FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
MEMORANDUM
8/05/2019

TO: FRAQMD BOARD OF DIRECTORS

FROM: Christopher D. Brown, AICP, APCO

SUBJECT: Approve entering into an agreement with Advanced Database Designs
             (Permits Pro) for the Grant Administration project not to exceed $24,000
             and authorize the APCO to execute related documents.

RECOMMENDATION:

Approve entering into an agreement with Advanced Database Designs (Permits Pro) for
the Grant Administration project not to exceed $24,000 and authorize the APCO to
execute related documents.

ALTERNATIVE:

Do not approve the proposed contract and provide additional direction to staff.

BACKGROUND:

Since fiscal year 2016/17 the District has received increasing amounts of funding from
the Air Resources Board (ARB) in the form of Grants. Currently the District has at least
7 of the grants. Each one has different reporting requirements, allowable administrative
fees, reporting deadlines and geographic spending restrictions. If a mistake is made the
District may have to return funds or lose eligibility for future funding. The District
currently uses a large white board to track all this information, which is clearly not
acceptable.

The District has identified a clear need for a grants tracking system, which would
identify deadlines, track direct and indirect costs, consolidate information on allowable
costs and develop simple reports. The District attempted to develop such a system in
house last year but did not have the available staff time to make it happen.

The District recently entered into a services contract with Advanced Database Designs
(ADD) for technical support of our existing MS Access databases. Staff asked ADD to
estimate the cost to develop a Grants Tracking Database and make a recommendation
for how it should be developed. Based on advice from Yuba County IT the District is not
developing any further MS Access Databases and will be transitioning to another
system.

ADD's recommendation is to develop the database inside the "Permits Pro" (ADD is the developer of Permits Pro) system which is used by a number of small Air Districts in California.

Permits Pro has a number of advantages, including it is a fully modern database using a cloud-based SQL server with a web front end. The system would be accessible to District staff in the field using their existing laptops. As a cloud-based system Permits Pro is developed as "Software as a Service" (SAS) model which means that after setup there is an annual fee which includes hosting and technical support. These annual fees are the same if the District is using one module or all the modules.

Staff is expecting to transition all District operations to Permits Pro over the next several years (this would of course require additional contracts).

One of the major advantages of the SAS licensing model, which the District also uses for Office 365, for the user is there is no requirement for an in-house server and technical support. Which over time should result in savings for the District.

The major downside to consider of an SAS model is the District will not "own" the software that is developed. The code is the property of the vendor and only licensed for use by the District. The District's data input into the system is the District's property and would be returned to District if the contract was terminated. This feature is not unique to Permits Pro but is common to all SAS licenses.

FISCAL IMPACT:

The vendor has estimated the cost for developing this system at $24,000. In addition, there is an ongoing annual fee of $12,000 ($6,000 for year one) and a onetime license/setup fee ($4,000) for use of the Permits Pro system. The annual Permits Pro fee is the same if we are using one module or all of the system modules.