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Office of the City Manager

CONSENT CALENDAR
December 1, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Scott Gilman, Director, Health, Housing & Community Services

Subject: Contract No. 32500243 Amendment: SEP Technology Consulting, LLC for Database Migration to Accela

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or designee to amend Contract No. 32500243 with SEP Technology Consulting, LLC (SEPTech) to add $22,800 for an amount not to exceed $347,800, and to extend the contract period to June 30, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the SEPTech contract amendment is available in the FY27 Budget in General Fund (011) in the amount of $22,800.

CURRENT SITUATION AND ITS EFFECTS

SEPTech is the consultant managing the Environmental Health Division's (EHD) Accela database transition. Council approved the initial contract with SEPTech on June 3, 2025, for a total amount not to exceed $325,000 with a contract end date of June 30, 2026. On May 21, 2026, as provided for on section 2.1 under Contract No. 32500243, between the City of Berkeley and SEP Technology Consulting, the term of the contract was extended by the City Manager via written notice to December 31, 2026. All other aspects of the contract remained in full force and effect.

The database migration from Envision Connect to Accela Cloud is critical to collect and support the data the EHD needs to bill, track permitting, respond to complaints and monitor high risk inspections. EHD has been working with SEPTech over the past year to facilitate the transition from its current Envision database, which is no longer supported by its parent company, to the Accela Cloud. The database conversion is complex, and although the technical integration has progressed the project is not finished thus the need to extend the term and amount of the contract. In addition to the need to update a sunsetting program, the database update is also required as finding 2.4 of the City Autor's audit report[1] submitted to Council on July 10, 2024.

[1] https://berkeleyca.gov/sites/default/files/documents/Berkeley_Restaurant_Inspections_-_Chronically_Understaffed_Program_Did_Not_Meet_Targets.pdf

Effective January 1, 2026, local agencies are required to satisfy noticing requirements for certain contracts for services that meet the criteria outlined in Government Code Section 3504.1 as amended by AB 339. This contract does not meet the criteria in Government Code Section 3504.1 and is exempt from the noticing requirement.

BACKGROUND

The City initiated a formal Request for Proposal (RFP) process to provide professional services associated with the database migration process from Envision Connect to Accela Cloud for the Health, Housing, and Community Services Department's Environmental Health Division. The RFP was released on February 20, 2025. The RFP process yielded a single vendor proposal from SEP Technology Consulting, LLC. On June 3, 2025, Council approved to execute the contract with SEPTech.

EHD has been working with SEPTech over the past year to facilitate the database transition. This project became increasingly complicated because of the timing of the comprehensive restructuring of EHD's fee schedule and the concurrent transition to a new database, all while continuing to provide Environmental Health services to the public and to EHD's clients. With the approval of the contract extension, the transition to the Accela Civic Platform can continue on a revised completion timeline of Spring 2027.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The EHD is currently undergoing a critical transition from its current database system to the new Accela Civic Platform. Without Council approval to amend the contract the project will not be able to proceed to completion.

ALTERNATIVE ACTIONS CONSIDERED

Council could consider not approving the recommended actions, however, EHD would not be able to complete its transition to the Accela Cloud or Civic Platform and will not comply with finding 2.4 in the City Auditor's audit report. EHD would not be unable to improve the overall delivery of services.

CONTACT PERSON

Scott Gilman, Department Director, HHCS, (510) 981-5100
Ronald Torres, Manager, Environmental Health Division, HHCS, (510) 981-5261

Attachments:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32500243 AMENDMENT: SEP TECHNOLOGY CONSULTING LLC FOR DATABASE MIGRATION TO ACCELA

WHEREAS, SEP Technologies Consulting, LLC (SEPTech) is the 3rd-party service provider in-contract with the City of Berkeley's Environmental Health Division to facilitate its transition from Envision Connect Remote to Accela's Environmental Health Civic Platform; and

WHEREAS, the City Council approved Contract No. 32500243 with SEPTech on June 3, 2025, for a not to exceed amount of $325,000 for a term from June 1, 2025, to June 30, 2026, by Resolution 71,790-N.S.; and

WHEREAS, staff extended Contract No. 32500243 to December 31, 2026, on May 21, 2026; and

WHEREAS, this contract is exempt from the noticing requirements set forth in Government Code Section 3504.1; and

WHEREAS, funding is available for FY 2027 in General Fund (Fund 011).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager, or designee, is authorized to amend Contract No. 32500243 with SEP Technology Consulting, LLC, manage the Environmental Health Division's Accela database transition to add $22,800 for a total contract amount not to exceed $347,800, and extend the term of the contract to June 30, 2027. A record signature copy of said contract and any amendments shall be on file in the office of the City Clerk.