JK
12/17/15
#6

AN ORDINANCE 2015-12-17-1054

AUTHORIZING A ONE YEAR CONTRACT WITH CARAHSOFT TECHNOLOGY CORP., FOR AN INITIAL COST OF $240,985.00, TO PROVIDE THE TRANSPORTATION AND CAPITAL IMPROVEMENTS DEPARTMENT WITH A RIGHT OF WAY MANAGEMENT SOLUTION, WITH A ONE YEAR RENEWAL OPTION OF $223,125.00, FOR A TOTAL COST OF $464,110.00

* * * * *

WHEREAS, the current Right of Way Management system contract with Deloitte Financial Advisory Services expires March 31, 2016 and the vendor is phasing out this solution; and

WHEREAS, the City can integrate a new Right of Way Management system with its current business partner, Accela Enterprise platform through a Carahsoft Technology Corporation solution available through the General Services Administration (GSA) cooperative, contract number GS-35F-0119Y, in compliance with the provisions of Texas Local Government Code 271.103; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. An agreement with Carahsoft Technology Corporation to provide the Transportation and Capital Improvements Department with a Right of Way Management solution, for an initial cost of $240,985.00, and a one year renewal option in the amount of $223,125.00, for a total cost of $464,110.00, is hereby approved. A copy of the agreement and Bid Tab are attached hereto and is incorporated by reference as **Attachment I**. The Chief Technology Officer (or his designee) is authorized to execute the agreement and any related documents.

SECTION 2. Payment in the amount of the $249,910.00 in SAP Fund 40099000, Other Capital Projects, SAP Project Definition 09-00065, Hansen/ECCO Replacement, is authorized to be encumbered and made payable to Carahsoft Technology Corp.

SECTION 3. Funding for the optional one year renewal of this contract is contingent upon City Council approval of the Fiscal Year 2017 operating budget.

SECTION 4. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

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12/17/15
#6

SECTION 5. This ordinance shall be effective immediately upon passage by eight affirmative votes; otherwise it shall be effective on the tenth day after passage hereof.

PASSED and APPROVED this 17th day of December, 2015.

M A Y O R
Ivy R. Taylor

ATTEST:

Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:

Martha G. Sepeda, Acting City Attorney

Agenda Item:	**6 (in consent vote: 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16A, 16B, 16C, 18, 19, 20, 21, 22, 23, 24, 25, 26)**
Date:	12/17/2015
Time:	10:36:15 AM
Vote Type:	Motion to Approve
Description:	An Ordinance authorizing a one year contract with Carahsoft Technology Corp., for an initial cost of $240,985.00, to provide the Transportation and Capital Improvements Department with a Right of Way Management solution, with a one year renewal option of $223,125.00, for a total cost of $464,110.00. [Ben Gorzell, Chief Financial Officer; Troy Elliott, Director, Finance]
Result:	Passed

Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Ivy R. Taylor	Mayor		x				
Roberto C. Treviño	District 1		x			x	
Alan Warrick	District 2		x				
Rebecca Viagran	District 3		x				
Rey Saldaña	District 4		x				
Shirley Gonzales	District 5		x				
Ray Lopez	District 6		x				
Cris Medina	District 7		x				
Ron Nirenberg	District 8		x				
Joe Krier	District 9		x				
Michael Gallagher	District 10		x				x

Accela carahsoft

Statement of Work
Right of Way Management

Version 1.4

City of San Antonio, TX
Information Technology Division
P.O. Box 839966
San Antonio, Texas 78283
United States

Carahsoft Technology Corp.
1860 Michael Faraday Drive
Suite 100
Reston, VA 20191
Tel: 703-871-5800
Fax: 703-871-8505

Attachment I

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Overview
The following is an overview of the Statement of Work to be provided by Carahsoft and Accela Right of Way Management for the City of San Antonio, Texas. The goal of this effort is to:

- Implement the ROWM solution for the City of San Antonio, Texas consisting of the following ROWM functional modules: Utility Coordination, Permit with Workflow, and Document Attachment Management
- Provide a custom online permitting capability for COSA. There is NO additional fees to COSA for Accela to develop this capability.
- Provide a review of agency GIS and project data sources, identify any potential issues, and perform the initial data load / import into the ROWM system.
- Provide assistance in re-defining the business process surrounding the new system.
- Provide training to identified departments and users.

