

# REQUEST FOR LEGAL SERVICES

To: County Attorney's Office  
Attention: Dane Norman

From: Mae Goding, Drawer No. AS04

Dept: Information Technology Ext. 5905

Date: 05/26/2026

Request (in detail): \_\_\_\_\_

This proposed renewal form will cover the Accela SaaS renewal for the next 5 years, starting at \$531,386.42 for the first year, and increasing over the next four years afterward to the total of \$2,793,144.06 over the span of the 5 year renewal.

*All clear, no legal concerns.*

*Thank you,*

*Dane 5/28/26*

Please indicate any time limits involved and attach all necessary documentation.

For County Attorney office use only:

Assign to: Dane

County Attorney  
Date: MAY 27 2026

County Attorney Project No.: 2026-360

Logged out: 5-28-26



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-39678  
 Valid Through: 5/31/2026  
 Currency: USD

## Renewal Order Form

### Address Information

**Bill To:**

Polk County, a political subdivision of the State of Florida  
 330 West Church Street P.O. Box 9005  
 Bartow, Florida, 33830  
 United States

**Ship To:**

Polk County, a political subdivision of the State of Florida  
 330 West Church Street P.O. Box 9005  
 Bartow, Florida 33830  
 United States

Billing Name: Kayla McKean  
 Billing Phone: 863-534-7606  
 Billing Email: kaylamckean@polk-county.net

| Services   | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total    |
|--|--------|------------|------------|---------------|-------------|-----|--------------|
| Multi Solution User  | Year 1 | 06/24/2026 | 06/23/2027 | 12            | \$2,279.65  | 193 | \$439,972.45 |
| > Accela Building - SaaS   | Year 1 | 06/24/2026 | 06/23/2027 | 12            | \$0.00      | 193 | \$0.00       |
| > Accela Planning - SaaS   | Year 1 | 06/24/2026 | 06/23/2027 | 12            | \$0.00      | 193 | \$0.00       |
| Enhanced Reporting Database (ERD)                                | Year 1 | 06/24/2026 | 06/23/2027 | 12            | \$48,396.97 | 1   | \$48,396.97  |
| Multi Solution User - Purchase of additional users               | Year 1 | 06/24/2026 | 06/23/2027 | 12            | \$2,279.65  | 17  | \$38,754.05  |
| > Accela Building - SaaS   | Year 1 | 06/24/2026 | 06/23/2027 | 12            | \$0.00      | 17  | \$0.00       |
| > Accela Planning - SaaS   | Year 1 | 06/24/2026 | 06/23/2027 | 12            | \$0.00      | 17  | \$0.00       |
| Enhanced Reporting Database (ERD) - Purchase of additional users | Year 1 | 06/24/2026 | 06/23/2027 | 12            | \$4,262.95  | 1   | \$4,262.95   |
| <b>TOTAL:</b>  |        |            |            |               |             |     | \$531,386.42 |

| Services                          | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total    |
|-----------------------------------|--------|------------|------------|---------------|-------------|-----|--------------|
| Multi Solution User               | Year 2 | 06/24/2027 | 06/23/2028 | 12            | \$2,336.64  | 210 | \$490,694.40 |
| > Accela Building - SaaS          | Year 2 | 06/24/2027 | 06/23/2028 | 12            | \$0.00      | 210 | \$0.00       |
| > Accela Planning - SaaS          | Year 2 | 06/24/2027 | 06/23/2028 | 12            | \$0.00      | 210 | \$0.00       |
| Enhanced Reporting Database (ERD) | Year 2 | 06/24/2027 | 06/23/2028 | 12            | \$53,976.38 | 1   | \$53,976.38  |
| <b>TOTAL:</b>                     |        |            |            |               |             |     | \$544,670.78 |

| Services                          | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total    |
|-----------------------------------|--------|------------|------------|---------------|-------------|-----|--------------|
| Multi Solution User               | Year 3 | 06/24/2028 | 06/23/2029 | 12            | \$2,395.06  | 210 | \$502,962.60 |
| > Accela Building - SaaS          | Year 3 | 06/24/2028 | 06/23/2029 | 12            | \$0.00      | 210 | \$0.00       |
| > Accela Planning - SaaS          | Year 3 | 06/24/2028 | 06/23/2029 | 12            | \$0.00      | 210 | \$0.00       |
| Enhanced Reporting Database (ERD) | Year 3 | 06/24/2028 | 06/23/2029 | 12            | \$55,325.89 | 1   | \$55,325.89  |
| <b>TOTAL:</b>                     |        |            |            |               |             |     | \$558,288.49 |

| Services                          | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total    |
|-----------------------------------|--------|------------|------------|---------------|-------------|-----|--------------|
| Multi Solution User               | Year 4 | 06/24/2029 | 06/23/2030 | 12            | \$2,454.94  | 210 | \$515,537.40 |
| > Accela Building - SaaS          | Year 4 | 06/24/2029 | 06/23/2030 | 12            | \$0.00      | 210 | \$0.00       |
| > Accela Planning - SaaS          | Year 4 | 06/24/2029 | 06/23/2030 | 12            | \$0.00      | 210 | \$0.00       |
| Enhanced Reporting Database (ERD) | Year 4 | 06/24/2029 | 06/23/2030 | 12            | \$56,709.11 | 1   | \$56,709.11  |
| <b>TOTAL:</b>                     |        |            |            |               |             |     | \$572,246.51 |

| Services                          | Year   | Start Date | End Date   | Term (Months) | Price       | Qty | Net Total    |
|-----------------------------------|--------|------------|------------|---------------|-------------|-----|--------------|
| Multi Solution User               | Year 5 | 06/24/2030 | 06/23/2031 | 12            | \$2,516.31  | 210 | \$528,425.10 |
| > Accela Building - SaaS          | Year 5 | 06/24/2030 | 06/23/2031 | 12            | \$0.00      | 210 | \$0.00       |
| > Accela Planning - SaaS          | Year 5 | 06/24/2030 | 06/23/2031 | 12            | \$0.00      | 210 | \$0.00       |
| Enhanced Reporting Database (ERD) | Year 5 | 06/24/2030 | 06/23/2031 | 12            | \$58,126.76 | 1   | \$58,126.76  |
| <b>TOTAL:</b>                     |        |            |            |               |             |     | \$586,551.86 |

**Pricing Summary**

| Period       | Net Total             |
|--------------|-----------------------|
| Year 1       | \$531,386.42          |
| Year 2       | \$544,670.78          |
| Year 3       | \$558,288.49          |
| Year 4       | \$572,246.51          |
| Year 5       | \$586,551.86          |
| <b>Total</b> | <b>\$2,793,144.06</b> |

**Renewal Terms/Information:**

- Notwithstanding anything to the contrary, this Order Form is governed by the terms and conditions in the (1) Accela Subscription Services Agreement, dated May 28, 2021, as thereafter amended (where applicable) for Subscription Services, (2) Enhanced Reporting Database (ERD) Policy at [Accela Terms](#) for ERD, and (3) Managed Application Services (MAS) Policy at [Accela Terms](#) for MAS (collectively, the "Agreement").
- 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.

| Signatures   |             |
|--------------|-------------|
| Accela, Inc. | Customer    |
| Signature:   | Signature:  |
| Print Name:  | Print Name: |
| Title:       | Title:      |
| Date:        | Date:       |