite 500, San Ramon, CA 94583
PHONE: 925-659-3200 FAX NUMBER: 925-659-3201
CONTACT NAME AND TITLE: David Kwan, Corporate Controller
WEB ADDRESS: www.accela.com EMAIL: dkwan@accela.com
FEDERAL TAX ID NUMBER: 94-2767678 TEXAS SALES TAX NUMBER: _____

CALIFORNIA JURAT WITH AFFIANT STATEMENT

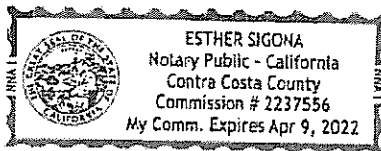
GOVERNMENT CODE § 8202

- ☒ See Attached Document (Notary to cross out lines 1–6 below)
☐ See Statement Below (Lines 1–6 to be completed only by document signer[s], not Notary)

*Signature of Document Signer No. 1*_____
Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Contra Costa*Place Notary Seal and/or Stamp Above*

Subscribed and sworn to (or affirmed) before me

on this 8th day of March, 2019,
by David Kwan
Date Month Year(1) David Kwan
(and (2) _____),
*Name(s) of Signer(s)*proved to me on the basis of satisfactory evidence to
be the person(s) who appeared before me.Signature
*Signature of Notary Public***OPTIONAL**

*Completing this information can deter alteration of the document or
fraudulent reattachment of this form to an unintended document.*

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____