

**AN ORDINANCE** cloud services for Land Management software at a total cost of \$3,745,667.52 over 6 years from and through Accela, Inc. by the City of Fort Wayne, Indiana,

**Whereas**, Accela Land Management software is crucial to the efficient and streamlined operation of building permitting and inspection for the City of Fort Wayne and Allen County,

**Whereas**, using software services from Accela Land Management software eliminates the ongoing expenses of hardware purchases, hardware maintenance, and security maintenance necessary for the continued operation of Accela software for the City of Fort Wayne and Allen County;

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

**SECTION 1.** That the purchase of cloud services for Accela software from Accela, Inc. for a total cost of \$3,745,667.52 is hereby approved in all respects. The annual cost will be split between Allen County and the City of Fort Wayne over 6 years:

| Period           | City           | County         | Annual Total   |
|------------------|----------------|----------------|----------------|
| Year 1 -<br>2025 | \$48,322.41    | \$48,322.41    | \$96,644.82    |
| Year 2 -<br>2026 | \$330,190.57   | \$330,190.57   | \$660,381.14   |
| Year 3 -<br>2027 | \$346,700.10   | \$346,700.10   | \$693,400.20   |
| Year 4 -<br>2028 | \$364,035.11   | \$364,035.11   | \$728,070.22   |
| Year 5 -<br>2029 | \$382,236.86   | \$382,236.87   | \$764,473.73   |
| Year 6 -<br>2030 | \$401,348.71   | \$401,348.70   | \$802,697.41   |
| Total            | \$1,872,833.76 | \$1,872,833.76 | \$3,745,667.52 |

**SECTION 2.** That the City is authorized and directed to take all action necessary for the purchase of this system by and through Accela, Inc

**SECTION 3.** That this Ordinance shall be in full force and effect from  
and after its passage and any and all necessary approval by the Mayor.

\_\_\_\_\_  
Council Member

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
Malak Heiny, City Attorney



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

Proposed by: Kristine Nelson  
Contact Phone: 212.430.4767  
Contact Email: knelson@accela.com  
Quote ID: Q-37440  
Valid Through: 10/18/2025  
Currency: USD

## Renewal Order Form

### Address Information

**Bill To:**

Allen County IN  
200 East Berry Street  
Ste 495  
Fort Wayne, Indiana, 46802-2740  
United States

**Ship To:**

Allen County IN  
200 East Berry Street  
Ste 495  
Fort Wayne, Indiana 46802-2740  
United States

Billing Name: Ed Steenman  
Billing Phone: 260-449-7569  
Billing Email: ed.steenman@allencounty.us

| Services                           | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total   |
|------------------------------------|--------|------------|------------|---------------|-------------|-----|-------------|
| Multi Solution User                | Year 1 | 11/09/2025 | 12/31/2025 | 2             | \$1,577.99  | 385 | \$88,909.68 |
| > Accela Building - SaaS           | Year 1 | 11/09/2025 | 12/31/2025 | 2             | \$0.00      | 385 | \$0.00      |
| > Accela Planning - SaaS           | Year 1 | 11/09/2025 | 12/31/2025 | 2             | \$0.00      | 385 | \$0.00      |
| > Accela Business Licensing - SaaS | Year 1 | 11/09/2025 | 12/31/2025 | 2             | \$0.00      | 385 | \$0.00      |
| Enhanced Reporting Database (ERD)  | Year 1 | 11/09/2025 | 12/31/2025 | 2             | \$52,854.79 | 1   | \$7,735.14  |
| TOTAL:                             |        |            |            |               |             |     | \$96,644.82 |

| Services                           | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total    |
|------------------------------------|--------|------------|------------|---------------|-------------|-----|--------------|
| Multi Solution User                | Year 2 | 01/01/2026 | 12/31/2026 | 12            | \$1,577.99  | 385 | \$607,526.35 |
| > Accela Building - SaaS           | Year 2 | 01/01/2026 | 12/31/2026 | 12            | \$0.00      | 385 | \$0.00       |
| > Accela Planning - SaaS           | Year 2 | 01/01/2026 | 12/31/2026 | 12            | \$0.00      | 385 | \$0.00       |
| > Accela Business Licensing - SaaS | Year 2 | 01/01/2026 | 12/31/2026 | 12            | \$0.00      | 385 | \$0.00       |
| Enhanced Reporting Database (ERD)  | Year 2 | 01/01/2026 | 12/31/2026 | 12            | \$52,854.79 | 1   | \$52,854.79  |
| TOTAL:                             |        |            |            |               |             |     | \$660,381.14 |

| Services | Year | Start Date | End Date | Term (Months) | Price | Qty | Net Total |
|----------|------|------------|----------|---------------|-------|-----|-----------|
|----------|------|------------|----------|---------------|-------|-----|-----------|

