



# Committee of the Whole

Deb Bell

Council Initiated:

☐ Yes

☒ No

**ECAF:** 2025-0341

**Motion:** 25-195

**Type:**

☒ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☐ Other

**Requested Handling:**

☒ Normal; Due

4/30/25

☐ Expedite

☐ Urgent

**Fund Source:**

☐ General Fund

☒ Other

☐ N/A

**Executive Rec:**

☒ Approve

☐ Do Not Approve

☐ N/A

**Approved as to**

**Form:**

☒ Yes

☐ No

☐ N/A

**Subject:** Software as a Services Agreement with GxP Partners, LLC.

**Scope:** The proposed agreement is for an electronic case management system for the Office of Hearings Administration, which also includes the Hearing Examiner, Boundary Review Board and Board of Equalization. The proposed software allows for the management, storage and retention of case files associated with land use, annexation cases and appeals pertaining to Code Enforcement, Auditor-Animal Services, Solid Waste, the Health Department and the Assessor.

**Duration:** Effective upon execution and shall terminate five (5) years from the date of execution. The Agreement may be extended in five-year terms for the duration of the County's use of the system.

**Fiscal Impact:** ☐ Current Year ☒ Multi-Year ☐ N/A

Appropriation exists within the IT budget for implementation. Anticipated costs for ongoing maintenance will be added included in the future IT rates in 2027.

Expend	2025	2026	2027	2028	2029	Total
505.5148914801 Implementation	\$107,720	\$0	\$0	\$0	\$0	<b>\$107,720</b>
505.5148914801 Maintenance	\$37,912	\$37,912	\$37,912	\$37,912	\$37,912	<b>\$189,560</b>
505.5148914801 Additional Storage	Est. \$3,000	Est. \$3,000	Est. \$3,000	Est. \$3,000	Est. \$3,000	<b>Est. \$15,000</b>
Total (does not include sales tax)	\$148,632	\$40,912	\$40,912	\$40,912	\$40,912	<b>\$312,280</b>

**Authority Granted:** Approve and authorize the County Executive to execute the Software as a Service (SaaS) Agreement for a case management system, and associated amendments between Snohomish County and GxP Partners, not to exceed \$312,280.00 plus applicable sales tax over the initial five-year term, under SCC 3.04.140(11).

**Background:** The County published RFP-24-027BC-S to solicit proposals for an electronic case management system. GxP's Appian Case Management Studio software was selected by the Snohomish County evaluation committee as submitting the highest-ranking proposal.

The cost for services, including initial implementation, licenses and maintenance is not to exceed \$312,280.00, plus applicable sales tax.

**Action Requested:** For Council to consider the motion, as the contract due date is April 30th.