

GOVERNMENT - PRICE QUOTATION



ACCELA GOVERNMENT AT CARAHSOFT



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TO: Mark Dravillas
 AICP, Planning Administrator
 City of Columbus
 111 N. Front Street, 8th Floor
 Columbus, OH 43215 USA

FROM: Jennifer L. Reed
 Carahsoft Technology Corp.
 11493 Sunset Hills Road
 Reston, Virginia 20190

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TERMS: OH State Contract No: 534354
 Expiration: December 19, 2026
 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
 Sales Tax May Apply

QUOTE NO: 35405669
QUOTE DATE: 08/23/2022
QUOTE EXPIRES: 09/22/2022
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$143,597.84

TOTAL QUOTE: \$143,597.84

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LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
				TOTAL PRICE:		\$143,597.84
				TOTAL QUOTE:		\$143,597.84

contract number must be listed on purchase order

All use of the services specified in this document shall be governed by the Accela Terms of Service available at <https://www.accela.com/terms/>. By placing an order, customer accepts and agrees to be bound by the Accela Licenses Agreement.

Statement of Work

City of Columbus, OH Historic Certificate of Appropriateness (COA) Project

8/08/2022

Version 1.1

Accela, Inc.
2633 Camino Ramon
Suite 120
San Ramon, CA 94583
Tel: 925-659-3200

Carahsoft Technology Corporation
11493 Sunset Hills Road
Suite 100
Reston, VA 20190
Tel: 571-662-3010

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DOCUMENT CONTROL

Date	Author	Version	Change Reference
6/17/2022	E. Strang	1.0	SOW Creation
8/8/2022	E Strang	1.1	Convert to a Progress Payments SOW
			-

INTRODUCTION

OVERVIEW

This Statement of Work (“SOW”) dated 6/16/2022 sets forth the scope and definition of the project-based professional services (collectively, the “Services”) to be provided by Carahsoft Technology Corporation (“Carahsoft”) and Accela, Inc., its affiliates and/or agents (“Accela”) to City of Columbus, OH (“Agency” or “Customer”).

This Statement of Work is issued pursuant to and governed by the applicable Consulting Services Policy at www.accela.com/terms/ (“Agreement”).

SCOPE OF SERVICES

Accela will provide services to the Agency to implement the Historic Certificate of Appropriateness record type at the direction of the Agency. See Appendix B – COA Details for additional information on the record type.

Functional Features

1. Application Intake –Upload plans and other documents
2. Eight Commissions
3. Review and approval workflow
4. Common workflow among all boards
5. No Inspections
6. Approval – Certificate of Appropriateness is sent via email or hardcopy for pickup.
7. Flat fee structure will be used for application costs

Note – Agency resources are needed to participate in the discussion to finalize the enhancement prior to configuration. Agency resources will perform testing to validate the enhancement configuration.

WORK DESCRIPTION

Accela will provide Services on a progress payment bases for various Accela related tasks. Project management will be required for scheduling, planning and communication. Project management hours will be deducted from the total hours contracted.

Accela will work at the direction of the Agency’s Project Manager.

OUT OF SCOPE

Any coding, conversion or additional services not specifically described in this document is the responsibility of Agency.

1. Report building
2. Data Conversion
3. Integrations

PROJECT ASSUMPTIONS

PROJECT TIMELINE

The project is estimated to take 12 weeks. The projected start date for the Project is forty-five (45) calendar days after mutual acceptance and signature of this SOW.

PROJECT COMPLETION

Upon completion of the work defined above, this contract will be closed.

PROJECTS PUT ON HOLD

It is understood that sometimes Agency priorities are revised requiring the Agency to place the Accela project on hold. The Agency must send a formal written request sent to Accela to put the project on hold. Delays of 2 weeks or more that have a tangible impact to Accela's resource plan are subject to change order.

If an Agency-based delay puts the project on hold for more than 90 days, Accela reserves the right to terminate the contract and negotiate new terms. If an Agency-based delay puts the project on hold past the termination period, Accela reserves the right to terminate the contract at the time of the delay. After that time, Accela can choose to cancel the rest of the Statement of Work. To finish the project will require a new Statement of Work at new pricing.

PAYMENT TERMS

Accela will perform the Services on a monthly progress payment basis. The Fixed-Fee price is based on the information available at the time of signing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW. Invoices will be sent out monthly.

