



# Snohomish County Council

## Legislation Text

File #: 2022-0840, Version: 1

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Motion 22-376, approve and authorize the County Executive to execute Amendment 3 to the Software and License Agreement with High Line

**DEPARTMENT:** Information Technology

**ORIGINATOR:** Dee White

**EXECUTIVE RECOMMENDATION:** Approved by Ken Klein 09/06/22

**PURPOSE:** The purpose of this ECAF is to approve and execute Amendment 3 to the Software License and Service Agreement with High Line to implement additional time rules created in the Time Management Self-Service (TMSS) platform.

**BACKGROUND:** High Line Corporation was selected as the highest-ranking vendor to supply a Snohomish County Human Resource Management system via RFP-04-02. Snohomish County began using the High Line Human Resources Information and Applicant Tracking System (HRIS/ATS) in 2003. The system was implemented as an on-premise system, storing data on County servers. The new agreement executed in 2017 was for a new version of the product (NextGen) which was implemented by the vendor as a hosted solution. In 2019, the Time Management Self-Service (TMSS) platform was implemented and included tier 1 support which allowed up to 600 TMSS users. In 2022, hosting support was increased to tier 3 which allows up to 4,000 TMSS users. The County’s Collective Bargaining Agreement has different rules for represented staff and non-represented staff in regards to Leave Without Pay directly before or after a holiday which results in the need for new Prorated Paid Holiday and Prorated Paid Holiday Force Balance time rules to be used in conjunction with the existing time rules in the TMSS module. The Contractor has provided a Work Order estimating the cost of the work will not exceed \$7,560.00 and the work will take no more than 6 days to complete. Approval of this Amendment 3 will allow the County to implement two additional time rules in the TMSS upon execution of this Amendment 3.

**FISCAL IMPLICATIONS:**

<b>EXPEND:</b> FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
505-5148884801 Original Contract	\$148,337	\$152,788	\$969,508
512-5169914101 Amendment 2	\$15,646		\$15,646
505-5148884801 Amendment 2		\$31,840	\$184,688
<b>512-5169914101 Amendment 3</b>	<b>NTE \$7,560</b>		<b>NTE \$7,560</b>
<b>TOTAL</b>	<b>\$171,543</b>	<b>\$184,628</b>	<b>\$1,177,402</b>

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

<b>TOTAL</b>			

**DEPARTMENT FISCAL IMPACT NOTES:** Funding for this expenditure is included in the Finance Department's adopted 2022 budget.

**CONTRACT INFORMATION:**

ORIGINAL	X	CONTRACT#	AMOUNT	\$1,056,991
AMENDMENT	1	CONTRACT#	AMOUNT	\$99,905
AMENDMENT	2	CONTRACT#	AMOUNT	\$184,688
AMENDMENT	3	CONTRACT#	AMOUNT	\$7,560

**Contract Period**

ORIGINAL	START	5/3/17 Motion 17-133	END	5/31/2027
AMENDMENT 1	START	10/24/19 Executive	END	5/31/2027
AMENDMENT 2	START	7/1/22 Motion 22-156	END	5/31/2027
AMENDMENT 3	START	Upon execution	END	5/31/2027

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** Contract Amendment 3 has been reviewed by the PA, though approval as to form cannot be provided because the previous Amendment 1 was not approved by the PA. Reviewed/approved by Risk - Shelia Barker 09/02/22. Reviewed/approved by Finance - Nathan Kennedy 09/06/22