



Snohomish County Council

Legislation Text

File #: 2024-0323, Version: 1

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 24-133, approving and authorizing the execution of the agreement for professional services with Aspire HR, Inc. for an absence management system

DEPARTMENT: Information Technology

ORIGINATOR: Dee White

EXECUTIVE RECOMMENDATION: Ken Klein 3/19/24

PURPOSE: The purpose of this ECAF is to approve and execute an Agreement for Professional Services to provide and implement an Absence Management System for the County’s Human Resources Department (HR).

BACKGROUND: The County currently processes state and federal mandated leaves manually in a decentralized model, with each department managing their own employees. The County currently uses NeoGov High Line as our system of record for payroll processing however time entries are done differently depending on the department with some using High Line integrated system (Time Management Self Service and Employee Management Self Service), Kronos, or spreadsheet tracking that is eventually uploaded into High Line. The County estimates that the new solution will be used by approximately 26 departments and 3,000 employees in the first year. The County desires an Absence Management System (AMS) solution that is geared for the management of state and federally mandated leaves and accommodations. The system will be used to provide a centralized solution for the County’s increasing number of departments and employees and to ensure compliance with state and federal regulations. RFP-23-021BC was published to solicit proposals for an absence management system and Aspire HR, Inc. was selected by the Snohomish County evaluation committee as submitting the highest-ranking proposal to provide the services. The maximum cost for these professional services and annual maintenance and support fees is expected to be Three Hundred Sixty-Six Thousand Two Hundred Five Dollars (\$366,205) plus applicable sales tax during the initial five (5) year term. The Agreement allows for an optional five (5) year terms for the life of use at the County. Approval of this Agreement will allow the HR department to implement the Absence Management System.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
002.5136104101	\$60,005	\$55,800	\$283,205
508.5127304101	\$83,000	0	\$83,000
Plus applicable sales tax			
TOTAL	\$143,005	\$55,800	\$366,205

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

DEPARTMENT FISCAL IMPACT NOTES: Funding required for these professional services and annual maintenance and support fees is included in the 2024 budget and will be included in future budget requests.

CONTRACT INFORMATION:

ORIGINAL X CONTRACT# _____ AMOUNT \$366,205 plus
applicable sales tax

AMENDMENT _____ CONTRACT# _____ AMOUNT _____

Contract Period

ORIGINAL START Upon execution END 5 years from execution date

AMENDMENT START _____ END _____

OTHER DEPARTMENTAL REVIEW/COMMENTS: Reviewed/approved by: Risk Management (Sheila Barker 3/14/24), Finance (Nathan Kennedy 3/19/24) and the PA’s office is unable to approve as to form after initial review.