



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/21/2020

ITEM NO: 9

DATE: April 10, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Enter into an Agreement with Truepoint Solutions for Accela Software Support and Related Consulting Services Not to Exceed \$150,000 for a Five-Year Term.

RECOMMENDATION:

Authorize the Town Manager to enter into an agreement with Truepoint Solutions for Accela software support and related consulting services not to exceed \$150,000 for a five-year term.

BACKGROUND:

The Town has been working with Truepoint Solutions since 2011 to provide the Community Development and Parks and Public Works Departments with support for their land use and permit tracking software, Accela, Inc. Consulting services provided include assistance with updates to the embedded fees, adjustments stemming from version updates, user training, streamlining processes, utilizing increased system capabilities, and other miscellaneous needs as they arise.

DISCUSSION:

Truepoint is extremely familiar with the details of the Town's Accela configuration and unique customizations. Truepoint has a history of prompt and knowledgeable responses to inquiries from Town staff and their level of customer service has always met or exceeded staff expectations. Many local agencies, including the City of Sunnyvale, City of Palo Alto, and Santa Clara County have agreements with Truepoint for Accela consulting support.

PREPARED BY: Holly Zappala
Management Analyst

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: Authorize the Town Manager to enter into an agreement with Truepoint Solutions for Accela software support and related consulting services not to exceed \$150,000 for a five-year term.

DATE: April 21, 2020

DISCUSSION (continued):

Truepoint has been an Accela-certified implementation partner since 2005 and is a preferred vendor of Accela. In accordance with the Town's Purchasing Policy, Section 7c (Cooperative Purchasing), the proposed contract is based on pricing obtained through California Multiple Award Schedule (CMAS) Contract No. 3-16-70-3278A as stated in Attachment 1, Exhibit A.

CONCLUSION:

Truepoint's consulting services assist the Town in serving the land use needs of the community. Based on Truepoint's extensive knowledge of the Town's unique Accela implementation, excellent support history with the Town, and competitive pricing, staff recommends that Council authorize the Town Manager to enter into an agreement for software licensing and related services not to exceed \$150,000 for a five-year term.

COORDINATION:

This report was coordinated with the Community Development Department, Parks and Public Works Department, Information Technology Department, Town Manager's Office, Finance Department, and Town Attorney.

FISCAL IMPACT:

The funds are available in the Information Technology budget.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Draft Agreement for Consultant Services