This Statement of Work ("SOW") sets forth a scope and definition of the consulting/professional services, work, and/or project (collectively, the "Services") to be provided by Accela Right of Way Management ("Accela ROWM").

Work Description
Accela ROWM will work with the appropriate agencies to analyze the existing dataset and business process. A new, integrated process will be delivered inclusive of any existing, legacy systems with the new Accela ROWM solution.

Project Schedule

The implementation of ROWM Deliveables 1, 2, and 6 are estimated to be three (3) months. This will include the required training of the customers / users.

The implementation of ROWM Deliverables 3, 4 and 5 and 6 are estimated to be four (4) months. This will include the required training of the customers / users.

The implementation of ROWM Deliverables 7 is estimated to be four (4) months. This will include the required training of the customers / users.

Some of the deliveable implementations and developments will take place in parallel of each other. For example, the development of Deliveable 7 may be in parallel with the other specified deliverables.

Due to the compressed nature of the project schedule, if a Customer-based delay puts the project on hold more than one (1) month, Accela ROWM reserves the right to terminate the contract and new terms will need to be negotiated. If a Customer-based delay puts the project on hold past the termination period, Accela ROWM reserves the right to terminate the contract at the time of the delay.

Payment Terms

Payment Schedule

Accela will perform the Services on a Deliverable payment basis based on: the nature and scope of the Services and associated Deliverables outlined in Appendix A, the expected staffing requirements, project schedule, Accela's and Customer's roles and responsibilities and the other assumptions set forth in this SOW. Accela's total price to perform the Services and provide the Deliverables described in Appendix A is $71,410.00 exclusively of taxes and expenses (the "Fixed-Fee"). The Fixed-Fee price is based on the information available at the time of sighing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW. Customer shall pay the Professional Services fees, and Platinum Support within thirty (30) days of the Effective Date, and for each Renewal Term. All invoices are payable via check or wire transfer in US Dollars (USD).

Expenses:

Not applicable.

Contract Sum

The contract sum for Accela ROWM Professional Services implementation fee is priced at a fixed cost of $71,410.00, which includes 386 hours, through Carahsoft's GSA Schedule 70.

Change Order

This SOW is predicated on the timely completion of project milestones. Should completion of milestones slip due to actions out of the control of Accela ROWM resulting in material effort by Accela ROWM in excess of the hours provided for in this document, Accela ROWM will produce a change order for additional hours in support of the scope and deliverables contained herein. Any change order will need to be approved by all involved parties. Change orders will need to be approved within three business days of delivery to avoid a halt of work on the engagement.

General Assumptions

- Customer and Accela will review their respective responsibilities before work begins to ensure that the engagement is a success and can be satisfactorily completed in the appropriate timeframe.
- The current version of the ROWM solution does not have an online permit user interface. Accela will develop a custom online permitting capability for COSA. There is NO additional fees to COSA for Accela to develop this capability.
- All of the ROWM REST APIs are available to the agency to leverage and use to provide additional import, export and interaction capabilities with the ROWM system.
- Configurations and coding not specifically described in this document is the responsibility of the Customer.
- The Customer has committed to the involvement of key resources and subject matter experts for ongoing participation in all project activities as defined by this SOW.
- The Customer will provide access to subject matter experts and decision makers in a timely fashion.
- Any additional worked hours over the hours or scope stated in the SOW will require a change order.
- Accela ROWM is not responsible for impacts to project timeline created by dependency on any Customer third party consultants. Timeline changes will result in a change order for extension of Accela ROWM project resources caused by the Customer's third party consultant actions (including availability) resulting in additional time or scope.
- Invoices are due net 30 of the invoice date.

