



# Snohomish County Council

## Legislation Text

File #: 2023-0024, Version: 1

### 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			
<b>TOTAL</b>	<b>\$234,814</b>	<b>\$39,719</b>	<b>\$314,252</b>

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

