



# Snohomish County Council

## Legislation Text

File #: 2023-1037, Version: 1

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Motion 23-417, approve and authorize execution of the Software as a Service (SAAS) agreement with Questica, Ltd for their budget software solution

**DEPARTMENT:** Information Technology

**ORIGINATOR:** Dee White

**EXECUTIVE RECOMMENDATION:** Approved by Ken Klein 9/22/23

**PURPOSE:** The purpose of this ECAF is to approve and execute the Software as a Service (SaaS) Agreement with Questica, Ltd. for a Budget Software Solution.

**BACKGROUND:** For more than 20 years the County has relied upon a Microsoft Access database with advanced and complex design features in order to provide the necessary internal controls and data collection needed for guiding the annual budget planning and adoption process. The MS Access database technology has become obsolete, leaving the County vulnerable to database instability, and the elaborate design makes the database complicated and time intensive for Finance professionals to support. The County’s Finance Department needs a modern and comprehensive software solution for managing the County’s budget planning, forecasting, and adoption process, with data analysis, reporting and transparency tools for County decision-makers and the public we serve. The County published RFP-23-013BC-S to solicit proposals for budget management software and Questica, Ltd. was selected by the Snohomish County evaluation committee as submitting the highest-ranking proposal to provide this new solution. The cost for the Software as a Service, including initial implementation, configuration and design of the software, as well as ongoing annual maintenance, support and cloud-based hosting services, is expected to total One Million Five Hundred Forty-Six Thousand Eight Hundred Fifty-Seven Dollars (\$1,546,857.00) plus applicable sales tax over the initial five-year contract term. The Agreement allows for up to five additional two-year extensions. **The new budget software must be implemented and functional no later than January 31, 2024 in order to meet the timeline to begin the 2025-2026 biennial budget process. This implementation, testing and go-live timeline is ambitious, and every extra day afforded the project team will increase the chance of success. Expedited handling is requested so implementation can begin immediately.**

**FISCAL IMPLICATIONS:**

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	2023	2024	1ST 6 YRS
315-51144164907 IT Capital	\$401,059	\$401,622	\$1,546,857
Plus applicable sales tax			
<b>TOTAL</b>			

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

**DEPARTMENT FISCAL IMPACT NOTES:** Funding required for project costs incurred have previously been appropriated within IT's multi-year Fund 315 budget as a part of the ERP upgrade. Anticipated costs for ongoing maintenance will be included in the IT rates for 2024 forward.

**CONTRACT INFORMATION:**

ORIGINAL	X	CONTRACT#	AMOUNT	\$1,546.857.00
AMENDMENT	_____	CONTRACT#	AMOUNT	_____

**Contract Period**

ORIGINAL	START	Upon execution	END	5 years from execution
AMENDMENT	START	_____	END	_____

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** Insurance approved 8/10/2023, PA approval 9/21/2023. Reviewed/approved by Risk - Shelia Barker 9/22/23 and Finance - Brian Haseleu 9/22/23