

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 530-15**

AMENDMENT NUMBER 1

This Amendment Number 1 (“Amendment”) is made on the date of execution by the County and amends Arlington County Agreement Number 530-15, dated March 29, 2016, (“Agreement”) and made between Accela, Inc., 2633 Camino Ramon, Suite 500, San Ramon, CA 94583 (“Contractor”), a California corporation authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia (“County”).

Whereas the County and the Contractor desire to amend the Terms and Conditions of the Agreement, the County and the Contractor, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Agreement as follows:

I. Amend Exhibit A (“Statement of Work: Arlington County Integrated Permitting and Land Management Implementation and Managed Services”) as follows (revisions are underlined).

Replace the second paragraph of Appendix B (“Stages, Deliverables and Tasks”), Section 4.2 (“Stage 2 – To-Be-Analysis”), Pages 14-15 with the following:

The To-Be Analysis sessions and To-Be Analysis document will cover detailed information about the County’s business processes, broken down by Record Type. Accela will analyze and document to-be requirements and workflow for 71 Record Types. Each Record Type will be further defined by the following topics, including employee names and associated roles for each step of the business process:

- Business process overview
- Intake requirements
- Review activities
- Issuance requirements
- Inspection types, scheduling and checklists
- Workflow and processing requirements
- Fee types, processing and schedule
- Citizen portal (Accela Citizen Access) specific to online submittal, inquiry, inspection scheduling and fee payments
- Electronic document review and markup

Replace the fifth paragraph of Appendix B (“Stages, Deliverables and Tasks”), Section 4.4 (“Stage 4 – Build”), Deliverable 11 (“Business Process Validation and Automation (Scripting)”), Page 20:

Accela will develop up to 770 hours of EMSE scripts and Expressions. Accela will develop 295 hours of EMSE Scripts and Expressions at no additional cost to the County. Accela will develop up to 200 hours of EMSE Scripts and Expressions contingent upon need, as determined by the County.

II. Amend Exhibit B (“Pricing and Payment Schedule”) of the Agreement as follows:

See the attached revised Exhibit B (revisions are in red).

III. Replace Section 46 (“Notices”) in its entirety with the following:

NOTICES

Unless otherwise provided in writing, all written notices and other communications required by this Contract are deemed to have been given when either (a) delivered in person; (b) delivered by an agent, such as a delivery service; or (c) deposited in the United States mail, postage prepaid, certified or registered and addressed as follows:

TO THE CONTRACTOR:

Accela, Inc.
2633 Camino Ramon, Ste. 500
San Ramon, CA 94583
(888)-722-2352
amowry@accela.com

TO THE COUNTY:

Mark Levine, Project Officer
2100 Clarendon Blvd., Suite 610
Arlington, VA 22201
(703)-228-4786
mlevine@arlingtonva.us

AND

Michael E. Bevis, Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201

All other terms and conditions of the Agreement shall remain in full force and effect.

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

ACCELA, INC.

AUTHORIZED
SIGNATURE: _____

AUTHORIZED
SIGNATURE: _____

PRINT
NAME: _____ MICHAEL BEVIS _____

PRINT
NAME: _____

TITLE: _____ PURCHASING AGENT _____

TITLE: _____

DATE: _____

DATE: _____