



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 31

**Agenda Date:** November 2, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Information Technology Services Department

**DEPARTMENT HEAD:** Craig Hopkins

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Accela Software as a Service Upgrade

**SUMMARY:**

This ordinance authorizes a contract with Carahsoft Technology Corporation (Carahsoft) to provide the Development Services and Public Works Department with a Software as a Service (SaaS) solution, Accela, for a land development, permitting, inspection, compliance and right of way management software. The term of the agreement is from November 15, 2023, to November 14, 2028, with the option of three, one-year term renewals for a total contract amount of \$17,269,681.74.

The total estimate amount for FY 2024 is \$1,462,683.38. Funding in the amount of \$1,001,053.68 is available from the Development Services Fund (DSD) and Right of Way Fund (ROW) FY 2024 Adopted Budgets. The remaining amount of \$461,629.70 is authorized to be appropriated, \$426,227.95 from DSD and \$35,401.85 from ROW. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget.

## **BACKGROUND INFORMATION:**

On June 18, 2015, City Council authorized a contract with Accela, Inc., to provide the City's Development Services Department with a comprehensive Land Development, Building, and Code Compliance Management system. This enterprise effort allowed for the convergence of business operations across multiple City departments into a single software solution.

On December 17, 2015, City Council authorized a contract with Carahsoft to provide the City's Public Works Department with an integrated Right of Way Management solution. This change provided for seamless interaction with the City's enterprise permitting and GIS solutions, increasing visibility and creating efficiencies.

In May 2023, the Development Services Department, Public Works Department, and Information Technology Services Department began working with Accela on a plan to migrate from the current Accela on-premise licensing model to a subscription-based SaaS model and to consolidate the two permitting systems into one common platform that will allow the City to benefit from enhanced features including improved customer experience, improved mobile application experience for field staff, and other features only available in the Accela SaaS solution. The Right of Way Management system migration will be completed in March 2024 and the Land Development, Building, and Code Compliance Management system migration will be completed in October 2024.

The City of San Antonio is seeking to procure approximately 740 licenses for the Development Services Department and 75 licenses for the Public Works Department for the new consolidated cloud based Accela SaaS solution.

This contract procured through a federal supply schedule of the United States General Services Administration (GSA) Multiple Award Schedule 47QSWA18D008F authorized under Texas Local Government Code 271.103, which satisfies the legal requirements to seek competitive bids.

The initial term of the contract shall begin upon approval of this ordinance and shall remain in full force and effect for a five (5) year period.

## **ISSUE:**

This ordinance authorizes a contract with Carahsoft Technology Corporation (Carahsoft) to provide the Development Services and Public Works Department with a Software as a Service (SaaS) solution, Accela, for a land development, permitting, inspection, compliance and right of way management software. The term of the agreement is from November 15, 2023, to November 14, 2028, with the option of three, one-year term renewals for a total contract amount of \$17,269,681.74. The total contract value for FY 2024 is \$1,462,683.38 of which \$1,329,001.50

will be funded from the Development Services Fund and \$133,681.88 will be funded from the Right-of-Way Fund.

Approval of this item will provide the City with a contract to migrate from the current Accela on-premise licensing model to a subscription-based SaaS model to consolidate functionality and maintain data standards through a cloud based, highly secure platform with data redundancy.

This purchase is exempt from the Local Preference Program and the Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived for this contract.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services, so no preference was applied to this contract.

### **ALTERNATIVES:**

Should this contract not be approved, the City's Development Services and Public Works Departments would not be able to migrate to an enterprise scale SaaS solution for a Land Development, Building, Code Compliance, and Right of Way Management system. Accela is discontinuing support for the on-premise systems currently in place for Development Services and Public Works. The current Right of Way Management system will not be available after March 2024 and the current version of the Land Development, Building, and Code Compliance system will be out of support effective June 2025.

### **FISCAL IMPACT:**

This ordinance authorizes a contract with Carahsoft Technology Corporation (Carahsoft) to provide the Development Services and Public Works Department with a Software as a Service (SaaS) solution, Accela, for a land development, permitting, inspection, compliance and right of way management software. The term of the agreement is from November 15, 2023, to November 14, 2028, with the option of three, one-year term renewals for a total contract amount of \$17,269,681.74. The total contract value for FY 2024 is \$1,462,683.38 of which \$1,329,001.50 will be funded from the Development Services Fund and \$133,681.88 will be funded from the Right-of-Way Fund. Of the \$1,392,001.50, \$902,773.55 is available in the Development Service FY 2024 Budget and \$426,227.95 is appropriated. Of the \$133,681.88, \$98,280.13 is available from the Right of Way FY 2024 Adopted Budget and \$35,401.75 is appropriated. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget.

### **RECOMMENDATION:**

Staff recommends approval of this contract.

This contract was procured by means of cooperative agreement and a Contracts Disclosure Form is not required.

