



MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

TO: MAYOR AND TOWN COUNCIL
FROM: DIANE McBRIDE, RECREATION DIRECTOR/ASSISTANT TOWN MANAGER
RE: HBL CONSULTING AGREEMENT FOR IT SERVICES
DATE: DECEMBER 13, 2022

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 term of the attached agreement is in effect until December 31, 2023.

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.

Exhibits outlining the scope of services and compensation schedule are included with the agreement. Exhibit A provides a description of services for PC support (130 PCs), server support (18 servers), and network management (8 locations). Exhibit B provides information regarding rate structures and compensation schedule. HBL Consulting Inc. has agreed to maintain the same monthly fees for 2023 as were agreed upon for 2022.

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

Financial Impact: Passage of the recommended motion entering into a contract with HBL Consulting will result in a monthly flat rate cost of \$8,960/month (\$107,520 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 \$138,000 has been budgeted in the General Fund, IT Support Services Contract (10-1110-4231) for 2023. This \$138,000 is also what is projected for 2022.

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 2023 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 contract for goods and services with HBL Consulting.

Approved By:

Tom Fisher, Town Manager

Leslie Edwards, Finance Director

Attachments:

Attachment 1 – HBL Consulting Agreement for IT Services