|                                    |        |            |            |    |             |     |                     |
|------------------------------------|--------|------------|------------|----|-------------|-----|---------------------|
| Multi Solution User                | Year 3 | 01/01/2027 | 12/31/2027 | 12 | \$1,656.89  | 385 | \$637,902.67        |
| > Accela Building - SaaS           | Year 3 | 01/01/2027 | 12/31/2027 | 12 | \$0.00      | 385 | \$0.00              |
| > Accela Planning - SaaS           | Year 3 | 01/01/2027 | 12/31/2027 | 12 | \$0.00      | 385 | \$0.00              |
| > Accela Business Licensing - SaaS | Year 3 | 01/01/2027 | 12/31/2027 | 12 | \$0.00      | 385 | \$0.00              |
| Enhanced Reporting Database (ERD)  | Year 3 | 01/01/2027 | 12/31/2027 | 12 | \$55,497.53 | 1   | \$55,497.53         |
| <b>TOTAL:</b>                      |        |            |            |    |             |     | <b>\$693,400.20</b> |

| Services                           | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total           |
|------------------------------------|--------|------------|------------|---------------|-------------|-----|---------------------|
| Multi Solution User                | Year 4 | 01/01/2028 | 12/31/2028 | 12            | \$1,739.73  | 385 | \$669,797.81        |
| > Accela Building - SaaS           | Year 4 | 01/01/2028 | 12/31/2028 | 12            | \$0.00      | 385 | \$0.00              |
| > Accela Planning - SaaS           | Year 4 | 01/01/2028 | 12/31/2028 | 12            | \$0.00      | 385 | \$0.00              |
| > Accela Business Licensing - SaaS | Year 4 | 01/01/2028 | 12/31/2028 | 12            | \$0.00      | 385 | \$0.00              |
| Enhanced Reporting Database (ERD)  | Year 4 | 01/01/2028 | 12/31/2028 | 12            | \$58,272.41 | 1   | \$58,272.41         |
| <b>TOTAL:</b>                      |        |            |            |               |             |     | <b>\$728,070.22</b> |

| Services                           | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total           |
|------------------------------------|--------|------------|------------|---------------|-------------|-----|---------------------|
| Multi Solution User                | Year 5 | 01/01/2029 | 12/31/2029 | 12            | \$1,826.72  | 385 | \$703,287.70        |
| > Accela Building - SaaS           | Year 5 | 01/01/2029 | 12/31/2029 | 12            | \$0.00      | 385 | \$0.00              |
| > Accela Planning - SaaS           | Year 5 | 01/01/2029 | 12/31/2029 | 12            | \$0.00      | 385 | \$0.00              |
| > Accela Business Licensing - SaaS | Year 5 | 01/01/2029 | 12/31/2029 | 12            | \$0.00      | 385 | \$0.00              |
| Enhanced Reporting Database (ERD)  | Year 5 | 01/01/2029 | 12/31/2029 | 12            | \$61,186.03 | 1   | \$61,186.03         |
| <b>TOTAL:</b>                      |        |            |            |               |             |     | <b>\$764,473.73</b> |

| Services                           | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total           |
|------------------------------------|--------|------------|------------|---------------|-------------|-----|---------------------|
| Multi Solution User                | Year 6 | 01/01/2030 | 12/31/2030 | 12            | \$1,918.06  | 385 | \$738,452.08        |
| > Accela Building - SaaS           | Year 6 | 01/01/2030 | 12/31/2030 | 12            | \$0.00      | 385 | \$0.00              |
| > Accela Planning - SaaS           | Year 6 | 01/01/2030 | 12/31/2030 | 12            | \$0.00      | 385 | \$0.00              |
| > Accela Business Licensing - SaaS | Year 6 | 01/01/2030 | 12/31/2030 | 12            | \$0.00      | 385 | \$0.00              |
| Enhanced Reporting Database (ERD)  | Year 6 | 01/01/2030 | 12/31/2030 | 12            | \$64,245.33 | 1   | \$64,245.33         |
| <b>TOTAL:</b>                      |        |            |            |               |             |     | <b>\$802,697.41</b> |

#### Pricing Summary

| Period       | Net Total             |
|--------------|-----------------------|
| Year 1       | \$96,644.82           |
| Year 2       | \$660,381.14          |
| Year 3       | \$693,400.20          |
| Year 4       | \$728,070.22          |
| Year 5       | \$764,473.73          |
| Year 6       | \$802,697.41          |
|              |                       |
| <b>Total</b> | <b>\$3,745,667.52</b> |

