



Memorandum

Date: 6/16/2026
Meeting of: City Council

File No. AM No. 26-100
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

| | | |
|-------------------------------------|------------------|--------------|
| Technology and Information Services | Michael Marchand | 425-556-2173 |
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DEPARTMENT STAFF:

| | | |
|-------------------------------------|-----------------|-----------------------------|
| Technology and Information Services | Courtney Miller | Technology Project Manager |
| Technology and Information Services | Carmen Hall | Project Mgmt Office Manager |

TITLE:

Approval of Enterprise Content Management (ECM): SoftResources - Selection Consulting Services, in the Amount of \$64,750

OVERVIEW STATEMENT:

Based on the City’s recently completed Enterprise Content Management (ECM) Assessment and the recommendation to select new ECM software that would consolidate disparate practices and technologies across departments, the City has determined to engage SoftResources to assist through the selection of a new ECM.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
2025/2026 BTIP
- **Required:**
Council approval is required for contract that exceed \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Deliverables include:

- RFP document with business, technical and integration requirements
- RFP response review
- Vendor analysis 5-point decision report
- Demo script, feedback form, and resource support
- Due diligence support
- Decision consulting

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The engagement is fixed fee - invoiced as phased work is completed - totaling \$64,750.

Approved in current biennial budget: Yes No N/A

Budget Offer Number:

362 - BTIP

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

N/A

Funding source(s):

Costs associated with the engagement will come from the 2025/2026 BTIP

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

| Date | Meeting | Requested Action |
|-------------|--|-------------------------|
| 6/9/2026 | Committee of the Whole - Finance, Administration, and Communications | Provide Direction |

Proposed Upcoming Contact(s)

| Date | Meeting | Requested Action |
|-------------|----------------------------|-------------------------|
| N/A | None proposed at this time | N/A |

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

Maintain the current model of siloed, department-driven document management.

ATTACHMENTS:

Attachment A: SoftResources Engagement Letter