

State Term Contract
Permission Request

Date: 2/8/2026 State Contract No/URL: [CTR022857-A2.MCSA0123 Accela SA1 AM1](#)

Contract Type: Over \$50,000 Under \$50,000

Requesting Agency:

Contact Name:

Email: inbowman@columbus.gov

TO BE COMPLETED BY AGENCY:

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.

(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

By utilizing STS MCSA0123, the City of Columbus leverages the State's collective buying power to secure "Best Value" pricing for SaaS. This framework allows the City to purchase directly from the software creator, Accela, bypassing individual negotiations and accessing the same pre-negotiated rates as large state agencies; rates the City would likely be unable to secure independently.

Note if this purchase is the continuation of an existing project.

(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

Accela: \$1,312,970.55 (includes \$30,000 in contingency funding).
Please see attached documentation for justification.

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over \$50,000 will require a bid waiver from City Council.

TO BE COMPLETED BY PROCUREMENT MANAGER:

Approved? Yes, with Council bid waiver.
Diana Blicew

By utilizing the Ohio State Term Schedule (STS), the City of Columbus leverages the State's collective scale to secure pre-negotiated "Best Value" pricing that would be unattainable through independent negotiations. This framework provides a direct procurement path to Accela, which is the sole vendor authorized under this MCSA and the original creator of this SaaS. Using this established contract eliminates the need for a redundant and costly RFP process, reducing the City's administrative costs and accelerating project implementation. Furthermore, the STS ensures the City receives "most favored customer" rates already vetted by the State, guaranteeing a fair and reasonable cost for the taxpayer.

**MASTER CLOUD SERVICES AGREEMENT (#MCSA0123)
SERVICE ATTACHMENT 1
AMENDMENT 1**

This Amendment 1 to Service Attachment 1 of contract #MCSA0123 (the “Amendment”) is between the State of Ohio, Department of Administrative Services (the “State”) and Accela, Inc. (the “Contractor”). This Amendment changes the terms of Accela, Inc. Master Cloud Services Agreement #MCSA0123 (the “Contract”).

WHEREAS, the State and Contractor entered into the Contract and Service Attachment 1 on June 28, 2024; and

WHEREAS, the State and Contractor determined that an amendment is necessary to address certain revisions to the Contract.

NOW, THEREFORE, the Contract is amended as follows:

1. In Service Attachment 1, delete Pricing Addendum A in its entirety and replace it with the pricing table attached as Pricing Addendum A Service Attachment 1 December 2025.
2. In Service Attachment 1, Section 2.1 Overview, delete subsection Professional Services in its entirety and replace it with the following:

Professional Services: These are the migration services that will be provided in order to get Subscribers into a SaaS environment. In particular, Contractor performs functional, performance, and reliability testing on each migrated system component as it is configured during the course of the migration. Once all system components have been completed, Contractor works with the Subscriber to perform comprehensive end-to-end System Acceptance Testing (called User Acceptance Testing). System Acceptance Testing includes all system components, processes, workflows, customizations, interfaces, and reports. System Acceptance Testing is the final validation that the system functions as intended. Professional Services also encompass services to enhance and extend the Accela platform suite. These services include configuration tailored to specific business requirements, such as facilitating workshops, integrating with other systems, creating reports, and migrating data. Typically, the services consist of project management and planning, platform configuration, workshop facilitation, scripting, report design and creation, integration design and creation, functional and system testing, and production release services.

3. In Service Attachment 1, Section 2.1 Overview, add the following subsections:

Implementation Services: These are services requested by the State, and provided by Contractor, to enhance the State’s Contractor Civic Platform instance (“Implementation Services”). Contractor will perform such Implementation Services to configure and automate the Contractor Civic Platform; create particular reports using the Contractor Civic Platform reporting tools; and integrate selected external systems with the Contractor Civic Platform by performing the duties required on the Contractor API. Once all system components have been materially completed, Contractor will work with the Subscriber to perform an end-to-end System Acceptance Testing (also called “User Acceptance Testing” or “UAT”). System Acceptance Testing includes all applicable system components, processes, workflows, customizations, interfaces, and reports. System Acceptance Testing is the final validation that the system materially functions as intended. Implementation Services are optionally included and can be added through the use of an Order Form.

