



Snohomish County Council

Committee: Public Infrastructure and Conservation

Analyst: Deb Evison Bell

ECAF: 2023-0024

Proposal: Motion 23-213

Date: June 6, 2023

Consideration:

The proposed motion would approve and authorize the County Executive to execute the Software License and Services Agreement between Snohomish County and Cities Digital, Inc., under SCC 3.04.140(8).

Background:

Snohomish County District Court requires a comprehensive court-wide electronic documentation management system to accommodate the expanding needs, improve access to information, streamline workflow and manage processes, including management of access control, allow image capture and file retention.

Snohomish County selected Cities Digital, Inc dba CDI through RFP-22-007SB, following established Federal, State and County policies. A Software License and Services Agreement between Snohomish County and CDI has been negotiated.

Current Proposal:

Scope: The proposed motion would approve and authorize the execution of a Software as a Service Agreement with Cities Digital, Inc., DBA "CDI", for a document management system.

Duration: The contract will start upon execution and terminate three (3) years from execution with optional renewals of one (1) year terms for the duration of the County's use of the system.

Fiscal Implications: Based on the cost for services, including initial implementation, licenses and maintenance of the system for the initial three (3) year term, the expected cost is to be \$314,252.00, plus applicable sales tax.

2023 Budget: Funding required for implementation and maintenance costs incurred in 2023 is authorized in the 2023 adopted District Court budget.

Future Budget Impacts: Anticipated costs for ongoing maintenance will be included in the District Court rates for 2024 forward.

Handling: Normal

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Requests: Move to GLS on June 14, 2023, for consideration.