



Committee of the Whole

Deb Bell

Council Initiated:

☐ Yes

☒ No

ECAF: 2023-1020

Motion: 23-452

Type:

- ☒ Contract
☐ Board Appt.
☐ Code Amendment
☐ Budget Action
☐ Other

Requested Handling:

- ☐ Normal
☒ Expedite
☐ Urgent

Fund Source:

- ☐ General Fund
☒ Other
☐ N/A

Executive Rec:

- ☒ Approve
☐ Do Not Approve
☐ N/A

Approved as to

Form:

- ☒ Yes
☐ No
☐ N/A

Subject: Subscription Services Agreement

Scope: The proposed agreement is for an electronic case management system that would link and track case information and transfer data for the Office of Public Defense.

Duration: Implementation window opens November 2, and contract must be in place by October 17, 2023. Contract is for five years, and automatically continues unless terminated by either party.

Fiscal Impact: ☐ Current Year ☒ Multi-Year ☐ N/A

The cost of the services, including initial implementation, licenses and maintenance for five years shall not exceed \$112,646 plus applicable sales tax. Funding for the implementation and maintenance for 2023 is authorized in the adopted 2023 OPD budget and anticipated ongoing maintenance costs are included in the OPD rates for 2024.

Expenditures	Current Year	2024	Total
002-5321273101	\$10,650	\$48,416	\$112,646
TOTAL	\$10,650	\$48,416	\$112,646

Authority Granted: Approve and authorize the County Executive to execute the Subscription Services Agreement for an electronic case management system, and associated amendments between Snohomish County and P.S. Technologies, Inc. dba LegalServer.

Background:

At present, the Snohomish County Office of Public Defense uses two different systems to track inmate information and there is no link between systems, making tracking and retrieving data in either system time consuming. Data is not transferred automatically, thus data must be entered in each system separately. The County currently interviews over 20,000 cases annually, which exceeds the current software capabilities.

Snohomish County published RFP-22-009SB for a new electronic case management system. LegalServer was selected by the evaluation committee with the highest-ranking proposal.

Request: To consider the motion.