



Snohomish County Council

Legislation Text

File #: 2022-1170, Version: 1

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 22-511, approve and authorize the County Executive to execute a Software as a Service Agreement between Snohomish County and GovQA, LLC for the Public Records Management System

DEPARTMENT: Information Technology

ORIGINATOR: Dee White

EXECUTIVE RECOMMENDATION: Ken Klein 11/22/22

PURPOSE: The purpose of this ECAF is for approval and execution of Amendment 1 to the SaaS Agreement between Snohomish County and GovQA, LLC to allow the IT Department to work with GovQA LLC to transfer the Snohomish Health District's Legacy Data to the County's database.

BACKGROUND: GovQA is the current provider of the County's Public Records Request System. As the demands for interagency requests have grown over time, the Sheriff's Office desired to obtain a management system to automate records transfer between law enforcement agencies, which is done differently than public records requests. In 2019 the County published RFP 16-19SB to obtain proposals for a new request system that includes an interagency module for use by the Sheriff's office and other modules not included in the current agreement in order to provide a more comprehensive request management system. GovQA was selected by the evaluation committee as the vendor whose software and proposal will best meet the needs of Snohomish County Public Records and Interagency Request Management. An agreement was executed 8/12/2020 with GovQA to install and implement the software; train selected County employees in its use and continue to provide the software as a service over the course of the agreement. The Snohomish Health District (SHD) and the County use separate GovQA databases under separate accounts, and the SHD will become a County department beginning January 1, 2023. Transfer of the SHD to the County will require a one-time fee to import the SHD's database records ("Legacy Data") into the County's GovQA database. Approval of this Amendment 1 will allow GovQA to complete the transfer of the Legacy Data to the County database. **Urgent handling is requested in order for the data transfer to be completed prior to the SHD's merge with the County on January 1, 2023.**

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
505-5148814801	\$4,000	0	\$4,000
TOTAL	\$4,000	0	\$4,000

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

DEPARTMENT FISCAL IMPACT NOTES: The cost of this amendment will be passed along to the Health District in accordance with the terms of their Information Technology Services ILA.

CONTRACT INFORMATION:

ORIGINAL	X	CONTRACT#	AMOUNT	\$312,930.00
AMENDMENT	1	CONTRACT#	AMOUNT	\$4,000.00

Contract Period

ORIGINAL	START	8/12/2020 Motion 20-251	END	8/31/2025
AMENDMENT 1	START	Upon execution	END	8/31/2025

OTHER DEPARTMENTAL REVIEW/COMMENTS: Reviewed/approved by Risk Management (Sheila Barker 11/24/22) , Finance (Nathan Kennedy) and Prosecuting Attorney as to form only (Rebecca Wendling 11/17/2022)