Training Services: These services may be provided to the State either through the “Accela U” service or through Contractor’s Implementation Services (“Training Services”). Courses provided by “Accela U” can be taken by the State by utilizing the online portal provided by Contractor to State. Training Services related to Implementation Services will be performed during the respective implementation by the Contractor implementation team. Training Services are optionally included and can be added

through the use of an Order Form. Preferred Support (at www.accela.com/terms/) is also optionally included and can be added through the use of an Order Form.

Managed Application Services: These are services requested by the State, and provided by Contractor under the MAS Policy at www.accela.com/terms/, to provide administrative, enhancement, and continual service improvement services to the State's Contractor Civic Platform instance ("Managed Application Services" or "MAS)." Contractor will perform such MAS to maintain the operations of the Contractor Civic Platform; modify particular reports using the Contractor Civic Platform reporting tools; and enhance integrated selected external systems with the Contractor Civic Platform by performing the duties required on the Contractor API. Contractor will work with the Subscriber to perform service to move items into production, which can include all applicable system components, processes, workflows, customizations, interfaces, and reports. MAS is optionally included and can be added through the use of an Order Form.

This Amendment shall become effective as of the date of the State's signature and shall remain in full force and effect for the term of the Contract. Except as modified by this Amendment, all other terms, conditions and pricing of the Contract shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the dates appearing below.

ACCELA, INC.

E-SIGNED by Michael Gigliello
on 2025-12-10 20:52:05 GMT
By: _____

Name: Michael Gigliello

Title: Controller

Date: _____

**STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES**

E-SIGNED by Kathleen C. Madden/RLG
on 2025-12-10 20:54:01 GMT
By: _____

Name: Kathleen C. Madden

Title: Director

Date: _____

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
SA#1-1	Pending	This amendment includes the following adjustments: <ol style="list-style-type: none">1. Updating the Pricing Addendum Table with additional line items and revised pricing.2. Updating the Professional Services description and adding additional services subsections.

PRICING ADDENDUM A
Service Attachment 1 December 2025

1. Agency Specific Products and Services

Product	Price	Pricing Method
Ohio Department of Health (ODH)		
Enhanced Reporting Database (ERD)	\$540.00 each, SFY 2026 (8/19/25-8/18/26) \$567.00 each, SFY 2027 (8/19/2026- 8/18/2027) \$595.35 each, SFY 2028 (8/19/2027-8/18/2028)	Limited use: 1-time a day; Subscription to be invoiced per calendar year.
CBOSS Payment Adaptor Hosting and Maintenance	\$1,000 \$83.33 per LHD adaptor per month Enterprise pricing	Hosting and maintenance of the adaptor SCUBE created. 24 separate adaptors- Prorated total \$14,016 Accela's Professional Services Agreement for Interface Hosting Services prepared for State of Ohio quoted a price of \$1,000.00 per LHD per calendar year at \$83.33 per month. Twenty-five (25) of the LHDs that went live 05/16/2025 through 05/29/2025 registered to use CBOSS; 25 x \$83.33 = \$2,083.25 per month or \$14,582.75 for 25 LHDs / 7-month period. LHDs intending to go live in the December release that intent to use CBOSS is to be determined.
ODH Annual Saas	\$1,104,287.10, SFY 2026 (8/19/2025 8/18/2026) \$1,159,501.46, SFY 2027 (8/19/2026 8/18/2027) \$1,217,476.53, SFY 2028 (8/19/2027 8/18/2028)	Annual cost through SFY 2028
Professional Services	\$250	Per hour
Ohio Environmental Protection Agency (EPA)		
Accela Multi-Solution User	\$3,600.00	Per user per year
Professional Services	\$250.00	Per hour
EPA Local Health District Licenses	\$100 (Year 1 9/1/25 Start), \$500 (Year 2 9/1/26 Start)	Per user per year

