



## Snohomish County Council

**Committee:** Public Infrastructure and Conservation

**Analyst:** Deb Evison Bell

**ECAF:** 2023-0597

**Proposal:** Motion 23-235

**Date:** June 20, 2023

### **Consideration:**

The proposed motion would approve and authorize the County Executive to execute Amendment No. 3 to the Master Software License and Services Agreement between Snohomish County and Progressive Solutions, Inc., under SCC 3.04.140(8).

### **Background:**

The Snohomish County Department of Information Technology has used Progressive Solutions, Inc. (PSI) PetTrack software since 2011, when they were selected as the highest-ranking vendor in response to RFP-11-11. The Master Software License and Service Agreement was approved via [Motion 12-441](#). The system was upgraded in 2016 ([Motion 15-501](#)) to provide community members the ability to purchase a new animal license through an online portal, with an additional module for managing business licensing online. In December of 2022, Council approved [Motion 22-467](#), which allowed for an additional extension through January 10, 2024. The County owns the licensed software and would like to continue to obtain maintenance from PSI, the software purchase meets the criteria of special services contract award under SCC 3.04.140.

### **Current Proposal:**

*Scope:* The proposed Motion would approve and authorize the County Executive to execute Amendment No. 3 to the Master Software License and Services Agreement for an additional five (5) year term with an annual increase of CPI or 3%, whichever is greater, through January 10, 2029.

*Duration:* The proposed Amendment No. 3 will allow the County to continue receiving maintenance support from PSI at set pricing through January 10, 2029.

*Fiscal Implications:* The total amount payable under this amendment agreement is \$123,720, plus applicable sales tax.

**2023 Budget:** Maintenance fees are anticipated and included in the IT rate model for 2024.

**Future Budget Impacts:** Ongoing maintenance fees are included in the IT rate model and into the future.

**Handling:** NORMAL

**Approved-as-to-form:** APPROVE

**Risk Management:** APPROVE

**Executive Recommendation:** APPROVE

**Requests:** Move to GLS on June 28, 2023, for consideration.