

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

DEPARTMENT: Department of Information Technology Services

AGENDA DATE: May 26, 2020

CONTACT PERSON/PHONE: Araceli Guerra, Department of Information Technology Services,
Director, 915-214-0072
Bruce D. Collins, Purchasing & Strategic Sourcing Director,
915-212-1181

DISTRICT(S) AFFECTED: All

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

The linkage to the Strategic Plan is subsection 5.2 -- Leverage and expand the use of current and new technology to reduce inefficiencies and improve communications. This contract provides continuing maintenance and support for online submittals of license and permit applications, including payments for residents and businesses.

SUBJECT:

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue purchase orders to Accela Inc., the creator and sole provider of the Accela Software System for licensing, for a three (3) year term in the estimated amount of \$1,176,917.87 with the stipulation that the vendor provides an updated sole source letter and affidavit each year. This purchase supports Licensing, Permitting, Plan Review and Code Enforcement record management. The software solution also includes the Online Citizen Access Portal used by citizens and businesses for submittal of License and Permit applications, as well as online payment.

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 a one-year extension of a Maintenance and Support Agreement in the amount of \$491,826.62. April 6, 2019 City Council approved and authorized the Purchasing Manager to issue a Purchase Order to Accela Inc. for 16 months beginning on October 1, 2018 and ending February 15, 2020 of Maintenance and Support Agreement for a contract amount of \$362,523.00.

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 twelve years.

**COUNCIL PROJECT FORM
(SOLE SOURCE)**

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

Please place the following item on the **REGULAR** agenda under for the Council Meeting of **MAY 26, 2020.**

Strategic Goal No. 5 - Promote Transparent and Consistent Communication Amongst All Members of the Community.

The linkage to the Strategic Plan is subsection 5.2 – Leverage and expand the use of current and new technology to reduce inefficiencies and improve communications. This contract provides continuing maintenance and support for online submittals of license and permit applications, including payments for residents and businesses.

Award Summary:

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue purchase orders to Accela Inc., the creator and sole provider of the Accela Software System for licensing, for a three (3) year term in the estimated amount of \$1,176,917.87 with the stipulation that the vendor provides an updated sole source letter and affidavit each year. This purchase supports Licensing, Permitting, Plan Review and Code Enforcement record management. The software solution also includes the Online Citizen Access Portal used by citizens and businesses for submittal of License and Permit applications, as well as online payment.

Contract Variance:

The difference in cost, based on the comparison to the previous contracts, is a 4% increase, for a total of \$45,266.07 over the 3 years of the contract.

Department:	Department of Information Technology Services
Award to:	Accela, Inc.
	San Ramon, CA
Total Estimated Award:	\$1,176,917.87
Account No.:	239-1000-15240-P1506-522020
Funding Source:	General Fund
District(s):	All
Reference No.:	2020-684

This is a Sole Source, requirements 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.

*******ADDITIONAL INFO BELOW*******



2633 Camino Ramon Suite 500 San Ramon, CA 94583 |
(925) 659-3200

May 13, 2020

Ms. Araceli Guerra
City of El Paso
Department of Information Technology Services
300 N. Campbell
El Paso, TX 79901


Re: Sole Source Status

Dear Ms. Guerra:

Please allow me to offer the following information to clarify the source status of Accela, Inc.'s ("Accela") products and services, related to the maintenance renewal for the period 2/16/2020-2/15/2021. Accela, as owner and software manufacturer of Accela software products and services, is the sole source provider of technical support and maintenance for all Accela software products and services licensed to the City of El Paso, including Accela Land Management Software, PublicStuff CRM Solution, Accela Asset Management Solution, Accela Plan Review Solution, and others. No third-party vendor, company, or entity is authorized to develop new features for, provide development services for, or to maintain these products and services.

If you have any questions or concerns, please contact Madina Sharifi via email at msharifi@accela.com.

Sincerely,

DocuSigned by:

00FD5EA051F9489

Bobby Wilson
CFO



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 LAND MANAGEMENT, PUBLIC STUFF CRM, ACCELA ASSET MANAGEMENT, ACCELA PLAN REVIEW
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 [Signature]

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

NOTARY PUBLIC

PRINTED NAME

MY COMMISSION EXPIRES

*a Sec attached
California Jurat.*

COMPANY NAME: ACCELA INC
ADDRESS, CITY, STATE & ZIP CODE: 2639 CAMINO RAYON
PHONE: 925 359 3375 FAX NUMBER: N/A
CONTACT NAME AND TITLE: CRISTINE NELSON, Rep
WEB ADDRESS: ACCELA.COM EMAIL: N/A
FEDERAL TAX ID NUMBER: 942767678 TEXAS SALES TAX NUMBER: N/A

[illegible][illegible]

- ~~9~~ See Attached Document (Notary to cross out lines 1–6 below)

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.

Subscribed and sworn to (or affirmed) before me

on this 10th day of December, 2019,
by Date Month Year



(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]
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	Document Type	Document Number	Document Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____