	For Years 3 and on any license price increase will not exceed 3%	
EPA SAAS License Renewal	\$157,500.00, SFY 2025 \$165,375.00, SFY 2026 \$173,643.75, SFY 2027	July 1st renewal, 3 year (5% uplift annually)
Ohio Department of Commerce (COM)		
Cannabis Regulation	\$50,000.00	Per 350k population per year

2. Statewide Products and Services

Product	Price	Pricing Method
Preferred Support	\$720	Per user per year. Preferred Support offering provides the following enhancements to Accela's technical support: <ol style="list-style-type: none"> 1. Round-the-clock coverage with 24x7 phone support; 2. Named Support driving resolution of reported Support questions, requests, and defects; 3. Scheduled and proactive account health reviews; and 4. Improved Support SLA's.
Additional Azure Environment	\$15,000	Per environment per year
Training	\$400	Per training unit. A training unit is a flexible credit-based system used to purchase and access various training services. It allows organizations to prepay for training and then redeem those units for specific courses, delivery formats, or user access later.
Professional Services	\$250	Per hour
Accela Secure Pay (Available 12/31/2025)	Zero Charge (\$0.00) for agency. State of Ohio, passes on fees to applicants. Transaction fees are set at 3% for network card interchange assessment fee, processing and administrative services.	3% fee on total charges for transactions processed through the ODH Accela Solution for ODH and Ohio LHDs.
Managed Application Services on Demand (MAS)	\$59,500 (300 hour service pack) or \$169,575 (900 hour service pack) which is a 5% discount. If the Agency procures three (300 service packs) separately totaling	Annual subscription starting at 300 hours that will be allocated on a quarterly basis to be used for administrative and enhancement requests that are less than 80 hours. Requests

	\$178,500 each year, Accela will apply an additional 5% discount to any additional service packs purchased for that year.	that are over 80 hours will be evaluated to see if they need to be managed like a project.
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Proposed by: Kristine Nelson
 Contact Phone: 212.430.4767
 Contact Email: knelson@accela.com
 Quote ID: Q-36666
 Valid Through: 4/16/2026
 Currency: USD

9110 Alcosta Blvd, Suite H #3030
 San Ramon, CA, 94583

Quote

Address Information

Bill To:

Columbus, OH - City of
 Dept of Technology PO Box 2949
 Columbus, Ohio 43216
 United States

Ship To:

Columbus, OH - City of
 Dept of Technology PO Box 2949
 Columbus, Ohio 43216
 United States

Billing Name: Richard Wagner
 Billing Phone: (614) 645-2816
 Billing Email: riwagner@columbus.gov

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 2	5/1/2026	4/30/2027	12	\$2,520.00	430	\$1,083,600.00
> Accela Building - SaaS	Year 2	5/1/2026	4/30/2027	12	\$0.00	430	\$0.00
> Accela Planning - SaaS	Year 2	5/1/2026	4/30/2027	12	\$0.00	430	\$0.00
Additional Authorized Support Contact(s)	Year 2	5/1/2026	4/30/2027	12	\$525.00	2	\$1,050.00
TOTAL:							\$1,084,650.00

Pricing Summary

Period	Net Total
Year 2	\$ 1,084,650.00
Total	\$ 1,084,650.00



Proposed by: Kristine Nelson
 Contact Phone: 212.430.4767
 Contact Email: knelson@accela.com
 Quote ID: Q-38824
 Valid Through: 4/16/2026
 Currency: USD

9110 Alcosta Blvd, Suite H #3030
 San Ramon, CA, 94583

Quote

Address Information

Bill To:

Columbus Public Health
 PO Box 2949
 Columbus, Ohio 43216
 United States

Ship To:

Columbus Public Health
 1111 E Broad Street
 Columbus, Ohio 43205
 United States

Billing Name: Brent Angel
 Billing Phone: 614-645-5740
 Billing Email: bcangel@columbus.gov

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Environmental Health - SaaS	Year 2	6/16/2026	4/30/2027	10	\$2,520.00	90	\$198,320.55
TOTAL:							\$198,320.55

Pricing Summary

Period	Net Total
Year 2	\$ 198,320.55
Total	\$ 198,320.55