

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM
3.20
(ID # 9623)

MEETING DATE:

Tuesday, June 25, 2019

FROM : ENVIRONMENTAL HEALTH:

SUBJECT: ENVIRONMENTAL HEALTH: Approval of Amendment No. 20 to the Environmental Health Department Information Management System Agreement with Accela, Inc., for Permit Tracking Software for five years through June 30, 2024; [All Districts][\$1,550,152 up to \$150,015 in additional compensation]100% Department Fee For Service Revenue

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 20 to the Environmental Health Department Information Management System Agreement with Accela, Inc., (formerly Decade Software Company, LLC) for annual renewal of licenses, maintenance, upgrades, support, and training to extend the agreement up to five years from July 1, 2019 through June 30, 2024 for a total contract dollar amount not to exceed \$1,550,152; and authorize the Chairman of the Board to sign three (3) copies on the behalf of the County; and
2. Authorize the Purchasing Agent in accordance with Ordinance 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the Agreement including modifications of the statement of work that stay within the intent of the Agreement; (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the Agreement; and
3. Direct the Clerk of the Board to retain one (1) copy of the Amendment and return two (2) copies of the Amendment to the Environmental Health Department.

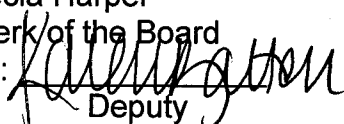
ACTION:Policy


Keith Jones, Director Environmental Health 6/12/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: June 25, 2019
xc: Environmental Health, Purchasing

Kecia Harper
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$280,538	\$1,550,152	N/A
NET COUNTY COST	N/A	N/A	N/A	N/A
SOURCE OF FUNDS: Dept. Fee-for-Service Revenue 100%			Budget Adjustment:	No
			For Fiscal Year:	19/20-23/24

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On May 17, 2005 agenda item 3.4, and June 18, 2013 agenda item 3.33, the Board of Supervisors approved a contract with (formerly Decade Software Company, LLC.) which was acquired by Accela, Inc., to consolidate and computerize the Department of Environmental Health's existing systems for inspections and permit tracking to reduce paper processes and provide a portable inspection computer system for staff. Envision Connect Software is proprietary to Accela Inc., formerly Decade Software Company, LLC, and like PeopleSoft, is not sold or maintained by other vendors. This portable computerized system allows DEH staff to expedite inspections in the field, track permits, and fees collected. Implementation of this system has eliminated duplication and reduced staff processing time. It should be noted that DEH does utilize TLMAs new PLUS system for review and entitlement of planning cases that have applicable provisions for small water and septic systems in the unincorporated areas of the county.

Impact on Residents and Businesses

Utilization of this software enables DEH to be more efficient and effective at its inspections and permit processing. Thus, providing positive benefits to the regulated community.

Additional Fiscal Information

Funding for Accela license/support is included in the recommended budget submittal for FY 19/20. Future budget years will include amounts projected by Accela for licensing and support services as referenced in (Attachment B-1) and shown in summary below.

FY 19/20: \$280,538.42

FY 20/21: \$294,565.34

FY 21/22: \$309,293.61

FY 22/23: \$324,758.29

FY 23/24: \$340,996.21

Total: \$1,550,151.87

Contract History and Price Reasonableness

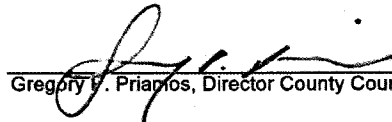
**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Due to the proprietary nature of this software relative to inspections conducted by DEH as a regulator of food, pools, hazardous materials, and other industries, a Sole Source which is required and approved by Purchasing Department is attached. However, the private software industry for these types of inspections is beginning to mature and DEH anticipates that this will be the last contract with Accela, if approved, before soliciting competitive bids from applicable vendors mid-way through this last proposed amendment (i.e., FY 21/22); the agreement may be terminated with a 60-day notice. This will allow enough time for DEH to work with Purchasing and RCIT to have a new system online and operational. This proposed Amendment No. 20 to the agreement has been reviewed and approved on May 7, 2019 by RCIT/TSOC on an H-11 which is included as an attachment.

