



Snohomish County Council

Committee: Public Works

ECAF: 2021-0498

Proposal: Motion 21-268

Analyst: Deb Evison Bell

Date: August 17, 2021

Consideration:

The proposal would authorize the County Executive to execute Amendment 4 to the Master Contract for Code Publishing, LLC which provides software used by Snohomish County, namely for the accurate and accessible presentation of the Snohomish County Code that is available for both public and private sector benefit.

Background:

In March 2012 the County issued RFP-07-12 to procure a vendor hosted automated online code system for users to readily search, find, and retrieve applicable Snohomish County laws. The County Evaluation Team rated the Code Publishing, LLC, proposal with the highest score overall, and a master contract was negotiated with Code Publishing, LLC to provide the services. In October 2012, the County Council approved the agreement via Motion 12-361. Since 2012, there have been three amendments to the contract related to upgrades and increasing functionality of the software. The original terms of the agreement were for 7 years, expiring October 7, 2019¹. In September of 2019 County Council approved Motion 19-305 authorizing a two-year extension².

In accordance with Sole Source 006-21BT, Code Publishing, LLC is the only vendor that provides proprietary software updates for the services. Code Publishing, LLC has provided and continues to provide excellent services and responds to requests and provides updates to the Snohomish County Code online in a timely and responsible manner. The Snohomish County Department of Information Technology requests the Snohomish County Council approve a fourth amendment related to additional updates, support costs and contract extension.

Current Proposal:

Scope: Code Publishing, LLC, will continue to provide upgrades and support for Snohomish County needs which are listed in the SNOHOMISH COUNTY WEB HOSTING AND CODIFICATION SERVICES AGREEMENT and Exhibit A-2, Requirements Analysis Report, Summary and Itemized Costs For All Services and Products, October 8, 2021 to October 7, 2026, and by this reference incorporated herein of the current proposed amendment.

Duration: The amendment extends the master contract an additional 5-years to October 7, 2026.

¹ The term included an original contract term of five (5) years plus two (2) one (1)-year extensions

² [Operations Committee - Sep 24th, 2019 \(granicus.com\)](#)

Fiscal Implications: Funds are currently budgeted in 2021 and 2022 for this service extension. Current yearly cost is Twenty-five thousand, forty-one dollars (\$25,041.00). Total of proposed 5-year contract is \$125,205.00.

EXPEND:	2021	2022	5 – YEAR Total
002 516990 4101 non-departmental professional services	\$25,041	\$25,041	\$125,205
TOTAL	\$25,041	\$25,041	\$125,205

2021 Budget: Yes, the 2021 Budget includes appropriation authority for the contract.

Handling: NORMAL (Note: Existing contract expires on October 7, 2021.)

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Analysis: The proposed contract amendment allows for changes and upgrades stipulated in the agreement and will allow for the continuation of accurate and accessible County Code for staff and the public.

Requests: Move to GLS on August 25, 2021 for consideration.