



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.7.

5/3/2022

Subject:

Request for Permission to Develop and Advertise a Request for Proposals for Accela Support Services

Fiscal Impact:

Accela services provided to the County will be budgeted by each department receiving services and the combined expenditures are estimated to exceed \$100K annually. The County's current contract \$205,343 was budgeted in the FY 2021-22 Budget. Future costs for Accela services will be variable based on usage and services utilized by each department.

Dept/Office:

Information Technology

Requested Action:

It is requested that the Board of County Commissioners:

1. Authorize the development, advertisement and award of a Request for Proposals for Accela Support Services to support the needs of multiple departments
2. Approve the appointment of the Selection and Negotiation Committees as follows:
 - a. Keith Neterer, Support Services Manager, Planning and Development
 - b. Christine Verrett, Special Project Coordinator III, Public Works
 - c. Milon Enos, Business Analyst, Information Technology
 - d. Lois Boisseau, Assistant Director, Information Technology
 - e. Elizabeth Swanke, Support Services Manager, Utility Services Department
3. Authorize the County Manager to execute all contracts, contract renewals, contract amendments, and any necessary contract extensions upon review and approval by the County Attorney's Office, Risk Management and Purchasing Services.

Summary Explanation and Background:

Requesting permission to develop, advertise and award a Request for Proposals (RFP) for contracted services to support and enhance Brevard County's Board of County Commissioners Accela application. The County currently uses Accela Civic Platform Version 9.2.4 and the corresponding Accela Citizen Access website, BASS (Brevard's Advanced Service Site) to manage its Planning, Development, Zoning and Permitting business systems for Planning & Development, Public Works, Natural Resources Management, Fire Rescue, and Utilities. The application also involves third party software to include VuSpex, Point & Pay and Adobe Document Services (ADS), for which services resulting from this RFP may be required.

Accela-specific contracted services may include ticketed issue support, short-term projects and long-term assignments. The contracted tasks will be determined based on the need of the specific County department. The term of this contract shall be up to five years and the combined expenditures from all departments are

estimated to exceed \$100,000 annually and will be budgeted by each department receiving the services.

Clerk to the Board Instructions:

None



May 4, 2022

MEMORANDUM

TO: Jeff McKnight, Information Technology Director

RE: Item F.7., Permission to Develop and Advertise a Request for Proposals for Accela Support Services

The Board of County Commissioners, in regular session on May 3, 2022, authorized the development, advertisement, and award of a Request for Proposals for Accela Support Services to support the needs of multiple departments; approved the appointment of Selection and Negotiation Committees consisting of Keith Neterer, Support Services Manager, Planning and Development, Christine Verrett, Special Project Coordinator III, Public Works, Milon Enos, Business Analyst, Information Technology, Lois Boisseau, Assistant Director, Information Technology, and Elizabeth Swanke, Support Services Manager, Utility Services Department; and authorized the County Manager to execute all contracts, contract renewals, contract amendments, and any necessary contract extensions, upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Denna Scott
for Kimberly Powell, Clerk to the Board

/tr

cc: County Manager
Committee Members
Finance
Budget