



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Dom Zanger  
District No. 1  
Vice-Chair

Kollin Kosmicki  
District No. 2  
Chair

Mindy Sotelo  
District No. 3

Angela Curro  
District No. 4

Ignacio Velazquez  
District No. 5

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**Item Number: 1.22**

**MEETING DATE:** 06/10/2025

**DEPARTMENT:** RESOURCE MANAGEMENT AGENCY

**AGENDA ITEM PREPARER:** Abraham Prado

**DEPT HEAD/DIRECTOR:** Abraham Prado

**SUBJECT:**

**RESOURCE MANAGEMENT AGENCY - A. PRADO, PLANNING AND BUILDING DIRECTOR**

Approve Carahsoft Accela License permit software renewal for process land development applications and permit processing, fee collection, code enforcement cases, engineering, and building inspections for all commercial and residential permit applications, and to monitor/manage land development as well as to maintain a historical database for permits and developments, for the period of November 23, 2024 to November 22, 2027 for the amount not to exceed \$329,262.75 for three (3) years which includes a 6.5% annual uplift instead of renewing year to year with an annual 8% uplift, and authorize Board Chair to sign contract. The contract is retroactive from November 23, 2024 due to requested changes to the contract regarding the "Limitations of Liability" section of the Accela Subscription Services and Support Agreement.

SBC FILE NUMBER: 790

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

On April 26, 2016 the County contracted with Carahsoft Technology Corp. to provide the Accela database system user license. Accela is a county-operated development and management software system that includes land development application and permit processing, fee collection and code enforcement, engineering, and building inspection tracking. The Carahsoft Accela License Agreement provides the County Accela services for permit tracking. The County relies heavily on the system to process the aforementioned functions for all commercial and residential permit applications, code enforcement, engineering and to monitor/manage land development as well as to maintain a historical database for permits and developments.

At the regular San Benito County Board of Supervisors meeting of January 16, 2024, the County Board of Supervisors approved Item 2.31, a "Carahsoft Accela License Agreement future annual renewals in an amount not to exceed \$98,000.00 annually" for the year 2024. The cost for the annual renewal last year (November 2023 to November 2024) was \$96,637.87. There has been an 8% uplift in cost for an additional \$7,731.02 ( $\$96,637.87 \times 8\% = \$7,731.02$ ) for the year from last year's pricing for a total of \$104,368.89 ( $\$96,637.87 + \$7,731.02$ ) for the period until November 22, 2025. Accela's standard uplifts for one year at a time is 8%.

By choosing a 3 year option Carahsoft Accela offers a lower uplift year over year. With the 3-year option instead of a 8% uplift, the quote is at 6.5% which would be an annual average savings of approximately \$3,186.80 and although the renewal would be for 3 years, the invoice would be paid annually in the amounts as depicted in Figure 1.0 below. For example, instead of paying \$104,368.89 for the year 2025 which covers from November 23, 2024 to November 22, 2025 in the year to year option, by choosing the three year option, the payment would be \$102,920.40 for the same period of time of November 23, 2024 to November 22, 2025. Please see attachment 2 "One Year Quote and Three Year Quote – Carahsoft – Accela, Inc."

Figure 1.0: Year to Year Renewal at 8% Annual Uplift vs. 3 Year Option at 6.5% Annual Uplift

**8% Uplift Year to Year**

2025 \$104,368.89

2026 \$112,718.40

2027 \$121,735.87

Total 3 Years: \$338,823.16

**6.5% Uplift 3 Year Option**

2025 \$102,920.40

2026 \$109,608.57

2027 \$116,733.78

Total 3 Years: \$329,262.75

The license agreement is retroactive from November 23, 2024, for two reasons. One reason is because County Counsel required Carahsoft Accela's team to agree on updating the "Limitations of Liability" section of the Accela Subscription Services and Support Agreement which they did. Please see Attachment 3 "Updated Accela Subscription Services and Support Agreement Under GSA MAS San Benito, CA." The second reason is that staff worked with Carahsoft Accela's team to obtain a lower uplift per year to provide cost savings.

Staff recommends approval of the Carahsoft Accela License permit software 3 year option renewal for the period of November 23, 2024 to November 22, 2027 for the amount not to exceed \$329,262.75 which includes an annual 6.5% uplift for the next three years instead of renewing year to year at an annual 8% uplift.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

No

**CONTRACT NEEDED FOR THIS ITEM:**

No

**RFP AND BID HISTORY:**

N/A

**LAST CONTRACT AMOUNT OR N/A:**

N/A

**CONTRACT HISTORY (Describe all amendments and previous contracts):**

N/A

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

Yes

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

No

**STRATEGIC PLAN GOALS: 3. Technology**

Yes

**STRATEGIC PLAN GOALS: 4. Community Engagement**

No

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

No

**BUDGETED:**

Yes

**BUDGET ADJUSTMENT NEEDED:**

No

**SOURCE OF FUNDING:**

General Fund

**UNFUNDED MANDATE:**

N/A

**SBC BUDGET LINE ITEM NUMBER:**

101.65.1265.1000.619.134

**CURRENT FY COST:**

\$102,920.40

**STAFF RECOMMENDATION:**

Approve Carahsoft Accela License permit software renewal for process land development applications and permit processing, fee collection, code enforcement cases, engineering, and building inspections for all commercial and residential permit applications, and to monitor/manage land development as well as to maintain a historical database for permits and developments, for the period of November 23, 2024 to November 22, 2027 for the amount not to exceed \$329,262.75 for three (3) years which includes a 6.5% annual uplift instead of renewing year to year with an annual 8% uplift, and authorize Board Chair to sign contract. The contract is retroactive from November 23, 2024 due to requested changes to the contract regarding the "Limitations of Liability" section of the Accela Subscription Services and Support Agreement.

**ATTACHMENTS:**

1. [One Year Cost Accela through 11-22-2025](#)
2. [One Year Quote and Three Year Quote - Carahsoft - Accela, Inc.](#)
3. [Updated Accela Subscription Services and Support Agt Under GSA MAS San Benito, CA](#)
4. [Original 2016 Accela Software License Agreement for San Benito County](#)