



Snohomish County Council

Committee: Public Infrastructure and Conservation

Analyst: Deb Evison Bell

ECAF: 2023-0635

Proposal: Motion 23-257

Date: July 18, 2023

Consideration:

The proposed motion would approve and authorize the County Executive to execute Amendment 3 to the Software as a Service Agreement between Snohomish County and LegalAtoms Corporation, under SCC 3.04.140(8).

Background:

The Clerk’s staff began using LegalAtoms on a trial basis to provide the public with an intuitive and easy tool for the completion and submission of self-represented litigants seeking a protection order. The original agreement was executed on September 23, 2020, via Executive’s signature authority and totaled \$18,000.

The Executive’s Office authorized a sole source award (SS-23-003JM) to LegalAtoms to continue to provide this service to the public and amended the agreement on February 3, 2021, ensuring the secure protection order filing solution until December 31, 2021, and totaled \$3,000 per month. On September 29, 2021, Council approved a second amendment to the agreement extending the existing service through September 30, 2023, for a total of \$4,000 per month.

Current Proposal:

Scope: LegalAtoms software meets the need for a secure electronic filing solution and minimizes the need for in-person appointments by providing a user-friendly guided interface that assists self-represented litigants seeking a protection order. This amendment is required to extend the agreement.

Duration: Amendment 3 extends the agreement through September 30, 2028, for a cost of \$278,491, plus applicable sales tax.

Fiscal Implications: The expenditure is included in the 2023 budget for Information Technology and will be included in future budget requests.

	Start	End	Total Expense
Original	10/1/2020	12/31/2020	\$18,000
Amendment 1 (Motion 21-013)	1/1/2021	12/31/2021	\$36,000
Amendment 2 (Motion 21-307)	1/1/2022	9/30/2023	\$84,000
Amendment 3 (Motion 23-257)	10/1/2023	9/30/2028	\$278,491

2023 Budget: Yes, the 2023 Budget includes appropriation authority for the contract.

Future Budget Impacts: Funding for ongoing maintenance and support is included in the approved 2023 budget and will be included in future budget requests.

Handling: NORMAL

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Analysis: The proposed contract amendment allows for continued use, changes and upgrades stipulated in the agreement and will allow for the continuation of accurate and accessible online submission of self-represented litigants seeking a protection order.

Requests: Move to GLS on July 19, 2023, for consideration.