

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

June 18, 2025

FROM

LYNN FYHRLUND, Chief Information Officer, Innovation and Technology Department

SUBJECT

Purchase Orders with Accela, Inc. for Software as a Service Licensing and Cloud Services

RECOMMENDATION(S)

Authorize the Purchasing Agent to issue purchase orders to Accela Inc., subject to the terms of Agreement No. 24-251, for Software as a Service licensing and cloud services, in an amount not to exceed \$7,026,214, increasing the previous not to exceed amount of \$6,400,000 by \$626,214 for the period of April 15, 2024 through April 14, 2029.

(Presenter: Lynn Fyhrlund, Chief Information Officer, 388-5501)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The Innovation and Technology Department's (ITD) operating costs are recovered via service rates approved annually by the Board of Supervisors (Board). The costs for Accela, Inc. (Accela) Software as a Service (SaaS) licensing and cloud services will not exceed \$7,026,214. Sufficient appropriation is included in ITD's 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Accela On-Premises Civic Platform (Platform) solution was utilized by various County departments from 2014 through April 28, 2025, allowing for online permitting, licensing, code enforcement, service request management, and data tracking services. Specifically, Accela's Platform brings together a host of pre-built solutions for County services, including building, planning, business licensing, environmental health, and fire safety. Through the Accela Platform, individuals could submit land development documents into the system, check the status of an application, view project updates, and pay fees online. Due to the Platform reaching end of life and no longer receiving support or maintenance from Accela, the County decided to transition to the SaaS solution.

On March 26, 2024 (Item No. 48), the Board approved the Accela migration from on-premise to cloud through approval of Accela's Subscription Services Agreement (SSA) No. 24-251 for software and licensing, Statement of Work (Agreement No. 24-252) allowing cloud migration services, and Order Form (Agreement No. 24-253) for the countywide purchases of Accela SaaS licensing and cloud services in the amount not-to-exceed \$6,400,000, for the period of April 15, 2024, through April 14, 2029. This item also authorized the Purchasing Agent to

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approve future Purchase Orders for purchases amounts as authorized by County Policy as long as the orders did not surpass the not-to-exceed amount.

During the migration to the new Accela SaaS, it was identified that 53 additional licenses were needed. Accela granted these additional licenses on April 16, 2025, to avoid migration disruptions. Approval of this item will allow the Purchasing Agent to issue purchase orders for the 53 identified licenses, and any additional licenses, as needed for future staffing and workload throughout the user departments, up to a total not to exceed amount of \$7,026,214, for the period of April 15, 2024 through April 14, 2029. All issued purchase orders will be subject to the terms of Agreement No. 24-251.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Land Use Services (Marlene Ambriz, Assistant Director, 387-4072) on May 21, 2025; County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on June 9, 2025; Purchasing (Dylan Newton, Buyer III, 387-3377) on May 16, 2025; Risk Management (Gregory Ustaszewski, Staff Analyst II, 386-9008) on May 14, 2025; Finance (Ivan Ramirez, 387-4020 and Iliana Rodriguez, 387-4205, Administrative Analysts) on May 27, 2025; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 27, 2025.

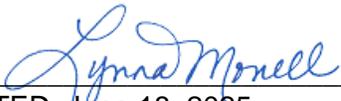
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: June 18, 2025



cc: File - Innovation and Technology
MBA 07/2/2025