



# Snohomish County Council

## Legislation Details (With Text)

**File #:** 2023-1270      **Version:** 1

**Type:** Motion      **Status:** Approved

**File created:** 10/12/2023      **In control:** General Legislative Session

**On agenda:** 12/13/2023      **Final action:** 12/13/2023

**Title:** Motion 23-480, approving and authorizing the County Executive to execute Amendment 2 to the Technology Solution Contract for an Electronic Content Management Solution with Open Text

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Motion 23-480, 2. Amendment 2 - SIGNED, 3. Staff Report, 4. Contract, 5. Amendment 1, 6. Liability Insurance, 7. Certificate of Insurance, 8. Fiscal Worksheet, 9. Motion Assignment Slip, 10. Motion 23-480 (WORD)

Date	Ver.	Action By	Action	Result
12/13/2023	1	General Legislative Session	Approved	Pass
12/5/2023	1	Public Infrastructure and Conservation Committee	Moved to the GLS Consent Agenda	
10/31/2023	1	Administrative Session	Assigned	

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Motion 23-480, approving and authorizing the County Executive to execute Amendment 2 to the Technology Solution Contract for an Electronic Content Management Solution with Open Text

**DEPARTMENT:** Information Technology

**ORIGINATOR:** Dee White

**EXECUTIVE RECOMMENDATION:** Approved by Ken Klein 10/26/23

**PURPOSE:** The purpose of this ECAF is to approve and execute Amendment 2 to the Technology Solution Contract for Electronic Content Management System (ECM) to extend support for two additional years, and to add functionality.

**BACKGROUND:** In 2015, Snohomish County retained consulting services from CRE8 to conduct a Document Management Study and provide recommendations, one of which was for PDS to implement an ECM. Implementation of an ECM would complement PDS' long existing goals to provide superior customer service, allow 24/7 customer access to information and records, and ensure secure, accurate and transparent records management. A contract was executed with OpenText for ECM implementation, which provides benefits to Snohomish County's customers, provides gains in staff efficiencies through the streamlined electronic permitting process, and improves management of the millions of records maintained by PDS. The use of OpenText was expanded in 2020 to other departments and the contract was extended in 2021 for maintenance and support through 2024. Open Text is now offering two additional years of support and

maintenance with fixed pricing through November 30, 2026 at a total cost of \$26,260.72. Additionally, the County desires to add modular functionality to the existing OpenText ECM by upgrading to Extended ECM and adding Intelligent Capture Enterprise beginning February 1, 2024. The County published RFP-23-035BC to solicit proposals from qualified firms to provide and implement Extended ECM and Intelligent Capture Enterprise, and OpenText Inc. was selected by the Snohomish County evaluation committee as submitting the highest-ranking proposal to provide and implement Extended ECM and Intelligent Capture Enterprise. The cost for professional services to provide guidance to County staff in implementation of the additional functionality, and to acquire the necessary licensing is \$254,891.30, and the cost for annual maintenance and support for Extended ECM and Intelligent Capture Enterprise for the first three (3) years totals \$73,306.84 plus applicable sales tax. Approval of this Amendment 2 will allow the Department of Information Technology to acquire and implement Extended ECM and Intelligent Capture Enterprise and provide support and maintenance for all services with fixed pricing through November 30, 2026.

**FISCAL IMPLICATIONS:**

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	2024	2025	2024-2025
505-5148804801 Existing Services Maintenance Extension	\$12,810.11	\$13,450.61	\$26,260.72
505-5148804801 Extended ECM & Intelligent Cap Prof Serv	\$142,400.00	\$0	\$142,400.00
505-5148804801 Extended ECM & Intelligent Cap Licenses	\$112,491.30	\$0	\$112,491.30
505-5148804801 Additional Services Maintenance	\$47,433.84	\$25,873.00	\$73,306.84
(Above amounts include only new costs added)			
Plus applicable sales tax			
<b>TOTAL</b>	<b>\$315,135.25</b>	<b>\$39,323.61</b>	<b>\$354,458.86</b>

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
<b>TOTAL</b>			

**DEPARTMENT FISCAL IMPACT NOTES:** Costs for implementation of the new services, additional licenses, and annual maintenance fees was approved in the 2023 IT budget (package #297) and included in the 2024 IT Budget request.

**CONTRACT INFORMATION:**

ORIGINAL	CONTRACT#	AMOUNT	\$314,149
AMENDMENT 1	CONTRACT#	AMOUNT	\$34,885.09 plus applicable sales tax
AMENDMENT 2	CONTRACT#	AMOUNT	\$354,458.86 plus applicable sales tax

**Contract Period**

ORIGINAL	START	10/26/2015 Motion 18-051	END	11/30/2021
AMENDMENT 1	START	12/1/2021 Motion 21-400	END	11/30/2024
AMENDMENT 2	START	2/1/2024	END	11/30/2026

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** Contract documents have been reviewed by the PA,

though approval as to Form cannot be provided because PDS and the vendor did not previously properly manifest their intent to amend the original start date to December 1. Reviewed/approved by Risk - Shelia Barker 10/24/23 and Finance - Nathan Kennedy 10/26/23