
MEMORANDUM

TO: JOSEPH F. LO BELLO, TOWN MANAGER
FROM: ANDREA DOBBINS, PROJECT COORDINATOR/RISK MANAGER
SUBJECT: INFORMATION TECHNOLOGY (IT) CONSULTING CONTRACT
DATE: 06/28/2016



BACKGROUND

Our current contract for IT Consulting Services with Essential Net Solutions (ENS) will expire on September 30, 2016 this is the end of a four year agreement. In 2012 staff issued a Request for Proposal (RFP) for IT Consulting Services. Although seven consultants requested the proposal package only one consultant, ENS, submitted a proposal package. ENS has been our IT consultant since 2008.

DISCUSSION

Since our current contract will expire soon, staff would like to present options for the Town Council on how to proceed with procuring IT services. The Town's Purchasing Policy (Resolution No. 2010-07) provides for various options as follows:

- Prepare an RFP (annual amount is over \$10,000) and solicit sealed bid responses
- Based on our past bid experience and established relationship with ENS; determine that the above procedures are not practical or advantageous to the Town and negotiate a new contract with ENS

Since 2008, ENS has provided excellent IT support and solutions for the town's network infrastructure. Staff is confident with their proven track record and ability to continue to offer us a high level of service for our IT needs. Staff would like Council to consider foregoing the bid process. Should the Council determine that the other options are not practicable or advantageous, per the Town's purchasing policy, staff will negotiate the price and terms of a new agreement. Our current contract was established as a two (2) year contract with the option to renew for one (1) additional two (2) year period for a monthly cost of \$3,200.

RECOMMENDATIONS:

Staff recommends that the Council forgo the bid process, as it is not practical or advantageous to the Town, per the purchasing policy, and authorize the Town Manager and staff to negotiate and complete a new contract with Essential Net Solutions. The new term will begin October 1, 2016.

