



Snohomish County Council

Legislation Text

File #: 2021-1011, Version: 1

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 21-464, approve and authorize execution of the Software as a Service (SaaS) agreement with Vertosoft, LLC for Annual Comprehensive Financial Report (ACFR) Software

DEPARTMENT: Information Technology

ORIGINATOR: Dee White

EXECUTIVE RECOMMENDATION: Approve-Ken Klein 12/13/21

PURPOSE: The purpose of this ECAF is to approve and execute the contract to provide Annual Comprehensive Financial Report (ACFR) Software.

BACKGROUND: The County’s Finance Department requires updated software in order to produce the Annual Comprehensive Financial Report (ACFR) that is compliant with governmental standards. The County published RFP-026-21SB to solicit proposals for new ACFR software and Vertosoft, LLC’s Workiva platform was selected in a partial award by the Snohomish County evaluation committee as submitting the highest-ranking proposal to provide this new ACFR software. The cost for the services, including initial implementation of the system, is expected to be Two Hundred Eleven Thousand Fifty-one Dollars (\$211,051.00) plus applicable sales tax over the initial five-year contract term. The Agreement allows for up to two additional two-year extensions. **Implementation services began 12/1/2021 in order to configure the platform before the end of the fiscal year end close, so that the 2021 ACFR can be produced using the platform and published in a timely manner. Expedited processing is requested in order to have the agreement executed by 12/29/2021.**

FISCAL IMPLICATIONS:

| EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU | 2021 | 2022 | 1ST 5 YRS |
|--|----------|----------|-----------|
| 315-51144576401 IT Capital Maintenance | \$28,000 | \$77,158 | \$105,158 |
| 505-5148914801 IT Operations Maintenance | | | \$105,893 |
| Plus applicable sales tax | | | |
| TOTAL | \$28,000 | \$77,158 | \$211,051 |

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

DEPARTMENT FISCAL IMPACT NOTES: Funding required for project costs incurred in 2021 and 2022 is authorized in the 2021 adopted IT fund 315 budget. Anticipated costs for ongoing maintenance will be included in the IT rates for 2023 forward.

CONTRACT INFORMATION:

| | | | | |
|-----------|-------|-----------------|--------|---|
| ORIGINAL | X | CONTRACT# | AMOUNT | \$211,051.00 plus applicable sales tax |
| AMENDMENT | _____ | CONTRACT# _____ | AMOUNT | _____ |

Contract Period

| | | | | |
|-----------|-------|---------|-----|------------|
| ORIGINAL | START | 12/1/21 | END | 11/30/2026 |
| AMENDMENT | START | _____ | END | _____ |

OTHER DEPARTMENTAL REVIEW/COMMENTS: Approved as to form by PA Rebecca Wendling 12/10/2021/ Approved-Risk, Sheila Barker 12/13/21/ Approved-Finance, Nathan Kennedy 12/13/21