



# Snohomish County Council

## Legislation Details (With Text)

**File #:** 2023-0024      **Version:** 1

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

**File created:** 1/5/2023      **In control:** General Legislative Session

**On agenda:** 6/14/2023      **Final action:** 6/14/2023

**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.

