

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL,  
SIGNED ORDINANCE ADOPTED BY THE CITY COUNCIL.**

**ORDINANCE**

**AUTHORIZING A CONTRACT WITH CARAHSOFT TECHNOLOGY CORPORATION (CARAHSOFT) TO UPGRADE AND CONSOLIDATE THE CITY'S TWO EXISTING ACCELA PERMITTING SYSTEMS INTO A COMMON ACCELA SOFTWARE AS A SERVICE (SAAS) PLATFORM FOR AN AMOUNT NOT TO EXCEED \$17,269,681.74 FOR A TERM FROM NOVEMBER 15, 2023 TO NOVEMBER 14, 2028 WITH THREE, ONE-YEAR RENEWAL OPTIONS. THE TOTAL CONTRACT COST 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.**

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**WHEREAS**, an offer was submitted by Carahsoft Technology Corporation (Carahsoft), using a Federal Supply Schedule contract of the United States General Services Administration (GSA), Multiple Award Schedule 47QSWA18D008F, to provide the Development Services and Public Works Departments with a consolidated contract for a land development, permitting, inspection, compliance and right of way management Software as a Service (SaaS) solution for a base five-year term with three, one year renewal options for a cost of \$17,269,681.74; and

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

**WHEREAS**, 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, a change which provided for seamless interaction with the City's enterprise permitting and Geographic Information System (GIS) solutions, increasing visibility and creating efficiencies; and

**WHEREAS**, in May 2023, the Development Services Department, Public Works Department, and Information Technology Services Department began working with Accela on a plan to consolidate the two permitting systems into one common SaaS 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; and

**WHEREAS**, the City 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; and

**WHEREAS**, pursuant to Texas Local Government Code §271.103, this purchase satisfies any state law requiring the City to seek competitive bids for the purchase of the goods or services; and

**WHEREAS**, approval of this ordinance will authorize a contract with Carahsoft Technology Corporation beginning 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; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The offer submitted by Carahsoft Technology Corporation, using the GSA Federal Supply Schedule contract, Multiple Award Schedule 47QSWA18D008F, to provide the City of San Antonio Development Services and Public Works Departments with a consolidated contract for a land development, permitting, inspection, compliance and right of way management Software as a Service (SaaS) solution for a base five-year term with three, one year renewal options for an estimated total cost of 17,269,681.74 is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. The contract and bid tabulation sheet are attached hereto and incorporated herein for all purposes as **Exhibit I**. The City Manager or designee, or the Chief Information Officer or designee, are hereby authorized to execute contracts and any documents necessary to carry out the purposes of this ordinance.

**SECTION 2.** Funding for this ordinance in the amount of \$426,227.95 is authorized to be appropriated in Fund 29097000, Cost Center 2901010001, and General Ledger 5201047 and amends the Fiscal Year 2024 Adopted Budget.

**SECTION 3.** Funding for this ordinance in the amount of \$902,773.55 is available in Fund 29007000, Cost Center 2901010001 and General Ledger 5201047 as part of the Fiscal Year 2024 Adopted Budget approved by City Council.

**SECTION 4.** Funding for this ordinance in the amount of \$35,401.75 is authorized to be appropriated in Fund 29052000, Cost Center 2303040002, and General Ledger 5201040 and amends the Fiscal Year 2024 Adopted Budget.

**SECTION 5.** Funding for this ordinance in the amount of \$98,280.13 is available in Fund 29052000, Cost Center 2303040002 and General Ledger 5201040 as part of the Fiscal Year 2024 Adopted Budget approved by City Council.

**SECTION 6.** Additional funding is contingent upon City Council approval of the Fiscal Year 2025 and subsequent budgets that fall within the contract term.

**SECTION 7.** Payment in the amount of \$17,269,681.74 is authorized to Carahsoft Technology Corporation upon issuance of a purchase order.

**SECTION 8.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager, or the City Manager's designee, correct allocation to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

**SECTION 9.** This ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

**PASSED and APPROVED** this \_\_\_ day of \_\_\_\_\_, 2023.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney