



Shelby County
Tennessee

Purchasing Department

160 N. Main, Suite 900
Memphis, TN 38103

(901) 222-2250
Fax (901) 222-2064

Mark H. Luttrell, Jr., Mayor

Memo

To: Honorable Mark H. Luttrell, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator
Purchasing Department

Date: May 26, 2015

Re: Single/Sole Source- Accela, Inc.

Shelby County Division of Planning and Development is seeking Single Source approval with Accela to provide software maintenance for the Codes Enforcement Permits Plus software in the amount of \$68,001.98.

Accela, Inc. developed the product and owns the exclusive copyright for the product and is the only company that has the expertise to support it. Like most all special purpose proprietary software, the Accela, Inc. Permits Plus system is highly complex, and all maintenance and enhancement activities require a high level of product design and functionality knowledge. In this case, the enhancement and maintenance support for the PERMITS Plus system can only be supplied by Accela, Inc..

Based upon the above, please approve or disapprove this single source request by signing in the space provided below:

APPROVED: _____ ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 5-27-15

Mark H. Luttrell, Jr., Mayor

Cc: Mary Seale



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Mark H. Luttrell, Jr., Mayor

Memorandum

To: Mary Lynn Seale, Finance Manager
Division of Planning and Development

From: Clifton Davis, Administrator
Purchasing Department 

Date: May 28, 2015

Re: Single/Sole Source – Accela, Inc.

Mayor Luttrell has approved Accela Inc., as a single source to provide software maintenance for the Codes Enforcement Permits Plus software as requested. I have enclosed a copy of the executed single source document.

If you have any questions, let me know.

CD/shw

Cc: Lee Rankin Hopson, Contracts Administrator

Enclosures