



## Snohomish County Council

**Committee:** Public Works and Infrastructure

**Analyst:** Deb Evison Bell

**ECAF:** 2022-1170

**Proposal:** Motion 22-511

**Date:** December 6, 2022

### **Consideration:**

The proposed motion would approve and authorize the County Executive to execute the software as a service (SaaS) agreement between Snohomish County and GovQA, LLC., for public records management and request systems, under [SCC 3.04.140\(8\)](#).

### **Background:**

In 2019 Snohomish County selected, GovQA, LLC., through RFP 16-19SB, following established Federal, State and County policies to provide a new public records request system that includes an interagency module and an external public records request module. This Master Agreement was executed on August 20, 2020 ([Motion 20-251](#)).

The Snohomish Health District and the County use separate GovQA databases under separate accounts. The Health District will become a county department beginning on January 1, 2023, and the transfer of the Health Districts database records will need to be migrated into the County's GovQA database account for a one-time import fee.

### **Current Proposal:**

*Scope:* The proposed motion would approve and authorize the County Executive to Execute Amendment 1 to the Software as a Service (SaaS) Agreement and related amendments to the Agreement with GovQA, LLC., for the Public Records Management System.

*Duration:* The term of the original Agreement is for an initial five-years, ending August 31, 2025. The Amendment is for an additional one-time service fee, that would allow the data migration and does not impact the original term date.

*Fiscal Implications:* The total amount payable under this proposed Amendment is Four Thousand Dollars (\$4,000.00) plus applicable sales tax.

**2022 Budget:** NA

**Future Budget Impacts:** The cost of this amendment will be passed along to the Health District in accordance with the terms of their Information Technology Services ILA.

**Handling:** URGENT (urgent processing is requested to have the data transfer completed prior to the Health District merger with the County on January 1, 2023).

**Approved-as-to-form:** YES

**Risk Management:** APPROVE

**Executive Recommendation:** APPROVE

**Requests:** Move to GLS on December 7, 2022, for consideration.