



# COUNTY OF HUMBOLDT

For the meeting of: 8/12/2025

---

File #: 25-945

---

**To:** Board of Supervisors

**From:** DHHS: Public Health

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Accela Subscription Services and Support Agreement with Carahsoft Technology Corporation in the Amount of \$345,112.80

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the attached Accela Subscription Services and Support Agreement under the General Services Administration Multiple Award Schedule by and between the County of Humboldt and Carahsoft Technology Corporation for Fiscal Year 2025-26 through Fiscal Year 2029-30; and
2. Authorize the Department of Health and Human Services - Public Health Branch Director, or designee thereof, to execute the attached Accela Subscription and Support Agreement under the General Services Administration Multiple Award Schedule by and between the County of Humboldt and Carahsoft Technology Corporation for Fiscal Year 2025-26 through Fiscal Year 2029-30; and
3. Authorize the Department of Health and Human Services - Public Health Branch Director, or designee thereof, to execute any and all subsequent amendments, certifications, attestations, and documents directly associated with the attached Accela Subscription Services and Support Agreement under the General Services Administration Multiple Award Schedule by and between the County of Humboldt and Carahsoft Technology Corporation for Fiscal Year 2025-26 through Fiscal Year 2029-30 after review and approval by County Counsel, Risk Management, and the County Administrative Office; and
4. Direct the Clerk of the Board to provide the Department of Health and Human Services - Contract Unit with one certified copy of the Board Order pertaining to this item.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

The Accela Subscription Services and Support Agreement under the General Services Administration's Multiple Award Schedule (GSA MAS) provides a streamlined and federally compliant mechanism for government agencies to procure Accela's cloud-based software and support services. Through this agreement, County of Humboldt Department of Health and Human Services (DHHS) - Public Health Branch will gain access to Accela's suite of web-based tools for permitting, licensing, code enforcement, and other civic operations, along with technical support and service-level commitments tailored to agency needs. The subscription includes defined usage rights, performance standards, and remedies as outlined in Accela's Support Services and Service Level Policies. As a commercial item under federal acquisition regulations, the software is licensed with proprietary protections and restricted rights, ensuring secure and regulated use.

The DHHS - Public Health Branch's adoption of Accela's permitting software has created a unified system for managing land use permits and related programs in collaboration with the Planning and Building Department. This integrated solution improves operational efficiency by streamlining the permitting process and enabling comprehensive project tracking across departments. Through the Accela Subscription Services and Support Agreement under the GSA Multiple Award Schedule (MAS), staff and the public will gain access to a centralized portal that provides real-time project information. The portal is fully compliant with Americans with Disabilities Act (ADA) standards, ensuring accessibility for all users and reflecting industry best practices.

**SOURCE OF FUNDING:**

Public Health Fund (1175) Environmental Health (406)

**FINANCIAL IMPACT:**

<b>Expenditures (1175, 406)</b>	<b>FY25-26</b>	<b>FY26-27 Projected*</b>	<b>FY27-28 Projected*</b>
<b>Budgeted Expenses</b>	<u>\$76,257.30</u>	<u>\$80,070.30</u>	<u>\$84,073.80</u>
<b>Total Expenditures</b>	<u>\$76,257.30</u>	<u>\$80,070.30</u>	<u>\$84,073.80</u>

*\*Projected amounts are estimates and are subject to change.*

<b>Funding Sources (1175, 406)</b>	<b>FY25-26</b>	<b>FY26-27 Projected*</b>	<b>FY27-28 Projected*</b>
<b>Fees/Other</b>	<u>\$76,257.30</u>	<u>\$80,070.30</u>	<u>\$84,073.80</u>
<b>Total Funding Sources</b>	<u>\$76,257.30</u>	<u>\$80,070.30</u>	<u>\$84,073.80</u>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The costs are determined by the number, and type, of licenses required by DEH. It is known that 5-year quotes for this subscription will increase by 5% year over year based on the previous year. The total amount under this agreement is not to exceed \$345,112.80 in fund 1175, budget unit 406. No supplemental budget is requested for DEH because the adopted Fiscal Year 2025-26 budget includes the cost of the Accela web-based subscription service.

**STAFFING IMPACT:**

There are no impacts on staffing with this item.

**OTHER AGENCY INVOLVEMENT:**

Humboldt County Planning and Building Department

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to approve this request; however, this is not recommended as it would negatively impact the ability of DHHS - Public Health to efficiently meet permitting and enforcement needs of the public.

**ATTACHMENTS:**

1. Accela Subscription Services and Support Agreement Under GSA MAS
2. Accela Governmental at Carahsoft Price Quotation

**PREVIOUS ACTION/REFERRAL:**

Meeting of: 06/16/2020; 04/15/2025

File No.: 20-646, 25-463