



Legislation Details (With Text)

File #: R-2024-178 **Version:** 1 **Name:** Accela Change Order
Type: Resolution **Status:** Passed
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On agenda: 6/5/2024 **Final action:** 6/5/2024
Title: A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Change Order To Blanket Purchase Agreement PA600825 With Carahsoft Technology Corp. For Permitting Software Licenses, Maintenance, And Information Technology Professional Services, To Increase The Contract Amount From \$6,491,872.97 To \$7,934,765.84 In Accordance With Section 38.48 Of The Procurement Code. (Change Orders)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution_ Carahsoft, 2. Draft Change Order_PA600825, 3. PA600825, 4. Quote_ Change Order, 5. R-2023-401, 6. GSA Contract 47QSWA18D008F, 7. GSA part A.pdf, 8. GSA part B.pdf, 9. GSA part C.pdf, 10. GSA part D.pdf, 11. GSA part E.pdf, 12. GSA part F.pdf, 13. Carahsoft GSA Webpage Info

Date	Ver.	Action By	Action	Result
6/5/2024	1	Regular City Commission Meeting	adopt	Pass

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Change Order To Blanket Purchase Agreement PA600825 With Carahsoft Technology Corp. For Permitting Software Licenses, Maintenance, And Information Technology Professional Services, To Increase The Contract Amount From \$6,491,872.97 To \$7,934,765.84 In Accordance With Section 38.48 Of The Procurement Code. (Change Orders)

Infrastructure & Facilities

Staff Recommends: Approval of the attached Resolution.

Explanation:

The Department of Development Services is in the process of replacing its legacy Building Permit software system, Building Code Lien Application ("BCLA"), with a more innovative and robust application called Accela. This newer software utilizes a cloud-based platform to improve core functions, including remote data input and retrieval, special projects, and complex reports. Phase I (9 workflows) is expected to go live on August 15, 2024, and Phase 2, with all remaining workflows, is slated to go live Q3-4 2025. (See below for detailed information.)

On December 6, 2023, the City Commission authorized the issuance of Blanket Purchase

Agreement in the amount of \$6,491,872.97 to Carahsoft Technology Corp over a five-year period (R-2023-401, PA600825). This BPA is being used to purchase Accela, permit licenses, maintenance, and Information Technology professional services.

The Department of Development Services identified the need for additional support of the Accela software post-go-live and recommends adding Managed Application Services (“MAS”) functionality to the existing agreement. This additional support will require an increase in the current BPA of up to \$1,442,892.87

Carahsoft Technology Corp. Quote Number 44503037 presents a prorated Year 1 amount of \$192,207.79. Years 2-5, which are optional, amount to \$1,119,513.00. This brings Accela’s MAS five-year total price to \$1,311,720.79. With a 10% contingency fee added at an estimated \$131,172.08, the total BPA increase requested will be \$1,442,892.87.

Year one for the MAS starts when Phase 1 goes live on August 15th, 2024. Year two begins when Phase II goes live on Q3-4 of 2025 and becomes annual thereafter. The MAS is an optional service after Phase II goes live; however, it may be canceled upon request. Currently, staff intends to use the MAS service for the entire duration of the contract.

ACCELA BACKGROUND

The Accela software allows City staff, customers, and the general public easy access from any mobile device to view all phases of the development review process. This includes site plan applications, Certificates of Use, contractor registrations, permitting, inspections, violations, Building Safety Programs, payments, etc. The GIS-based software (Geographic Information Systems) provides a portal for easy upload and consistent updates in real time. This critical data management capability helps eliminate complexity and human error. The Accela implementation is progressing in two phases. Currently, the project is in the validation, configuration, and data conversion for Phase I which includes the following permit types:

Phase 1:

- Demolition Permits
- Plumbing Permits
- Mechanical Permits
- Driveway & Roof Permits
- Building & Licensing Amendments, post-application
- Fence, Window and Door Permits
- Commercial & Residential Electric Permits
- Digital Plan Room Resubmittal
- State & County Contractor Registrations

Phase 2 of the Accela implementation will cover all remaining building permits and fully integrate all processes related to those permits. These include Planning, Engineering, Public Utilities, workflows, and all other department integrations.

Phase 1 go-live: August 15, 2024

Phase 2 go-live: Q3-4 2025

Fiscal Impact:

Funding for the first year of the contract was included in the amended FY 2024 Capital Improvement Plan and is available in account number 114.140301.52400.564410.001818.000.000. Additional funding will be requested in subsequent years' Operating Budget and Capital Improvement Plans, subject to approval and adoption by the City Commission.

Recommended for inclusion on the agenda by:

Russell Long, Chief Building Official

Andria Wingett, Director of Development Services

Raelin Storey, Assistant City Manager