Monthly Progress Payments	Price
Contract Signing	\$20,625.00
Month 1	\$20,625.00
Month 2	\$20,625.00
Month 3	\$20,625.00
TOTAL SERVICES COST	\$82,500.00

- Invoices are due net 30 of the invoice date.

EXPENSES

There is no provision for travel expenses or travel time in this SOW because Agency does not need any onsite resources. Travel to the Agency will not be conducted unless a Change Order, inclusive of travel expense terms and conditions, is signed prior to travel commencing to cover the cost of the travel. Change Order will require a purchase order.

CONTRACT SUM

The total estimated amount payable under this SOW, as calculated from the above-mentioned fees, is **\$82,500.00**. This estimated price is based on the information available at time of signing and the

assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW.

ADMINISTRATION

CHANGE ORDERS

In order to make a change to the scope of Professional Services in this SOW, and subject to the Disclaimers below, Agency must submit a written request to Accela specifying the proposed changes in detail. Accela will submit to Agency an estimate of the charges and the anticipated changes in the delivery schedule that will result from the proposed change in the Professional Services Change Order. Accela will continue performing the Professional Services in accordance with the SOW until the parties agree in writing on the change in scope of work, scheduling, and fees therefore. Any Change Order will be agreed to by the parties in writing prior to implementation of the Change Order. If Accela's effort changes due to changes in timing, roles, responsibilities, assumptions, scope, etc. or if additional support hours are required, a change order will be created that details these changes, and impact to project and cost (if any). Any change order will be signed by Accela and Agency prior to commencing any activities defined in the change order. Discounted blended rate for Accela resources is \$250.00 per hour. The Change Order Template is attached hereto as Appendix A.

EXPIRATION

The scope and terms of this SOW must be executed as part of the Professional Services Agreement within sixty (60) calendar days of the date of this SOW. If the SOW is not executed, the current scope and terms can be renegotiated.

DISCLAIMERS

Accela makes no warranties in respect of the Services described in this SOW except as set out in the Professional Services Agreement. Any configuration of or modification to the Product that can be consistently supported by Accela via APIs, does not require direct database changes and is capable of being tested and maintained by Accela will be considered a "Supported Modification". Accela's obligations and warranties in respect of its Services, Products, and maintenance and support, as set out the agreement between Accela and Agency, does not extend outside the Supported Modifications or to any Agency manipulation of implemented scripts, reports, interfaces and adaptors.

In the event Agency requires significant changes to this SOW (including cumulative revisions across any one or more Change Orders) which Accela reasonably determines (a) is a material modification of the nature or scope of Services as initially contemplated by the Parties under this SOW and/or (b) is significantly outside the Supported Modifications, Accela may, upon no less than thirty (30) days' notice to Agency, suspend or terminate this SOW and/or any Change Order issued hereunder. In the event of any such termination or suspension, the parties will work together in finalizing agreed-upon Deliverables.

SIGNATURES

This Statement of Work is agreed to by the parties and made effective upon the date of last signature; or the Statement of Work shall be referenced in and attached to the Purchase Order with a reference to Accela's terms found at www.accela.com/terms. If undated by Agency, the effective date will be as of the Accela signature hereto.

City of Columbus, OH

Carahsoft Technology Corp.

Authorized Signature

Authorized Signature

Name - Type or Print

Name - Type or Print

Title

Title

Date

Date

APPENDIX A: CHANGE ORDER FORM

Agency:
 Project Code:
 Contract ID:
 Initiating Department:
 Initiated By:

CO #:
 Date:

A. PROJECT CHANGE DESCRIPTION/TASK SUMMARY:

1. [Description of Change #1 – Issue details/scope impact, add as many as needed]

- Schedule impact:
- Resource impact:
- Cost impact:

2. Etc.

Total Project Schedule Impact: [Enter]
Total Project Resource Impact: [Enter]
Total Project Cost Impact: [Enter]

B. BILLING TERMS:
 Please describe the method by which Accela may bill the customer. Typically for CO's this is T&M.

C. EXPIRATION:
 If this is a CO for a bucket of T&M hours there needs to be an expiration date

SIGNATURE AND ACCEPTANCE

The above Services will be performed in accordance with this Change Order/Work Authorization and the provisions of the Contract for the purchase, modification, and maintenance of the Accela systems. The approval of this Change Order will act as a Work Authorization for Accela and/or Agency to perform work in accordance with this Change Order, including any new payment terms identified in this Change Order. This Change Order takes precedent and supersedes all other documents and discussions regarding this subject matter.

