



Snohomish County Council

Legislation Text

File #: 2023-0597, Version: 1

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 23-235, approving and authorizing the County Executive to execute Amendment 3 to the Master Software License and Services Agreement with Progressive Solutions, Inc.

DEPARTMENT: Information Technology

ORIGINATOR: Dee White

EXECUTIVE RECOMMENDATION: Ken Klein 6/2/23

PURPOSE: The purpose of this ECAF is to approve Amendment 3 to the Software License and Services contract with Progressive Solutions, Inc., to extend the Master Agreement and set annual maintenance renewal fees for an additional five-year term.

BACKGROUND: Progressive Solutions, Inc. (PSI) PetTrack software was selected in as the highest rated proposal to provide automated pet licensing and complaint tracking through RFP-11-11. The system has been in use by Snohomish County since its implementation in 2013, successfully automating the Auditor’s animal complaints, animal business licensing and pet licensing renewals. The system was upgraded in 2016 to provide community members with the ability to purchase a new animal license in addition to renewing licenses through the online portal, and addition of a module for managing business licenses online. The agreement executed in 2013 was for a five-year initial term, plus up to five additional 1-year optional terms through January 10, 2023. The County now owns the licenses and wishes to continue to receive maintenance from PSI. The Master Agreement was amended in December 2022 to extend the term for one year through 1/10/2024. This software purchase meets the criteria of special services contract award under SCC 3.04.140. The County and PSI have agreed to one additional five (5) year term with an annual increase of CPI or 3%, whichever is greater, through 1/10/2029. Approval of this Amendment 3 will allow the County to continue receiving maintenance support from PSI through 1/10/2029.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
505-5148914801 IT App Support & Maint	Est. \$22,390	Est. \$23,510	Est. \$123,720
Annual increases are estimated at 5%			
Plus applicable sales tax			
TOTAL	Est. \$22,390	Est. \$23,510	Est. \$123,720

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

DEPARTMENT FISCAL IMPACT NOTES: Ongoing maintenance fees are anticipated and included in the IT rate model for 2024.

CONTRACT INFORMATION:

ORIGINAL	X	CONTRACT#	AMOUNT	\$188,805.48
AMENDMENT	1	CONTRACT#	AMOUNT	\$24,677 plus applicable sales tax
AMENDMENT	2	CONTRACT#	AMOUNT	\$21,326.27 plus applicable sales tax
AMENDMENT	3	CONTRACT#	AMOUNT	Est. \$123,720 plus applicable sales tax

Contract Period

ORIGINAL	START	1/11/2013 Motion 12-441	END	1/10/2018
AMENDMENT 1	START	1/21/2016 Motion 15-501	END	9/30/2018
AMENDMENT 2	START	1/11/2023 Motion 22-467	END	1/10/2024
AMENDMENT 3	START	1/11/2024	END	1/10/2029

OTHER DEPARTMENTAL REVIEW/COMMENTS: Reviewed/approved by: Prosecuting Attorney (Rebecca Wendling 5/24/23, Risk Management (Sheila Barker 6/1/23) and Finance (Nathan Kennedy 6/2/23)