

CALIFORNIA COASTAL COMMISSION

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W36b

April 25, 2012

TO: Coastal Commissioners and Interested Public

FROM: Charles Lester, Executive Director
Susan Hansch, Chief Deputy Director
Alfred Wanger, Deputy Director
Pamela Wu, Chief, Fiscal & Business Services
Owen Omphua, Associate Business Management Analyst, Business Services

SUBJECT: **Software Maintenance Agreement with the Accela, Inc. for the Coastal Data Management System Upgrade for public hearing and Commission action, Item W36b, Wednesday, May 9, 2012.**

STAFF RECOMMENDATION

Staff recommends that the California Coastal Commission (Commission) authorize the Executive Director or his designee to enter into a four-year (FY 12/13 to FY 15/16) software maintenance agreement with Accela, Inc. for an amount not to exceed \$485,000 software maintenance services, for a period of approximately 54 months from July 1, 2012 through December 27, 2016.

MOTION

"I move that the Commission authorize the Executive Director or his designee to enter into a four-year (FY 12/13 to FY 15/16) software maintenance agreement with Accela, Inc. for an amount not to exceed \$485,000 for software maintenance services, for a period of approximately 54 months from July 1, 2012 through December 27, 2016."

Staff recommends a **YES** vote.

BACKGROUND

The Commission currently maintains an antiquated statewide Permit Tracking System (PTS) and other stand alone databases containing records on more than 100,000 permit decisions made within its jurisdiction. The PTS contains data from 1996 to the present; records of the approximately 75,000 permit decisions prior to 1996 are maintained as paper records. The PTS was developed in-house by staff during the mid-1990's and is comprised of several linked Microsoft Access databases. The Commission's current data management system, as currently

architected in Microsoft Access, is technically incapable of meeting the Commission's business needs for permitting, land use, enforcement and other program functions.

Beginning in 2006, Commission staff sought funding to upgrade the existing database systems through grant applications, budget augmentations and other sources. In 2010, Commission staff, working with staff from the California Natural Resources Agency and the California Technology Agency developed a Feasibility Study Report (FSR) for the Commission's Coastal Data Management System upgrade project. A completed and approved FSR is a requirement for funding IT related projects for all state agencies. The FSR for the Commission project was approved by the California Technology Agency in April 2011.

Concurrent with the completion of the FSR, Commission staff developed a Budget Change Proposal (BCP) seeking augmentation of \$1,136,000 to the Commission's Operating Expenses and Equipment budget from a deposit to the Violation Remediation Account Fund (VRA) from the settlement of an old Coastal Act violation case. The VRA is the depository account for fines and penalties paid to settle violations of the Coastal Act. The VRA is administered by the State Coastal Conservancy. Funds from the VRA are appropriated by the Legislature to be expended for carrying out the provisions of the Coastal Act. State Coastal Conservancy management staff concurred with the direct appropriation of VRA settlement monies to the Commission for this essential database modernization project. The BCP was approved by the Department of Finance and the Administration in April 2011 and included in the legislatively approved budget for FY 2011-12, which was signed by the Governor in June 2011.

The Commission also obtained a one-time federal grant for the project from the Department of Commerce through the National Oceanic and Atmospheric Administration (NOAA). NOAA is providing \$176,783 for the Commission to support scoping, design and database configuration of the new Coastal Data Management System (CDMS).

The first phase of this two year project involved the procurement of the software system. The Commission approved this procurement at the December 9, 2011 meeting. The procurement was awarded to Accela, Inc., the vendor who best met the Commission's needs. The second phase of this project involved obtaining IT consulting services to assist in the design and configure the system, migration of existing data into the new database system, and the training of staff in the administration and operation of the new system. The Commission approved the procurement of IT consulting services at the March 7, 2012 meeting. After completing the required steps of the state procurement process, the IT consulting services contract was subsequently awarded to Natoma Technologies, Inc.

As part of continuing operations of the upgraded Coastal Data Management System, the Commission must pay annual fees for maintenance and support for the Accela system procured for this project. Commission staff, working with Accela, Inc., has developed a Software Maintenance agreement, for years two thru five, related to the Accela Automation and add on products purchased in December 2011 (the first year support and maintenance was included in the original procurement of the Accela System in December 2011). This Software Maintenance agreement provides that annual fees for years two thru five will remain at a fixed rate, the same rate as in the original procurement with no additional cost increases for the length of the agreement. Typical annual maintenance increases are approximately 10% a year. Accepting this fixed rate for annual software maintenance would save the Commission approximately \$129,769 in potential fee increases over the same five-year term. Additionally by signing a multi-year maintenance agreement, Accela has agreed to limit future maintenance after year five to a

3% maximum increase from the prior year's term. This means that the Commission will not incur any future increases in annual maintenance costs exceeding 3% for as long we continue using the Accela system and current maintenance agreement into the future.

CONTRACT SPECIFICATIONS

In accordance with Public Contract Code section 12102 (a)(1), state contracting requirements for IT goods and services, Commission staff obtained quote SFDC-05456M from Accela, Inc., for Software Maintenance, for years two thru five, related to the Accela Automation and add on products. This quote provides that the Commission will pay \$119,724.20 annually, for a maximum of approximately \$485,000, over the 54 month duration of the agreement.

Commission staff conducts all procurement in accordance with state contracting requirements and procedures as established by the State Department of General Services (DGS). All procurement documentation associated with this and other purchases related to the Coastal Data Management System upgrade project will be available for review as required by DGS regulations.

CONCLUSION

Staff recommends that the Commission authorize the Executive Director or his designee to enter into a contract for Software Maintenance with Accela Inc., for a period of approximately 54 months from July 1, 2012 through December 27, 2016 with Accela, Inc. for software maintenance and support services for the Accela Automation and add on products procurement by the Commission as part of the Coastal Data Management System Upgrade Project.

The motion for the staff recommendation can be found on page 1, of this staff report.