



Snohomish County Council

Committee: Committee of the Whole

Analyst: Deb Evison Bell

ECAF: 2021-1011

Proposal: Motion 21-464

Date: December 20, 2021

Consideration:

The proposed motion would authorize the County Executive to execute the software as a service (SaaS) agreement between Snohomish County and Vertosoft, LLC for Annual Comprehensive Financial Report (ACFR) software, pursuant SCC 3.04.140(8)¹.

Background:

Snohomish County has selected, in a partial award by the Snohomish County evaluation committee as submitting the highest-ranking proposal, Vertosoft, LLC, through RFP-026-21SB, following established Federal, State and County policies to provide an updated software platform (Workiva Platform) to produce the Annual Comprehensive Financial Report (ACFR) that is compliant with government standards.

The Workiva Platform will allow the County's Finance Department to produce the Annual Comprehensive Financial Report (ACFR, previously also named CAFR) compliant with GASB reporting and compliance standards. The Agreement includes design, development, integration, delivery, installation, training, maintenance, and support services.

Current Proposal:

Scope: The proposed motion would approve and authorize the County Executive to Execute a Software as a Service (SaaS) Agreement with Vertosoft, LLC to provide Annual Comprehensive Financial Report (ACFR) software.

Duration: The term of the Agreement is for an initial five-years (12/1/2021 – 11/30/2026) and the Agreement allows for up to two additional two-year extensions.

Fiscal Implications: The total amount payable under this proposed Agreement is Two Hundred Eleven Thousand Fifty-one Dollars (\$211,051.00) plus applicable sales tax over the initial five-year contract term. This includes the initial implementation of the system and cost of services.

2021 Budget: Funding is required for project costs incurred in 2021 and is authorized in the 2021 and 2022 adopted IT budget.

Future Budget Impacts: Funding for the software, maintenance and support is included in the IT approved 2021 budget and the 2022 budget. Anticipated costs for ongoing maintenance will be included in the IT rates for 2023 forward.

¹ [ch. 3.04 Purchases and Contracts | Snohomish County Code](#)
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Handling: EXPEDITE (expedited processing is requested to have the agreement executed by 12/29/2021).

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Requests: For Council to consideration the Motion.