KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926
CDS@CO.KITTITAS.WA.US
Office (509) 962-7506
Fax (509) 962-7682

"Building Partnerships – Building Communities"

AGENDA STAFF REPORT

AGENDA DATE: **July 19, 2016**

ACTION REQUESTED: **Sign Contract to Award Contract to Paladin to Install SMARTGov Program and Develop a Detailed Work Program**

BACKGROUND: Attached is the Memorandum report dated June 13, 2016 presented to the County Commissioners.   In summary the Permit Software Selection Team and department heads of Information Technology, Health, and CDS recommended that the SMARTGov be purchased through Paladin. After extensive research into SMARTGov by various staff members in several departments, a decision was reached to move forward with a recommendation to award the original software Request for Proposal to Paladin to use their SMARTGov program due to its flexibility, customizability, implementation timeliness, features, and accessibility for assistance, all characteristics which are necessary for assistance within a permit system. Initial access to the program will include Community Development Services, Public Works, Fire Marshall, Public Health, and the Assessor.

In summary SMARTGov is recommended because:

> The program top rated by all county staff reviewing RFP
> Least expensive off-the-shelf licenses
> The company service and maintenance is local (Poulsbo, WA)
> Can provide 6 month implementation
> Can be integrated with GIS and Laserfiche, with custom developed add-ons
> Suitable for mobile inspections software application
> Providing access to up-to-date, real time information on specific projects
> Provides most user friendly interface

Original and current cost estimates for the implementation of SMARTGov include:

> 30 software licenses which should exceed our initial need ($22000)
> Connect with our systems including GIS, parcel data Laserfiche and merchant services ($14,000)
> Install software ($16,320)
> Data conversion ($12,800)
> Travel ($5,400)
> Training ($16,000)
> Tax ($1,795)
> **Total $88,752**

Paladin must be awarded a work contract to begin to implement the program within the County's information system. This will involve the software installation and the precise examination of our data systems related to conversion to the new system. Available technological funds within CDS obtained

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from building permits this year is just over $30,000. Paladin has indicated that such costs in this initial phase will provide data migration, uploading the program on the County system and working with IT in the discovery of the make-up of data system. After this phase of the operation is completed, the additional training, additional data conversions will occur. The anticipated additional $60,000 will be provided by future building permit fee collected for technical improvement (approximately $27,000) and by grant funds relevant to the project from the County's Public Works department (approximately $23,000).

Future costs will be divided between departments using the data system including Community Development Services and Fire Marshal (51%), Public Works (13%), and Public Health (36%). Such costs will be requested by each department within future budgets. As the system develops and other departments use the system, this cost proportion may change in the future.

INTERACTION: CDS, Department of Health, Department of IT, Public Works, Board of County Commissioners

ATTACHMENTS: June 13, 2016 Memorandum to BOCC describing the recommendation to award Paladin contract to install the SMARTGov information system.

STAFF RECOMMENDATION: CDS Planning Official recommends to the Board of County Commissioners to approve the proposed Agreement and award the RFP to Paladin

HANDLING: Presentation to the Board by Kittitas County Community Development Services.

RESPONSIBLE STAFF: Robert "Doc" Hansen, Interim Director, CDS
Robin Read, Director, Health Department
Mark Cook, Director, Public Works
Jim Goeben, Director, Information Services