#### Renewal Terms/Information:

1. Notwithstanding anything to the contrary, this Order Form is governed by the terms and conditions in the (1) Accela Subscription Services Agreement, dated October 28, 2022, as thereafter amended (where applicable) for Subscription Services, (2) Enhanced Reporting Database (ERD) Policy at [www.accela.com/terms/](http://www.accela.com/terms/) for ERD, and (3) Managed Application Services (MAS) Policy at [www.accela.com/terms/](http://www.accela.com/terms/) for MAS (collectively, the "Agreement").
2. No additional or conflicting terms or conditions stated in Customer's order documentation, including, without limitation, purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null and void.
3. For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.
4. Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase.
5. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.
6. Pricing is based upon payment by ACH and check. Payment by credit card (including Purchase Cards) for product and services in this Order Form will be subject to a service charge of 3%. There is no service charge for ACH or check payment.
7. Customer may purchase additional licenses at the same price and for the same term as the licenses in this Order Form. Additional licenses purchased in this way will have the same annual price applicable for the purchase period and will have the same uplift and term dates as Customer's existing licenses.
8. If Customer has Enhanced Reporting Database, pricing will be based on a percentage of SaaS Annual Contract Value. As SaaS Annual Contract Value increases/decreases based on seat count changes or annual uplift ERD pricing will be adjusted accordingly at contract renewal.
9. This Order Form reflects a reduced user count from 400 Multi Solution (Building/Planning/Business Licensing) Users to 385 Multi Solution (Building/Planning/Business Licensing) Users.

**Signatures****Accela, Inc.****Customer**

Signature:

Signature:

Print Name:

Print Name:

Title:

Title:

Date:

Date:

# COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). The Purchasing Department is providing this information to Council as an overview of this award.

## RFPs & BIDS

|                               |                                                          |
|-------------------------------|----------------------------------------------------------|
| Bid/RFP #                     |                                                          |
| Awarded To                    |                                                          |
| Amount                        | N/A                                                      |
| Conflict of interest on file? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of Registrants         | N/A                                                      |
| Number of Bidders             |                                                          |
| Required Attachments          |                                                          |

## EXTENSIONS

|                              |      |
|------------------------------|------|
| Date Last Bid Out            |      |
| # Extensions Granted To Date | None |

## SPECIAL PROCUREMENT

|                                                                |                          |
|----------------------------------------------------------------|--------------------------|
| Contract #/ID<br>(State, Federal,<br>Piggyback--<br>Authority) | Indiana State Contract # |
| Sole Source/<br>Compatibility<br>Justification                 |                          |

## BID CRITERIA (Take Buy Indiana requirements into consideration.)

|                                        |                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------|
| Most Responsible,<br>Responsive Lowest | <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain below |
| If not lowest,<br>explain              |                                                                               |

# COUNCIL DIGEST SHEET

## COST COMPARISON

|                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------|--|
| <i>Increase/decrease<br/>amount from prior<br/>years<br/>For annual<br/>purchase<br/>(if available).</i> |  |
|----------------------------------------------------------------------------------------------------------|--|

## DESCRIPTION OF PROJECT / NEED

|                                                                                                                        |                                                    |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <i>Identify need for<br/>project &amp; describe<br/>project; attach<br/>supporting<br/>documents as<br/>necessary.</i> | This is part of our 5 year server refresh program. |
|                                                                                                                        |                                                    |
|                                                                                                                        |                                                    |
|                                                                                                                        |                                                    |
|                                                                                                                        |                                                    |

## REQUEST FOR PRIOR APPROVAL

|                                                                                |     |
|--------------------------------------------------------------------------------|-----|
| <i>Provide<br/>justification if<br/>prior approval is<br/>being requested.</i> | N/A |
|                                                                                |     |
|                                                                                |     |
|                                                                                |     |
|                                                                                |     |

## FUNDING SOURCE

|                                 |                                      |
|---------------------------------|--------------------------------------|
| <i>Account<br/>Information.</i> | Fund Dept Org Object = 00022603-5373 |
|                                 |                                      |
|                                 |                                      |
|                                 |                                      |

Fort Wayne City Council  
c/o City Clerk' Office  
Fort Wayne, IN 46802

Subject: Accela Software as a Service

Members of City Council:

This ordinance is to authorize the purchase of cloud services and software licensing for Land Management software at a total cost to the city of \$1,872,833.76 from Accela, Inc. The period for year 1 is November and December of 2025. The remaining years are January through December. The annual increase is 5%.

This software supports the permitting and inspection of building projects in Allen County. The City and County cooperate using this software to provide online access to various building and construction permits and to streamline the overall permitting process.

This fits within the City, County, and Utility's strategy for IT services by moving local, in-house computer systems to cloud-based services. This is a direct implementation of that strategy.

The rationale for this strategy is based on these factors:

- Eliminate the on-going expense of buying, upgrading, and maintaining local computer servers, storage, and backups.
- Eliminate the on-going expense and disruption of upgrading and testing new releases of software.
- Eliminate the risk and on-going expense of defending a local computer system against on-going security attacks.

While the use of software as a service reduces the risk of successful security attacks, it does not eliminate them. It's possible that any vendor may be breached. However, a severe local breach would compromise every computer system we run locally, while a vendor's breach would threaten only their systems, leaving our other systems intact.

If you have any questions, please contact me.

Bob Thiele  
CIO  
City of Fort Wayne  
260-427-1400