



MEMORANDUM

P.O. BOX 4100 ♦ FRISCO, COLORADO 80443

TO: MAYOR AND TOWN COUNCIL
FROM: DIANE McBRIDE, INTERIM TOWN MANAGER; DEBORAH WOHLMUTH, TOWN CLERK
RE: HBL CONSULTING AGREEMENT FOR IT SUPPORT SERVICES
DATE: FEBRUARY 22, 2022

Summary and Background: The attached agreement is an annually occurring agreement for IT support services with HBL Consulting, Inc. The term of the agreement is in effect until December 31, 2022.

Analysis: The Town initially entered into a contract with HBL Consulting, Inc. in July 2010. The Town has renewed contracts with the vendor on an annual basis since that time. The Standard Agreement purports by its terms to have expired on December 31, 2021 but HBL Consulting Inc. and the Town of Frisco have renewed the same for successive periods of one year each and the Standard Agreement is currently in full force and effect.

Exhibits outlining the scope of services and compensation schedule are included with the agreement. Exhibit A provides a description of services for PC support (125 PCs), server support (20 servers), and network management (9 locations). Exhibit B provides information regarding rate structures and compensation schedule. HBL Consulting Inc. has agreed to maintain the same monthly fees for 2022 as were agreed upon for 2021.

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

Financial Information: Passage of the recommended motion entering into a contract with HBL Consulting will have a result in a cost of \$110,400.00, which has been budgeted in the General Fund, IT Support Services Contract (10-1110-4231).

Alignment with Strategic Plan: Approving the HBL Consulting Agreement for IT Support Services aligns with the Town Council's 2022 Quality Core Services Strategic Priority. HBL Consulting will provide support for 2022 project priorities including technology Improvements (migrating email to cloud and implementing Town-wide security Cameras), and strengthening public engagement by supporting IT systems including audio-visual, telephony, and IT software/hardware.

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

Approved By:

Leslie Edwards, Finance Director
Diane McBride, Interim Town Manager

Attachments:

HBL Consulting Agreement for IT Services