



MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

TO: MAYOR AND TOWN COUNCIL
FROM: DIANE McBRIDE, ASSISTANT TOWN MANAGER
RE: FIRST AMENDMENT HBL CONSULTING AGREEMENT FOR IT SERVICES
DATE: FEBRUARY 27, 2024

Summary and Background: The Town initially entered into a contract with HBL Consulting for IT services and support in July 2010, and has renewed an agreement with the contractor on an annual basis since that time. The agreement for 2024 was executed on December 12, 2023. Three (3) sites were inadvertently left off this original agreement and are now included as a First Amendment to the original contract.

Analysis: The Town does not have an internal IT Department, and as such, relies on the services of HBL Consulting for PC support, server support and network management and support.

Attachments outlining the scope of services and compensation schedule were included with the agreement. Attachment A provides a description of services for PC support (130 PCs), server support (18 servers), and network management. Three (3) locations were inadvertently left off this original agreement and are now included as a First Amendment to the original contract. Attachment B provides information regarding rate structures and compensation schedule. Due to the addition of the three (3) additional sites, the monthly fee for 2024 services has increased \$600/month.

Staff will continue to analyze IT services on an annual basis and will be bring forth recommendations through the annual budget process.

Financial Impact: Passage of the recommended motion entering into a first amendent contract with HBL Consulting will result in a monthly flat rate cost of \$9,760/month (\$117,120 annual cost). Any items not specifically included in the flat rate services or items outside of the standard rate hours will be billed on a time and materials basis. As such, a total of \$144,900 has been budgeted in the General Fund, IT Support Services Contract (10-1110-4231) for 2024.

Alignment with Strategic Plan: Approving the HBL Consulting Agreement for IT Support Services aligns with the Town Council's Core Services Strategic Priority. HBL Consulting will provide support for 2024 project priorities and will strengthen public engagement by supporting IT systems including audio-visual, telephone, and IT software/hardware.

Environmental Sustainability: n/a

Staff Recommendation: Based on the information contained in this report, it is recommended the Town Council approve and authorize the attached first amendment to the contract for goods and services with HBL Consulting.

Approved By:

Tom Fisher, Town Manager
Leslie Edwards, Finance Director

Attachments:

Attachment 1 – First Amendment to the Contract for Goods and Services with HBL Consulting
Attachment 2 – Revised Attachment B to Contract