

## BID AWARD RECOMMENDATION

To: Council Chair Date: 1/23/2026  
Through: Dave Somers, County Executive  
From: Purchasing Division Bid No: RFP-25-0630JM-C  
General Legislative Session: Weds, January 28, 2026 Owner/User Department: Information Technology  
Product/Service: Licenses, WorkForce

### BRIEF DESCRIPTION:

A competitive Request for Proposals – Software (**RFP-C**) was issued for WorkForce Suite licenses. The Department of Information Technology previously procured these licenses via contract with Aspire HR, a reseller also providing implementation services. With implementation complete, DoIT now only requires licenses, maintenance, and support.

The WorkForce Suite is a cloud-based program that helps businesses and organizations manage global employee time and attendance, absences/leave and accommodations, scheduling, labor forecasting, data capture, analytics, compliance, and employee productivity. The initial award term will be five (5) years, ending April 9, 2030, with the option to extend for additional five-year terms for the life of the product's use by the County. Total expenditure for the initial five-year term is anticipated to be approximately \$325,000.00.

In accordance with RFP-25-0630JM -C, proposals were ranked using the following evaluation criteria:

- Price/cost
- Adherence to RFP requirements

### PROPOSERS:

1. WorkForce Software, an ADP Company

The highest ranked proposer is **WorkForce Software** and is recommended for award and master agreement.

### AWARD AUTHORITY:

This purchasing award recommendation is before the County Council for approval to award in accordance with Snohomish County Code section 3.04.201(3), "Services other than architectural and engineering and public work," and section 3.04.140(11), "Award, execution, by whom," which establish the County Council as the award authority for approval of contracts for services greater than \$50,000. The County Council approves this purchasing award recommendation and authorizes the County Executive or designee to execute Agreements and subsequent amendments for the products described above.

### AWARD RECOMMENDATION:

The DoIT Department Director endorses this award recommendation.

The Purchasing Manager, or designee, has electronically recommended this bid award on ECAF 2026-0290.

The County Executive, or designee, has electronically recommended this bid award on ECAF 2026-0290.

### APPROVED:

  
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Council Chair

1/28/2026

Date