Attachments

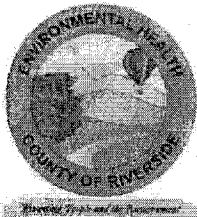
Amendment No. 20 AATF
Attachment B-1 Pricing Provisions
RCIT TSOC H11 Form-approved
Sole Source


Teresa Summers, Director of Purchasing 6/14/2019


Gregory F. Priamos, Director County Counsel 6/18/2019


Jim Smith, Chief Technology Officer 6/14/2019

ATTACHMENT B



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

P.O. BOX 7909 • RIVERSIDE, CA 92513-7909

KEITH JONES, DIRECTOR

Date: May 31, 2019

From: Keith Jones, Director of Environmental Health

To: Board of Supervisors/Purchasing Agent

Via: Steve Horn, Deputy Director, Environmental Health

Subject: Sole or Single Source Procurement; Request for a 5-year Agreement for an Environmental Health Information Management System with Accela.

The below information is provided in support of my Department requesting approval for a sole or single source. *(Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.)*

1. Supplier being requested: Accela

2. Vendor ID: 0000001582

3. ☐ Single Source ☒ Sole Source
(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)

(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)

4. Have you previously requested and received approval for a sole or single source request for this vendor for your department? *(If yes, please provide the approved sole or single source number).*

☐ Yes ☒ No
SSJ# _____

4a. Was the request approved for a different project?

☐ Yes ☒ No

Office Locations: Blythe • Corona • Hemet • Indio • Murrieta • Palm Springs • Riverside

(888)722-4234 • rivcoeh.org

5. Supply/Service being requested:

(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)

Envision Connect system consist of products Envision Connect (EC), Envision Connect remote (ECR) and California Environmental Reporting Services (CERS) Integration Wizard (CIW). These software systems together are used by county to provide wide range of services to the residents and business of Riverside County.

Programs listed under DES (District Environmental Services)

- Food Facility inspections
- Food Facility Plan Check
- Household trash, Garbage and Sewage Complaints
- Mobile Home Parks & Organized camps inspections and compliance
- Public Swimming pools and SPA's inspection and compliance
- Vector Control Programs and reporting

Programs listed under HAZMAT (Hazardous Material Management Services)

- CUPA - Certified Unified Programs Agency compliance
- UST - Underground storage tank compliance, inspection and State data exchange.
- Emergency response and investigation
- Hazardous Waste Generator / Tier Permitting Process

Programs listed under ERM (Environmental Resource management Services)

- Medical Waste program
- Liquid waste program
- Solid waste Program
- Public water Systems
- Water Well systems
- Body Art facility inspections
- Environmental Cleanup

Fiscal & Billing functions such as generating various permits for all the programs, Invoices, collecting payments for services.

6. Unique features of the supply/service being requested from this supplier. (If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)

Accela is currently contracted with County to provide data exchange services and future upgrades to State CERS using CIW. State CERS data exchange needs change constantly due to changes in environmental rules, regulations. The data collected for Hazardous Material inventory, related inspection, compliance and enforcement activities of division are exchanged between State and County. This is a state mandated function that needs to continue and support is provided by Accela.

After detailed research and verifying with other Counties with similar needs, RCIT and DEH had finalized with Accela is the only vendor in the market which has all programs under one suite of product under EC/ECR. In addition there is no other vendor who has successfully implemented all the programs administered in the State of California in a single suite of software.

7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:

The department solely relies on the software and IT services to support citizens and business. The inspectors' staff perform inspections in the field using a tablet based inspection workflow process. There are different requirements for each program under DEH. Riverside County DEH has worked with Accela to configure these inspection and workflows. This inspection process significantly eliminates duplication of effort on inspectors. With growing needs of Riverside County, the tablet based inspections have helped improve efficiency.