Acceptance:

Accepted By:
City of San Antonio, TX

Authorized Signature

Name - Type or Print

Title

Date

Accepted By:
City of San Antonio, TX (TCI)

Authorized Signature

Name - Type or Print

Title

Date

Accepted By:
Carahsoft Technology Corp

Lorin Hicks

Authorized Signature

Lorin Hicks

Name - Type or Print

Senior Account Manager

Title

12-1-2015

Date

Appendix A follows

Appendix A: Specific Scoping Details and Assumptions

Deliverable 1: Accela ROWM will provide implementation and testing support for Utility Coordination including:

- Accela will create departments and security as defined by the Customer.
- Accela will code custom lifecycles as required by the Customer.
- Accela will include proper facility types and build custom lifecycle as provided by the Customer.
- Testing Support - Accela ROWM will respond to issues that arise during the Customer testing of the new system and resolve any issue accordingly.
- Build custom user attributes.
- Importing of Customer map layer data.

Customer Responsibilities:

- Fully test system and security setup.
- Provide custom lifecycle and custom attribute requirements.
- Finalize format of source data for extract.
- Provide extract of source data files in appropriate format
- Determine requirements for automatic notifications.
- Provide list of Accela ROWM users including department and definition of access.

Acceptance Criteria: The deliverable will be accepted when a routinely successful exchange of the source data is established.

Deliverable 2: Accela ROWM will analyze and assess source data to be integrated into ROWM including:

- Analysis of existing custom user attributes
- Delivery of a data assessment and training on planned data mapping from COSA to ROWM.

Customer Responsibilities:

- Finalize selection of attributes and format of source data for extract.
- Provide (multiple) extracts of source data files in appropriate format.
- Provide list of departments and security needs required for user setup.

Acceptance Criteria: The deliverable will be accepted when the data translation is agreed to by Accela ROWM and the Customer.

Deliverable 3: Accela ROWM will provide implementation and testing support for Permit with Workflow:

- Create departments, ROW permit types and subtypes as necessary, and build/code custom attributes required for integration.
- Develop customized workflows for each of the permit types and subtypes required including:
  - Building workflow tasks
  - Defining custom responses
  - Defining custom conditions
  - Building custom rules
- Build custom inspection types as required.
- Create fee schedule and calculations to mimic current COSA permit fees.

- Review data files and build custom data mapper and test accordingly.
- Import initial round of source data, confirm successful import, and perform any necessary adjustments to mapper.
- Provide Customer testing support and respond to issues that arise during this phase and respond accordingly.

Customer Responsibilities:

- Fully test process for legacy export and ROWM import of data.
- Fully test workflow steps by permit types/subtypes.
- Determine requirements for automatic notifications.
- Provide a list of name(s) of who will be responsible for which workflow task(s).
- Provide list of Accela ROWM users including department and definition of access.
- Provide the most current COSA permit fee schedules
- Provide formulas to calculate fees for closure types of permits.

Acceptance Criteria: The deliverable will be accepted when a routinely successful exchange of the source data, manual data entry, workflow notification and response are established.

Deliverable 4: Accela ROWM will provide implementation and testing for Document Attachment Management including:

- Create document types as defined by the Customer.
- Build security around attachments as required by the Customer.
- Provide Customer testing support and respond to issues that arise during this phase and respond accordingly.

Customer Responsibilities:

- Fully test system and security setup.
- Provide custom lifecycle requirements.
- Determine requirements for automatic notifications.
- Provide list of Accela ROWM users including department and definition of access.

Acceptance Criteria: The deliverable will be accepted when appropriate type(s) of document(s) can be uploaded, stored, accessed, and be associated to the correct permit/project.

Deliverable 5: Accela ROWM will establish security and notifications for Permits with Workflow including:

- Establish appropriate security privilege groupings and apply to users as defined in Deliverable 2.
- Deploy notifications defined in Deliverable 3

Customer Responsibilities:

- Provide Accela ROWM with list of notifications to be implemented.
- Test and verify notification requirements.

Acceptance Criteria: The deliverable will be accepted when notifications are routinely, successfully deployed.

Deliverable 6: Accela will provide training for Permits with Workflow, Document Attachment Management, and Utility Coordination including:

- Accela will conduct web-based training sessions in two hour increments daily for two (2) weeks leading up to go-live.
- Accela may conduct additional web-based training sessions as needed or requested by the customer post go-live within the annual subscription time frame.

Customer Responsibilities:

- Refresh initial data initial import of source data (GIS data and project/permit) prior to training session(s).
- Assist with internal coordination and scheduling of all training sessions.

