



## Legislation Details (With Text)

**File #:** 21-1864      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 11/16/2021      **In control:** Board of Supervisors

**On agenda:** 2/22/2022      **Final action:** 2/22/2022

**Title:** Planning and Building Department recommending the Board consider the following:  
 1) In accordance with Chapter 3.13, Section 3.13.030 of County Ordinance Code, Contracting Out, find that the ongoing services for maintenance and operation of the County's TRAKiT software program for electronic permitting requires specialty skills and knowledge of proprietary software; and  
 2) Retroactively approve and authorize the Chair to sign Agreement 6224 with CentralSquare Technologies for the provision of maintenance and operations services for TRAKiT, with a not-to-exceed amount of \$576,779.76, and a term of five (5) years effective January 3, 2022 and continuing through January 2, 2027.

**FUNDING:** General Fund / Permit Fees.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Approved Contract Routing Sheet, 2. B - CentralSquare Agreement 6224 - PE, 3. Executed CentralSquare Agreement 6224 - PE

Date	Ver.	Action By	Action	Result
2/22/2022	1	Board of Supervisors	Approved	Pass

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### DISCUSSION / BACKGROUND

On February 23, 2016 (File No. 16-0142, V1, Item No. 41), the Board awarded Request for Proposal 16-208-019 for the provision of planning, permitting, and parcel management software to SunGard Public Sector, Inc. (SunGard) and authorized the Community Development Agency to negotiate an agreement for the implementation and maintenance of the TRAKiT software program (TRAKiT). TRAKiT allows for the processing and issuance of online building permits, the utilization of electronic field devices by inspectors, electronic submittal of records, plan checking, and processing of building and civil improvement plans. Following negotiations with SunGard, the Board approved Agreement 472-S1611 on January 3, 2017 (File No. 16-0142, V2, Item No. 28) for the installation, integration, training, and maintenance of TRAKiT.

On June 6, 2017 (Item No. 16-0142, V3, Item No. 59), the Board approved Amendment I to

Agreement 472-S1611, which assigned and delegated the Agreement to Superior, LLC following their acquisition of SunGard, with no changes to the scope, rates, not-to-exceed amount, or term of the Agreement.

On September 25, 2020, the Planning and Building Department (Department) and Information Technologies executed Amendment II to Agreement 888 (formerly Agreement 472-S1611), which assigned the Agreement to CentralSquare following notification of a merger, and also included other minor administrative changes, with no changes to the scope, rates, not-to-exceed amount, or term of the Agreement.

On December 14, 2021 (File No. 21-1842, Item No. 16), the Board approved Amendment III to Agreement 5218 (formerly Agreement 888) with CentralSquare to extend the term of the Agreement an additional six (6) months to complete the implementation component of TRAKiT. As the implementation component is nearing completion, this Amendment III did not include costs to provide maintenance services beyond January 2, 2022.

In order for the County to continue to use TRAKiT, an additional separate Agreement for maintenance and operations services is required as these services are no longer provided through the implementation Agreement 5218. There were unforeseen delays during the negotiation process with the County and CentralSquare for this new agreement; however, CentralSquare agreed to continue to allow the County access to TRAKiT and provide the maintenance and operations services provided the new agreement would be retroactive to January 3, 2022. Based on the County's need for utilizing TRAKiT without service interruptions and significant impacts to the public, this was agreed upon as the best option by the County departments involved.

At the present time, neither the Department nor Information Technologies have the staffing, resources, or ability to provide in-house ongoing maintenance and operation of the County's TRAKiT software program. Therefore, it is necessary for the Department to utilize CentralSquare for these services. Chapter 3.13 of the El Dorado County Code of Ordinances, Contracting Out, includes section 3.13.030, Criteria, establishes instances where contracts may be awarded and work can be performed by independent contractors. It is recommended that the Board find that these services may be contracted out as the maintenance and operation of the TRAKiT software program requires specialty skills and knowledge of proprietary software as well as licensing and access through CentralSquare (Criteria 3.13.030 (B)).

#### **ALTERNATIVES**

The Board may choose not to approve the proposed Agreement. This would result in the County no longer having maintenance and operations services to support the continued use of TRAKiT.

#### **PRIOR BOARD ACTION**

See Discussion/Background above.

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel and Risk Management have approved the proposed Agreement.  
Information Technologies

#### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

## **FINANCIAL IMPACT**

There is no change to Net County Cost associated with this item. Funding for this Agreement is primarily funded through a Technology Fee collected with the Department's Permit Fees, which provides for ongoing maintenance costs for TRAKiT. The Department's budget for Fiscal Year 2021-22 includes the final implementation costs and costs to support TRAKiT. With no significant costs remaining for the implementation component, the budget includes sufficient funds to cover the cost of the proposed Agreement for the remainder of Fiscal Year 2021-22. Funding to cover the annual costs associated with the proposed Agreement will be included in subsequent years' budgets accordingly.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) original copies of the Agreement; and
- 2) The Clerk of the Board will forward one (1) fully-executed original Agreement to the Chief Administrative Office, Procurement and Contracts Division, for further processing.

## **STRATEGIC PLAN COMPONENT**

Good Governance - The continued maintenance and operations will allow for the continued use of TRAKiT, thereby maximizing systems that improve system-wide process, data sharing, and departmental collaboration.

## **CONTACT**

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Planning and Building Department