

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



**Contract Number**

24-476- A1

**SAP Number**

## Purchasing Department

**Department Contract Representative** Jessica Barajas  
**Telephone Number** 909-387-2065

**Contractor** Accela, Inc.  
**Contractor Representative** Seth Roberts  
**Telephone Number** 732-600-6638  
**Contract Term** March 1, 2025 – December 31, 2025

**Original Contract Amount** \$380,000  
**Amendment Amount** N/A  
**Total Contract Amount** \$380,000  
**Cost Center** \_\_\_\_\_  
**Grant Number (if applicable)** \_\_\_\_\_

**IT IS HEREBY AGREED AS FOLLOWS:**

### Amendment NO. 1

This Amendment No. 1 (the "Amendment"), dated March 1, 2025, is made between Accela, Inc. (the "Contractor") and San Bernardino County (the "County") and modifies the terms of the agreement executed between the parties as June 11, 2024 (Contract). Amendment No. 1 will extend the scope of work for migration services for the Department of Public Health – Environmental Health Services Division, specifically for Accela’s Civic Platform for the period of March 1, 2025, through December 31, 2025, with a total amount not to exceed \$380,000. There are no additional changes to the scope of work.

**All other terms and conditions of Contract No. 24-476 remain in full force and effect.**

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

**IN WITNESS WHEREOF**, the San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

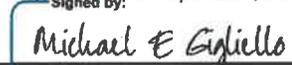
  
\_\_\_\_\_  
Pete Mendoza, Director of Purchasing

Dated: Apr 3, 2025

\_\_\_\_\_

**Accele, Inc.**

(Print or type name of corporation, company, contractor, etc.)

Signed by:  
By ▶   
\_\_\_\_\_  
(Print or type signature - sign in blue ink)

Name Michael E Gigliello  
(Print or type name of person signing contract)

Title Controller  
(Print or Type)

Dated: Mar-21-2025

Address 9110 Alcosta Blvd, Ste H#3030  
San Ramon, CA 94583

**FOR COUNTY USE ONLY**

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
▶ _____ _____, County Counsel	▶ _____	▶ _____
Date _____	Date _____	Date _____

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This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

**IN WITNESS WHEREOF**, the San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

► \_\_\_\_\_  
Pete Mendoza, Director of Purchasing

Dated: \_\_\_\_\_

\_\_\_\_\_

**Accela, Inc.**

(Print or type name of corporation, company, contractor, etc.)

By ► Michael E Gigliello  
Authorized signature - sign in blue ink

Name Michael E Gigliello  
(Print or type name of person signing contract)

Title Controller  
(Print or Type)

Dated: Mar-21-2025

Address 9110 Alcosta Blvd, Ste H#3030  
San Ramon, CA 94583

**FOR COUNTY USE ONLY**

Approved as to Legal Form  
►   
Adam Ebright, County Counsel  
Date 4/3/25

Reviewed for Contract Compliance  
► \_\_\_\_\_  
Date \_\_\_\_\_

Reviewed/Approved by Department  
► \_\_\_\_\_  
Date \_\_\_\_\_



## County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

**Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.**

Complete and submit this form, along with required documents proposed for signature, via email to the department’s County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

**For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.**

Department/Agency/Entity: Purchasing Department

Contact Name: Jessica Barajas Telephone: 909-387-2065

Agreement No.: 24-476 Amendment No.: 1 Date of Board Item 6/11/24 Board Item No.: 108

Name of Contract Entity/Project Name: Statements of Work with Accela, Inc. for Platform Migration Services

**Explanation of request/Special Instructions:**

Purchasing agent has delegated authority to extend out agreement No. 24-476 see recommendation No. # 1, b. Extension does not increase the total amount. Extended term effective 3/1/25 through 12/31/25. Board date 6/11/24 Item #108.

**Insert check mark that the following required documents are attached to this request:**

- Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- Board Agenda item that delegated the authority

<b>Department Routed to County Counsel</b>	County Counsel Name: Adam Ebright	Date Sent: 1/14/25
<b>Reviewing County Counsel Use Only</b>	Review Date <u>2/4/25</u>   Signature	<b>Determination:</b> <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
<b>CAO-Special Projects Use Only</b>	Review Date <u>April 11, 2025</u>   Signature	<b>Disposition:</b> <input checked="" type="checkbox"/> Route for signature to: <input type="checkbox"/> Chair <input type="checkbox"/> CEO <input checked="" type="checkbox"/> Department <input type="checkbox"/> Return to Department for preparation of agenda item