Accepted By:	Accepted By: Accela, Inc.
By:	By:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

APPENDIX B: HISTORIC COA DETAILS

Scope below except for the reports will not be delivered by Accela Professional Services.

Commission Application Review and Processing Development – Planning

The below is a draft write up of a proposed Commission Application Review and Processing application for use with Accela. This application would be utilized for the review and processing of all development applications in the city's architectural review commission areas (German Village, Brewery District, Victorian Village, Italian Village, and the city's HRC Districts), Downtown, East Franklinton, and the University Impact District. These areas require a certificate of appropriateness or approval before a building permit may be issued. These areas also provide a recommendation on rezoning and variance requests that occur within their boundaries. Included below are desired reports, necessary uploads, and a chart of fields for inclusion with the application. Desired functionality includes the ability to ultimately have full digital interface, including ability to receive digital applications along with application fee, the ability to publish staff reports and other information to a project website, other. System should be fully integrated with existing Building and Zoning Services Accela functions.

Standard Reports:

- Meeting Agenda
- Staff Report
- Meeting Minutes
- Letters (pdf) for
 - o Conceptual Applications
 - o Continued Applications
 - o Denial
 - o COA
 - o Demolition
 - o Code Orders
 - o Variance Recommendation

Query Function:

- Applications submitted per month categorized by commission area, application type and classification

Uploads

- Photos
- Drawings/Renderings
- Graphics
- Material Information/Brochure
- Site Plan
- Electronic Signature

Fields for Inclusion with Application

Field Name	Type	Help Text
Parcel ID	Text	
Commission Application Number	Text	Create application number in the format of YY-MM-00 (i.e., 17-01-01, would reflect the first application of January 2017).
Commission Area	Drop Down	Choose one.
Applicant Name		
Applicant Address (Street Name and Address, City, State, Zip)		
Applicant Phone		
Applicant Email		
Property Owner		
Property Owner Address (Street Name and Address, City, State, Zip)		
Property Owner Phone		
Property Owner Email.		
Application Type	Multipick	Commission applications choose if application is for staff approval or if requires Commission review/approval.
Representative Address (Street Name and Address, City, State, Zip)		
Representative Phone		
Representative Email.		
Application Phase	Drop Down	Choose one and update as needed.
Application Description	Text	General description of application.
Application Classification	Multipick	New Construction, Exterior Building Alteration, Landscaping, Signage/Graphics, Variance or Zoning Change, Change in Use, Public Art, Ad Mural, Public Plan, Demolition, Other
Is Application in Response to Code Violation Order?	Yes/No	
Planning Staff	Drop Down	Planning staff assigned to case.
Planning Staff Observations	Text	Staff comments on application. This text will be used to populate staff report.
Applicable Code Standards	Text box (large)	Code standards that are relevant to application. Primarily applies to EF or Downtown but also be used to note rezoning and variance requests for other Commissions (i.e., parking reduction requested).

Applicable Design Guidelines	Text box (large)	Adopted design guidelines relevant to application.
Planning Staff Recommendations*	Drop Down	Choose one. This will be used to populate staff report.
Staff Recommended Conditions*	Text	Only use if Planning Staff Recommendation is "Approval with Conditions". In which case conditions should be noted here. Will be used to populate staff report.
Hearing Date	Date	First date an application will be heard by a commission.
Next Hearing Date	Date	The next scheduled date an application will be heard by a commission.
Final Hearing Date	Date	Date application is resolved (i.e., approved, denied, withdrawn, etc.).
Conditions of Approval	Text	Type in commission/board required conditions for approval. Provide the meeting date before typing in conditions (i.e., May 1, 2017: IVS conditioned approval on ...).
Approved Code Standards	Text box (large)	Variances to code approved by commission or board that are part of the COA. Primarily applies to EF or Downtown but also be used to note rezoning and variance requests for other Commissions (i.e., parking reduction requested).
Commission Approval Status	Drop Down	Date commission/board gave approval to application.
Conditions of Approval Met	Date	Use this field to note if the conditions of approval have been met for an application (choose date when application materials were submitted that meet required conditions).
Staff Approved	Date	Date application received staff approval.
COA Issued	Date	Date application was issued COA.

*Allow for multiple entries (noting date for each entry) to reflect staff comments as case evolves.