

AGENDA REQUEST FORM

Return completed form and complete agenda item to the Clerk of the Board
Yakima County Commissioners' Office, Room 232

Prepared by:
White

Department: Treasurer's Office

Requested Agenda Date: 03/29/2022

Presenting: Ilene Thomson

Document Title:

SymPro Sole Source Purchase

Board of County Commissioners Record Assigned

087-2022

APPROVED FOR AGENDA:

Consent Regular

Board of County Commissioners Determined

Action Requested: *Check Applicable Box*

PASS RESOLUTION EXECUTE or AMEND **AGREEMENT** CONTRACT or GRANT

ISSUE PROCLAMATION PASS ORDINANCE OTHER _____

Describe Fiscal Impact:

\$34,100

Background Information:

SymPro provides proprietary software to enable Treasurer's Office to manage outstanding debt and associated transactions in Workday.

Summary & Recommendation:

Approve Sole Source procurement in the amount of \$34,100 to SymPro

Motion:

Department Head/ Elected Official

Ilene Thomson
Signature

AGREEMENT Attached Is Approved as to Form
Corporate Counsel Initial _____

Late Agenda Requests Require BOCC Chairman Signature:

**BOARD OF YAKIMA COUNTY COMMISSIONERS
RESOLUTION**

**IN THE MATTER OF AUTHORIZING
YAKIMA COUNTY PURCHASING
DEPARTMENT TO MAKE A SOLE
SOURCE SOFTWARE PURCHASE FROM
SymPro**

08 7 - 2 0 2 2

WHEREAS, R.C.W. 39.04.280 provides for the exemption from the competitive bidding requirements and

WHEREAS; competitive bidding requirements may be waived by the governing body of the municipality for purchase that are clearly and legitimately limited to a single source of supplier purchases involving systems software; and

WHEREAS; Yakima County requires General Ledger software to maintain complaint services; and

WHEREAS; it has come to the attention of the Board that a request for sole source purchase from SymPro is justified and necessary; **now therefore**;

BE IT HEREBY RESOLVED by the Board of Yakima County Commissioners that bidding requirement be, and hereby is, waived pursuant to R.C.W. 39.04.280 and that SymPro is authorized as a sole source vendor for this purchase.

DONE MAR 2 9 2022

Attest:

Julie Lawrence, Clerk of the Board *or*
Linda Kay O'Hara, Deputy Clerk of the Board

Amanda McKinney, Chairman

Ron Anderson, Commissioner

LaDon Linde Commissioner
*Constituting the Board of County Commissioners
for Yakima County, Washington*



Yakima County, WA
SymPro Treasury Management Software Proposal

Debt Management (Cloud Hosted):
Debt Module (3 users) \$18,000/yr.
General Ledger Module - Workday
Creation of Journal Entries & Export file to GL

Annual Maintenance and Support: Included

Consulting/Training/Implementation: \$16,100
Two days training & discovery
Setup, configuration of system
Project Management
Conversion of existing debt positions*
(Estimated at 50 outstanding bond issues, 30 loans)
**Travel expenses not included (If applicable)

*Comprehensive conversion of existing debt data from legacy platform(s) to SymPro Debt Manager. Service Includes:

- Adding all current outstanding debt including cash flows by CUSIP; including one generation of historical refunded debt.
- Review of reporting requirements for structuring portfolio setup
- Analysis of Debt Manager data to match original Total Principal and Total Interest; option to include analysis with Comprehensive Annual Financial Report from prior fiscal year to ensure continuity and accuracy
- Storage of all available bond documents in PDF, Word, Excel formats

NOTICE OF INTENT TO SOLE SOURCE

Yakima County intends to establish a sole source contract with SymPro to provide Debt Management software for the Yakima County Treasurer's Office.

Firms who believe they can compete for this requirement are required to submit a brief statement of their intent to compete via email to kristine.white@co.yakima.wa.us by 04/01/2022.

Yakima County does not guarantee that firms responding to this notice will be rendered a request to tender an offer for this procurement. In addition, Yakima County does not guarantee that any solicitation will occur for this procurement but reserves the right to solicit proposals.

Dated **MAR 29 2022**

Kristine White, Purchasing Manager

PUBLISH: 3/30/22 Yakima Herald Republic

Bill to:

Yakima County Purchasing
128 North 2nd Street, 2nd Floor
Yakima, Washington 98901