



Public Infrastructure and Conservation

Deb Bell

Council Initiated:

☐ Yes

☒ No

ECAF: 2024-0323

Motion: 24-133

Type:

☒ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☐ Other

Requested Handling:

☒ Normal

☐ 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: Professional Services Agreement with Aspire HR, Inc., for an Absence Management System.

Scope: The proposed agreement is for professional services to provide and implement an Absence Management System for the County's Human Resources Department to be used by approximately 26 departments and 3,000 employees. At present the County uses various systems and methods, depending on the department, to track employee absences.

Duration: The Agreement shall be effective upon execution and shall terminate five (5) years from the software go-live date. The agreement may be extended or renewed in additional five (5) year terms.

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

The maximum cost for these professional services, annual maintenance and support fees is expected to be \$366,205, plus applicable sales tax during the initial five (5) year term.

Expend	2024	2025	2026	2027	2028	Total
002.5136104101	\$60,005	\$55,800	\$55,800	\$55,800	\$55,800	\$283,205
508.5127304101	\$83,000	\$0	\$0	\$0	\$0	\$83,000
Total	\$143,005	\$55,800	\$55,800	\$55,800	\$55,880	\$366,205

Authority Granted: Approve and authorize the County Executive to execute the Agreement for Professional Services for an Absence Management System, and associated amendments between Snohomish County and Aspire HR, Inc., SCC 3.04.140(8).

Background: Snohomish County currently processes State and Federal mandated leaves manually in a decentralized model, with each department managing their own employees. The County desires an Absence Management System (AMS) solution that is geared for the management of state and federally mandated leaves and accommodations which will be used to provide a centralized solution for the County's increasing number of departments and employees and to ensure compliance with state and federal regulations.

The County published RFP-23-021BC to solicit proposals for an absence management system. Aspire HR, Inc. was selected by the Snohomish County evaluation committee as submitting the highest-ranking proposal to provide the absence management system.

Action Requested: For Council to move the motion to GLS on April 10, 2024, for consideration.