Acceptance Criteria: The deliverable will be accepted once the training sessions have been completed.

Deliverable 7: Accela will provide an online ROW permiting capability to COSA including:

- Accela will develop a custom online interface / capability to provide COSA the ability to request and submit for online ROW permits and the calculation of the appropriate permit fee(s).
- Accela may conduct additional web-based training sessions as needed or requested by the customer post go-live within the annual subscription time frame.

Customer Responsibilities:

- Fully test the user interface and provide feedback and inputs to Accela's development team as required.
- Fully test the workflow steps to ensure accuracy of the process.
- Provide all appropriate instructional and informational verbiage required for each and all online permit webpages.

Acceptance Criteria: The deliverable will be accepted once the training sessions have been completed.

GOVERNMENT - PRICE QUOTATION

ACCELA GOVERNMENT AT CARAHSOFT

Accela

carahsoft

1860 MICHAEL FARADAY DRIVE | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM

TO: Kevin Goodwin
City of San Antonio, TX
100 Military Plaza
P.O. Box 839966
San Antonio, TX 78205

EMAIL: kevin.goodwin@sanantonio.gov
PHONE: (210) 207-5840 **FAX:**

FROM: Lorin Hicks
Carahsoft Technology Corp.
1860 Michael Faraday Drive
Reston, Virginia 20190

EMAIL: Lorin.Hicks@Carahsoft.com
PHONE: (703) 889-9737 **FAX:** (703) 871-8505

TERMS: GSA Schedule No: GS-35F-0119Y
Term: December 20, 2011 - December 19, 2016
FTIN: 52-2189693
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 30 (On Approved Credit)
Cage Code: 1P3C5
DUNS No: 088365767
Business Size: Small
Sales Tax May Apply

QUOTE NO:	7407255
QUOTE DATE:	10/26/2015
QUOTE EXPIRES:	12/31/2015
RFQ NO:	
SHIPPING:	GROUND
TOTAL PRICE:	$464,110.00
TOTAL QUOTE:	$464,110.00

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
		YEAR 1				
1	SS70AUTLT08CI01	Accela Right of Way Mgmt - Utility coord. - Cities/Towns T08 P1M-2M		$80,750.00 GSA	1	$80,750.00
2	SS70APWNT08CI01	Accela Right of Way Mgmt - Permt WF/Ntc of Intent - Cit/Twns T08 P1M-2M		$60,562.50 GSA	1	$60,562.50
3	SS70AATMT08CI01	Accela Right of Way Mgmt - Attachment Mgmt - Cities/Towns T08 P1M-2M		$28,262.50 GSA	1	$28,262.50
4	CON-CE	Consulting Engineer (Per Hour)		$185.00 GSA	300	$55,500.00
5	CON-PM	Project Manager (Per Hour)		$185.00 GSA	86	$15,910.00
		YEAR 1 SUBTOTAL:				$240,985.00
		YEAR 2				
6	SS70AUTLT08CI01	Accela Right of Way Mgmt - Utility coord. - Cities/Towns T08 P1M-2M		$85,000.00 GSA	1	$85,000.00
7	SV700PLTSUP0001-UTLC08	Right of Way Mgmt - Platinum Support Services Utility coord.-Cities/Towns T08 P1M-2M SV700PLTSUP0001		$21,250.00 GSA	1	$21,250.00
8	SS70APWNT08CI01	Accela Right of Way Mgmt - Permt WF/Ntc of Intent - Cit/Twns T08 P1M-2M		$63,750.00 GSA	1	$63,750.00
9	SV700PLTSUP0001-PWNC08	Right of Way Mgmt - Platinum Support Services Permt WF/Notice of Intent - Cit/Twns T08 P1M-2M SV700PLTSUP0001		$15,937.50 GSA	1	$15,937.50