Benefits

1. Reduce time between inspection and data entry by automating the workflow in the field and in office.
2. Improve the consistency and accuracy of data collected during inspection by reducing data entry to one-time and by pre-populating the inspection checklist with data already contained within EnvisionConnect.
3. Improve inspection efficiency through the use of boilerplate text, and prepopulating the inspection report with information already contained in EnvisionConnect.

8. Period of Performance:
(total number of years)

From: July 1, 2019 to June 30, 2024

Is this an annually renewable contract? ☒ No ☐ Yes

Is this a fixed-term agreement: ☒ No ☐ Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.) This is a 1 year agreement with annual renewal options for years 2-5.

9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

Description:	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Total
One-time Costs:						

N/A						
Ongoing Costs:						
Annual License Fee, Support and CERS	\$280,534.42	\$294,565.34	\$309,293.61	\$324,758.29	\$340,996.21	\$1,550,151.87
Previous SSI Approved Amounts:						
Total Costs	\$280,534.42	\$294,565.34	\$309,293.61	\$324,758.29	\$340,996.21	\$1,550,151.87

Note: Insert additional rows as needed


10. Price Reasonableness: (Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)

In February 2004, the County Purchasing department issued a formal request for proposal (RFP) for Environmental Health. Purchasing sent the RFP to (17) seventeen vendors, posted it on the County website, and received three responses. Decade Software (Accela) was selected as the lowest responsible bidder. Discounted and fixed rates, as well as a major software upgrade, maintenance and training were negotiated and included in the contract. In June of 2014, amendment 15 was created to continue to provide Environmental Health an additional 5 years of maintenance licensing and development. At that time, we agreed upon a 5% annual increase for the licensing maintenance and support. We are requesting an additional 5 years licensing, maintenance and support, and have agreed upon to maintain the 5% annual increase. Envision Connect is a proprietary system and is not supported by any other vendors other than Accela and there is no other vendors that provide a comparable system. The annual license and maintenance fees are similar to what other counties in California are paying as well at the 5% annual increase.

11. Projected Board of Supervisor Date (if applicable): June 25, 2019

(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)


Department Head Signature
 (or designee)


Print Name

6-4-19
Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Not to exceed:

☐ One-time \$ _____

☐ Annual Amount \$ _____ / per fiscal year through _____ (date)

(If Annual Amount Varies each FY)

FY 19/20:	\$ 280,534.42
FY 20/21:	\$ 294,566.34
FY 21/22:	\$ 309,293.61
FY 22/23:	\$ 324,158.29
FY 23/24:	\$ 340,996.21


Purchasing Agent

6/5/19
Date

20-008
Approval Number
(Reference on Purchasing Documents)



