



# Snohomish County Council

## Legislation Details (With Text)

**File #:** 2021-0774      **Version:** 1

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

**File created:** 9/20/2021              **In control:** Administrative Session

**On agenda:** 11/22/2021              **Final action:** 11/22/2021

**Title:** Motion 21-400, approving and authorizing the County Executive to execute Amendment 1 to the technology solution contract for an electronic content management solution with Open Text

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Motion 21-400, 2. Open Text Contract, 3. Staff Report, 4. Open Text Contract Amendment 1 - SIGNED, 5. Fiscal Worksheet, 6. Certificate of Insurance, 7. Motion Assignment Slip

Date	Ver.	Action By	Action	Result
11/22/2021	1	Administrative Session	Approved	Pass
10/25/2021	1	Administrative Session	Assigned	

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Motion 21-400, approving and authorizing the County Executive to execute Amendment 1 to the technology solution contract for an electronic content management solution with Open Text

**DEPARTMENT:** Information Technology

**ORIGINATOR:** Dee White

**EXECUTIVE RECOMMENDATION:** Approve - Ken Klein 10/21/21

**PURPOSE:** To obtain approval to extend the Technology Solution Contract for Electronic Content Management System (ECM) from Open Text.

**BACKGROUND:** In 2015, Snohomish County retained CRE8, a widely recognized consultant, 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. Implementation was the next step and a critical component of the PDS strategic technology plan to provide a comprehensive online permitting process from submittal through approval. A contract was executed 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. Open Text is offering a three-year extension with fixed pricing. Amendment 1 extends the contract through 11/30/2024 for a total cost of \$34,885.09 plus applicable sales tax. **Urgent handling is required due to the current agreement expiration date of 11/30/2021. Contract amendment negotiation began in June 2021 and suffered multiple delays by the vendor.**

**FISCAL IMPLICATIONS:**

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
505-5148804801	\$11,619.14	\$12,200.10	\$34,885.09

Plus applicable sales tax			
<b>TOTAL</b>	\$11,619.14	\$12,200.10	\$34,885.09

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

**DEPARTMENT FISCAL IMPACT NOTES:** This annual maintenance fee was anticipated and included in the adopted 2021 IT Budget and is included in the 2022 IT proposed budget.

**CONTRACT INFORMATION:**

ORIGINAL	X	CONTRACT#	07814-002	AMOUNT	\$314,149.00
AMENDMENT	1	CONTRACT#		AMOUNT	\$34,885.09 plus applicable sales tax

**Contract Period**

ORIGINAL	START	10/26/2015	END	11/30/2021
AMENDMENT	START	12/1/2021	END	11/30/2024

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** Approved - Risk, Sheila Barker 10/20/21/ Approved - Finance, Nathan Kennedy, 10/21/21/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 start date to December 1.