Accela

GOVERNMENT - PRICE QUOTATION

ACCELA GOVERNMENT AT CARAHSOFT

carahsoft

1860 MICHAEL FARADAY DRIVE | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM

LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
10	SS70AATMT08CI01	Accela Right of Way Mgmt - Attachment Mgmt - Cities/Towns T08 P1M-2M	$29,750.00 GSA	1	$29,750.00
11	SV700PLTSUP0001-ATMC08	Right of Way Mgmt - Platinum Support Services Attachment Mgmt Cities/Towns T08 P1M-2M SV700PLTSUP0001	$7,437.50 GSA	1	$7,437.50
		YEAR 2 SUBTOTAL:			$223,125.00
		SUBTOTAL:			$464,110.00
			TOTAL PRICE:		**$464,110.00**
			TOTAL QUOTE:		**$464,110.00**

Pricing is valid until 12/31/2015
GSA Pending
Term: 2 Years
Start Date: Delivery date
End Date: 24 Months from delivery date
Payment 1: Upon Signing (Year 1)
Payment 2: Due 12 Months after delivery date (Year 2)

QUOTE DATE: 10/26/2015
QUOTE NO: 7407255

City of San Antonio Bid Tabulation

Opened:	October 26, 2015		
For:	Accela Right of Way Management (ROWM)		**GSA**
6100006942		DP	Carahsoft Technology Corp. 1860 Michael Faraday Drive Reston, VA 20190 703-889-9701
Item	**Description**	**Quantity**	
	YEAR 1		
1	Accela ROWM - Utility Coord., Cities/Towns TO8 P1M-2M		
	Unit Price	1	$80,750.00
	Total cost		$80,750.00
	Part Number		SS7OAUTLT08CI01
2	Accela Right of Way Mgmt - Permit WF/Ntc of Intent - Cities/Twns T08 P1M-2M		
	Unit Price	1	$60,562.50
	Total cost		$60,562.50
	Part Number		SS7OAPWNTO8CI01
3	Accela Right of Way Mgmt - Attachment Mgmt - Cities/Twns T08 P1M-2M		
	Unit Price	1	$28,262.50
	Total cost		$28,262.50
	Part Number		SS70AATMTO8CI01
4	Consulting Engineer (Per Hour)		
	Unit Price	300	$185.00
	Total cost		$55,500.00
	Part Number		CON-CE
5	Project Manager (Per Hour)		
	Unit Price	86	$185.00
	Total cost		$15,910.00
	Part Number		CON-PM
	Year 1 Total		**$240,985.00**
	YEAR 2		
6	Accela ROWM - Utility Coord., Cities/Towns TO8 P1M-2M		
	Unit Price	1	$85,000.00
	Total cost		$85,000.00
	Part Number		SS7OAUTLT08CI01
7	Right of Way Management - Platinum Supp ServicesUtility Coord. - Cityies/Towns TO8 P1M-2M		
	Unit Price	1	$21,250.00
	Total cost		$21,250.00
	Part Number		SV700PLTSUPOOO1-UTLCO8

City of San Antonio Bid Tabulation

Opened:	October 26, 2015		
For:	Accela Right of Way Management (ROWM)		**GSA**
6100006942		DP	Carahsoft Technology Corp. 1860 Michael Faraday Drive Reston, VA 20190 703-889-9701
Item	**Description**	**Quantity**	
8	Accela Right of Way Mgmt - Permit WF/Ntc of Intent - Cities/Twns TO8 P1M - 2M		
	Unit Price	1	$63,750.00
	Total cost		$63,750.00
	Part Number		SS70APWNTO8CI01
9	Right of Way Management Platinum Support Services Permit WF/Notice of Intent - Cities/Twns TO8 P1M - 2M		
	Unit Price	1	$15,937.50
	Total cost		$15,937.50
	Part Number		SV700PLTSUPOOO1-PWNCO8
10	Accela Right of Way Mgmt - Attachment Mgmt - Cities/Twns T08 P1M-2M		
	Unit Price	1	$29,750.00
	Total cost		$29,750.00
	Part Number		SS70AATMTO8CI01
11	Right of Way Management Platinum Support Services Permit WF/Notice of Intent - Cities/Twns TO8 P1M - 2M		
	Unit Price	1	$7,437.50
	Total cost		$7,437.50
	Part Number		SV700PLTSUP0001-ATMC08
	Year 2 Total		$223,125.00
	Payment Terms		Net 30
	Estimated Total Award		**$464,110.00**