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

H11 Number:	PR2019-08597						
Requested Purchase:	Envision Connect 5 year annual maintenance and licensing						
Department/Agency:	Environmental Health						
Primary Contact/Phone:	DAVID VILLEGAS				Alternate Contact/Phone:		
Purchase Request Type:							
Describe Requested Purchase:	<p>The Department of Environmental Health is requesting to extend their current contract with Accela which expires on June 30th 2019. The immediate goal is to extend the contract an additional 5 years and we are estimating the maximum contract amount to be \$1,550,151.87 based on the following payment schedule:</p> <p>FY 19/20 \$280,534.42 FY 20/21 \$294,565.34 FY 21/22 \$309,293.61 FY 22/23 \$324,758.29 FY 23/24 \$340,996.21</p> <p>Envision Connect software is proprietary to Accela and is not sold or maintained by other vendors and is the line-of-business application for the Environmental Health Department. It automates permitting, billing, complaints, inspections and enforcement activities that are essential to the day-to-day operation of the Department. In addition, Envision Connect provides an interface to the California Environmental Reporting System (CERS), and significantly streamlines data entry requirements for inspectors that are required to interact with CERS.</p>						
Terms:	<p>Is this a Multi Year Contract?: True</p> <p>Length of Contract: 5</p> <p>Start Date: 7/1/2019</p> <p>End Date: 6/30/2024 12:00:00 AM</p> <p>Special Terms and Conditions: Years 2-5 are optional and shall be renewed each year.</p>						
Business Needs Addressed:							
Are there other county systems that provide the same functionality?					No		
Business Criticality:	Run the Business, Grow the Business, Transform the Business						
Business Impact:	Support Current Operations, Improve Customer Service, Improve Operational Efficiencies						
Current Cost Itemization (Include all the year 1 cost)							
Item Description	Purchase Type	Vendor	Quantity	Unit Cost	Sub_Total	Item Tax	Total Cost
Annual Costs							
Item Description	Payment Type	Terms (in Years)	Payment amount		Total Annual Payments		
Annual license, maintenance and support	778340000	5.00	\$280,534.32		\$1,550,151.87		
Subtotal Annual Costs:					\$1,550,151.87		
Accounting String							
To be completed for pass-thru purchases that will be processed by RCIT Only							
%Billed	Accounts (6 digits)	Dept.ID (6 -10 digits)	Program (5 digits)	Class (5 digits)	Grant (9 digits)	Customer Project Code (10 digits)	
Department Head or Authorized Designee Signature: David Villegas <i>Keith Jones</i>					Date: 4/25/2019 10:52 AM		



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

RCIT Review (Standard purchases and renewals < \$25000) - Administrative Review Status		
Recommended:	By:	Date:
Denial Explanation:		

ACIO Review - ACIO Review Status		
Recommended: Yes	By: <i>[Signature]</i>	Date: 4/29/19
Denial Explanation:		

CIO Review (Purchases and renewals > \$100K) CIO Review Status		
Recommended: <i>[Signature]</i>	By: <i>[Signature]</i>	Date: 4/29/19
Denial Explanation:		

TSOC Review (Purchases and renewals > \$100K) TSOC Review Status		
Recommended: yes	By: <i>[Signature]</i>	Date: 5/7/19
Denial Explanation:		

COUNTY OF RIVERSIDE
AMENDMENT NO. 20 TO THE AGREEMENT
WITH
ACCELA, INC.


Original Contract Term:	05/17/2005 through 06/30/2019
Contract Term Extended To:	06/30/2024
Effective Date of Amendment:	06/25/2019
Original Annual Maximum Contract Amount:	varies per year
Amended Annual Maximum Contract Amount:	\$1,550,151.81
Contract ID:	

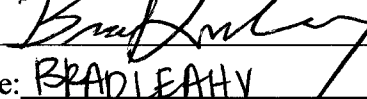
The Agreement between County of Riverside (COUNTY) and Accela, Inc., formerly Decade Software Company, LLC (CONTRACTOR), entered into as of May 17, 2005, is amended as follows:

1. Section 4 (Period of Performance) is deleted in its entirety and replaced with the following: Period of Performance of July 1, 2019 through June 30, 2024 and all other terms in the Agreement shall apply.
2. Section 2 (Compensation) is deleted in its entirety and replaced with the following: "The COUNTY agrees to pay CONTRACTOR for services performed at an aggregate contract amount of one million five hundred fifty thousand and one hundred fifty one dollars and eighty one cents (\$1,550,151.81) including all expenses, based on the availability of fiscal funding. The COUNTY agrees to pay CONTRACTOR for services performed at an annual rate of identified in the enclosed Attachment B-1, including all expenses, based on the availability of fiscal funding."
3. Amendment 15-Attachment B (Pricing) is deleted in its entirety and replaced with the enclosed Attachment B-1.
4. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE , a political	ACCELA, INC. , fka
subdivision of the State of California	Decade Software Company, LLC

By: 
Kevin Jeffries

By: 
Name: BRAD LEAHY

RFP#PUARC364
BOS Agenda #3-25, Date June 17, 2014
Form #116-311 Revision Date: 04/17/2019

JUN 25 2019 3:20

COUNTY OF RIVERSIDE
AMENDMENT NO. 20 TO THE AGREEMENT
WITH
ACCELA, INC.

