

MANATEE COUNTY GOVERNMENT
NOTICE OF INTENT TO NEGOTIATE FOR AWARD
OF A SOLE SOURCE CONTRACT

SUBJECT	Accela, Inc./Accela Citizen Access Annual Subscription	DATE POSTED	MC _____
PROCUREMENT REPRESENTATIVE	Brooke Baker, Procurement Team Leader	DATE CONTRACT SHALL BE AWARDED	July 14, 2021
DEPARTMENT	Building & Development Services Department	CONSEQUENCES IF DEFERRED	Loss of Building and Permitting Online Services Portal
SOLICITATION	21-R077165BB	AUTHORIZED BY DATE	Jacob Erickson, Procurement Official

NOTICE OF INTENT TO NEGOTIATE FOR AWARD

The Manatee County Procurement Division provides notice of its intent to negotiate a sole source contract with a value of \$428,939.93 with Accela, Inc. for the provision of Accela Citizen Access Annual Subscription.

ENABLING/REGULATING AUTHORITY

Federal/State Laws, Administrative Rulings, Manatee County Comp Plan/Land Development Code, Ordinances, Resolutions, Policy

Manatee County Code of Laws

BACKGROUND/DISCUSSION

The Manatee County Procurement Division has completed a due diligence review and intends to procure Accela Citizen Access Annual Subscription from Accela, Inc. without conducting a competitive solicitation process for the following reasons:

- The Building & Development Services Department has been procuring Accela Citizen Access Software and Services from Accela, Inc. since 2015 for the County's Building and Permitting Online Services Portal, giving the company institutional knowledge of the County's requirements and practices; and standardizing the Accela Software.
- Accela, Inc. has proprietary rights to the Accela Citizen Access Software that makes up the County's existing Building and Permitting Online Services Portal, making them the sole company that can provide the required software and services.
- Procuring Accela Citizen Access Annual Subscription from Accela, Inc. will ensure compatibility with the County's existing Building and Permitting Online Services Portal and will ensure that the requirements and needs of the County are met.
- A competitive solicitation process cannot reasonably be used, or, if used, will result in significantly higher administrative costs with an unknown outcome.

Any company that believes they can provide this good or service must provide, in writing, convincing technical data sufficient to support their position to the Manatee County Procurement Division at purchasing@mymanatee.org no later than July 13, 2021.

ATTACHMENTS	N/A	FUNDING SOURCE	1470006005-552005/ 1070005901-552005
PROJECTED COST	\$428,939.93	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	N/A