



Snohomish County Council

Legislation Details (With Text)

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Title: Motion 23-213, approving and authorizing execution of the Software as a Service (SAAS) Agreement with Cities Digital, Inc. DBA “CDI” for a document management system

Sponsors:

Indexes:

Code sections:

Attachments: 1. Motion 23-213, 2. Staff Report, 3. Agreement - SIGNED, 4. Worksheet, 5. Certificate of Liability Insurance, 6. Certificate of Liability Insurance, 7. Motion Assignment Slip

Date	Ver.	Action By	Action	Result
6/14/2023	1	General Legislative Session	Approved	Pass
6/6/2023	1	Public Infrastructure and Conservation Committee	Moved to the GLS Consent Agenda	
5/23/2023	1	Administrative Session	Assigned	

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 23-213, approving and authorizing execution of the Software as a Service (SAAS) Agreement with Cities Digital, Inc. DBA “CDI” for a document management system

DEPARTMENT: Information Technology

ORIGINATOR: Dee White

EXECUTIVE RECOMMENDATION: Ken Klein 5/12/23

PURPOSE: The purpose of this ECAF is to approve and execute the contract to provide a Document Management System for District Court.

BACKGROUND: The County’s District Court requires a comprehensive court-wide electronic document management system that will accommodate its expanding needs, improve access to information, streamline workflow and management processes, manage access control, allow image capture, and retention. The County published RFP-22-007SB to solicit proposals for a new electronic document management system and CDI’s Laserfiche system was selected by the Snohomish County evaluation committee as submitting the highest ranking proposal to provide this new electronic document management system. The cost for the services, including initial implementation of the system, licenses and maintenance for three years, is expected to be \$314,252.00 plus applicable sales tax over the initial three-year contract term. The Agreement allows optional renewals of one (1) year terms for the duration of the County’s use of the system and allows the County to terminate for convenience after two (2) years. District Court will begin implementation of the system immediately upon execution of the Agreement.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
100-5041693214101 TCIA	\$211,595	\$16,500	\$244,595
100-5041693213105	\$23,219	\$0	\$23,219
25242403105		\$23,219	\$46,438
Plus applicable sales tax			
TOTAL	\$234,814	\$39,719	\$314,252

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

DEPARTMENT FISCAL IMPACT NOTES: Funding required for implementation and maintenance costs incurred in 2023 is authorized in the 2023 adopted District Court budget. Anticipated costs for ongoing maintenance will be included in the District Court rates for 2024 forward.

CONTRACT INFORMATION:

ORIGINAL X CONTRACT# AMOUNT \$314,252 plus applicable sales tax

Contract Period

ORIGINAL START Upon execution END 3 years from execution
AMENDMENT START _____ END _____

OTHER DEPARTMENTAL REVIEW/COMMENTS: Review/approval by: Risk Management (Sheila Barker 5/12/23), Finance (Nathan Kennedy 5/12/23) and Prosecuting Attorney (Rebecca Wendling 5/11/23).