Chairman of the Board of Supervisors

Title: VICE PRESIDENT, REVENUE OPERATIONS

Dated: JUN 25 2019

Dated: JUNE 14, 2019

ATTEST: Kecia Harper, Clerk

By: Karen Hinton, deputy

APPROVED AS TO FORM:

Gregory P. Priamos

County Counsel

By: David McCarthy

David McCarthy

Deputy County Counsel

RFP#PUARC364

BOS Agenda #3-25, Date June 17, 2014

Form #116-311 Revision Date: 04/17/2019

COUNTY OF RIVERSIDE
AMENDMENT NO. 20 TO THE AGREEMENT
WITH
ACCELA, INC.

Attachment B-1

SKU	Description	Quantity	Unit Price	Ext. Price
SR75CCEREDT0001	EnvisionConnect Remote Annual Fee	1	\$ 91,892.27	\$ 91,892.27
SR75CCEREDT0001	CERS Integration Wizard	1	\$ 30,630.60	\$ 30,630.60
SR75CENVONL0001	EnvisionConnect Annual License and Support Fee	1	\$158,015.55	\$ 158,015.55
Annual Renewal Period 7/1/19-6/30/20			Sub Total	\$ 280,538.42
SR75CCEREDT0001	EnvisionConnect Remote Annual Fee	1	\$ 96,486.88	\$ 96,486.88
SR75CCEREDT0001	CERS Integration Wizard	1	\$ 32,162.13	\$ 32,162.13
SR75CENVONL0001	EnvisionConnect Annual License and Support Fee	1	\$165,916.33	\$ 165,916.33
Annual Renewal Period 7/1/20-6/30/21			Sub Total	\$ 294,565.34
SR75CCEREDT0001	EnvisionConnect Remote Annual Fee	1	\$101,311.22	\$ 101,311.22
SR75CCEREDT0001	CERS Integration Wizard	1	\$ 33,770.24	\$ 33,770.24
SR75CENVONL0001	EnvisionConnect Annual License and Support Fee	1	\$174,212.15	\$ 174,212.15
Annual Renewal Period 7/1/21-6/30/22			Sub Total	\$ 309,293.61
SR75CCEREDT0001	EnvisionConnect Remote Annual Fee	1	\$106,376.78	\$ 106,376.78
SR75CCEREDT0001	CERS Integration Wizard	1	\$ 35,458.75	\$ 35,458.75
SR75CENVONL0001	EnvisionConnect Annual License and Support Fee	1	\$182,922.76	\$ 182,922.76
Annual Renewal Period 7/1/22-6/30/23			Sub Total	\$ 324,758.29
SR75CCEREDT0001	EnvisionConnect Remote Annual Fee	1	\$111,695.62	\$ 111,695.62
SR75CCEREDT0001	CERS Integration Wizard	1	\$ 37,231.69	\$ 37,231.69
SR75CENVONL0001	EnvisionConnect Annual License and Support Fee	1	\$192,068.90	\$ 192,068.90
Annual Renewal Period 7/1/23-6/30/24			Sub Total	\$ 340,996.21
Subtotal:				\$ 1,550,151.87
Tax:				\$ -
Total:				\$ 1,550,151.87

Order Start Date	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> - Software Licenses & Subscriptions start on the date of delivery by Accela; - Hosting and Support start on Accela's delivery of the software hosted and/or supported; and
Order Duration	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> - Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase. - Any Software Licenses or Hardware are one-time, non-refundable purchases. - Hosting and Support continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). - Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.
Special Order Terms	<ul style="list-style-type: none"> - In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction. - For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.

RFP#PUARC364
BOS Agenda #3-25, Date June 17, 2014
Form #116-311 Revision Date: 04/17/2019