

**Contract for Information  
Technology Services****Proposed Board Action:**

**Authorize the Interim Administrator to sign supplemental work order (SWO-17-1) between Snohomish Health District and Snohomish County Department of Information Technology for the purpose of providing information technology services to be provided for 2017 and 2018 calendar years**

**Division/Program:** Administration (Shawn Frederick, Administrative Services Director)

**Exhibits:** A. Interlocal agreement for Snohomish County Department of Information Technology to provide technology services to Snohomish Health District  
B. Supplemental Work Order (SWO-17-1) between Snohomish County Department of Information Technology and Snohomish Health District

**Prior Board Review:** Board of Health, 7/11/17; Administration Committee, 10/25/17

**Approved by Administrator:** 

**Background**

Snohomish Health District requires support for its information technology workstations, desktop software, communications, network equipment and servers to promote more efficient utilization of technology assets. The Board of Health has previously reviewed and approved an interlocal agreement for IT support services (Exhibit A). In July 2017, the Board authorized the Interim Administrator to enter into a five-year contract for these services, not to exceed \$750,000 per year to accomplish the following:

1. Resolve email failures
2. Replace failing phone system
3. Replace aging, high-cost connectivity services with efficient fiber-optic connections
4. Update aging servers and other hardware to reliable standards
5. Provide general IT consultation as needed.

Initial work on these tasks was scheduled to be completed by September 30, 2017, when the interim single-year agreement expired. Work remains to complete resolution of email failures, phone systems, and updating hardware and connectivity services. Supplemental Work Order (SWO-17-01) (Exhibit B) specifies services and charges to be provided to Snohomish Health District through the end of 2018.

**Summary of Supplemental Work Order**

This document outlines specific terms of the work order between Snohomish County Department of Information Technology and Snohomish Health District. Key points include:

1. SCDoIT will provide IT support services defined in the Supplemental Work Order to be updated annually and signed by SHD and the County Executive or his designee. The cost of services will be based on the cost of providing the service and will be the same as charged to County departments and other government agencies.
2. The agreement shall remain in effect for a period of time consistent with the terms of the interlocal agreement unless terminated with 90-day notice by either party.
3. Fees are charged at the current rate charged to County offices, are billed monthly, and will be paid timely.
4. Technology purchases to be serviced by SCDoIT will be approved by SCDoIT to ensure compliance with SCDoIT standards.
5. Additional services may be provided through acceptance of an additional Supplemental Work Order.
6. Each party will cooperate to comply with the requirements of the Public Records Act.
7. Title to any property provided by either party will remain with that party and the property will be surrendered back to that party at the termination of the agreement.
8. Disputes will be resolved by negotiation and consultation where possible, otherwise through the aid of a mutually selected third party.

### **Next Steps**

Upon direction from the Board of Health, the Interim Administrator will sign the supplemental work order for submission to Snohomish County Council for approval. Upon approval by the County Council, the work order will be implemented to maintain IT support services to SHD in a manner consistent with the service delivery model. Future supplemental work orders will be subject to the approval authority now in place.

### **Board Authority**

Consistent with Resolution 11-26 (12/13/11) and SHD's "Division of Responsibilities," the Board of Health retains contract authority for non-legal services greater than \$50,000/year or \$100,000/total contract. Additionally, the Board retains authority to approve changes in program staffing of more than 20% or 1 FTE, whichever is greater.

### **Recommended Motion**

*Shawn Frederick, Administrative Services Director*

**MOVE TO authorize the Interim Administrator to sign the supplemental work order between Snohomish Health District and Snohomish County Department of Information Technologies for the purpose of providing information technology services to be provided for 2017 and 2018 calendar years.**