



**Snohomish County Council**

**Committee:** Public Works and Infrastructure  
**ECAF:** 2022-0840  
**Proposal:** Motion 22-376

**Analyst:** Deb Evison Bell  
**Date:** September 20, 2022

**Consideration:**

The proposed motion would approve and authorize the County Executive to execute Amendment No. 3 to the Software and License Agreement between Snohomish County and High Line, a NeoGov Company, under SCC 3.04.140(8).

**Background:**

The Snohomish County Department of Information Technology has used High Line software since 2003, when they were selected as the highest-ranking vendor in response to RFP-04-02. A new master contract was signed in 2017, that included hosting services, infrastructure, monitoring, software upgrades and access to additional software modules.

In 2019 Snohomish County DoIT added the Time Management Self-Service (TMSS) platform, which included Tier 1 support for up to 600 TMSS users (Amendment 1). In 2022 Snohomish County increased the Time Management Self-Service (TMSS) platform to Tier 3, with support for up to 4,000 TMSS users (Amendment 2). The County’s Collective Bargaining Agreement has different rules for represented staff and non-represented staff regarding Leave Without Pay directly before or after a holiday, which results in the need for new Prorated Paid Holiday and Prorated Paid Holiday Force Balance time rules to be used in conjunction with the existing time rules presently programed in the TMSS module.

**Current Proposal:**

*Scope:* The proposed Motion would approve and authorize the County Executive to execute Amendment No. 3 to the Master Contract with High Line for additional time management rules to be included in the TMSS module.

*Duration:* The proposed amendment does not alter the original term date of June 31, 2027.

*Fiscal Implications:* The total amount payable under this amendment agreement is not to exceed \$7,560.00 and the required work to take no more than six days.

Name		Amount
MASTER CONTRACT	<a href="#">Motion 17-133</a>	\$1,056,991
AMENDMENT 1	Executive Approval	\$99,905
AMENDMENT 2	<a href="#">Motion 22-156</a>	\$184,688
<b>AMENDMENT 3</b>	<b>Motion 22-376</b>	<b>\$7,560</b>

<b>EXPENDATURES:</b>	2022	2023	1 <sup>st</sup> 6 YRS
Existing Software Master Contract (includes amendment 1)	\$148,337	\$152,788	\$969,508
Amendment 2	\$15,646	\$31,840	\$184,688
<b>Amendment 3</b>	<b>\$7,560</b>		<b>\$7,560</b>
<b>TOTAL</b>	<b>\$171,543</b>	<b>\$184,628</b>	<b>\$1,177,402</b>

**2022 Budget:** Yes, the Department of Information Technology included this as a project cost in the 2022 budget.

**Future Budget Impacts:** Funding for the new service will be added to the 2023 IT Priority package and IT rates for enterprise software.

**Handling:** NORMAL

**Approved-as-to-form:** NO (Amendment 3 has been reviewed by the PA, approval as to form cannot be provided due to prior Amendment 1 not approved by the PA.)

**Risk Management:** APPROVE

**Executive Recommendation:** APPROVE

**Requests:** Move to GLS on September 28, 2022, for consideration.