



COMMUNICATIONS

To: Mayor and Town Council

From: Robyn Battle, Executive Director of Community Services

Through: Harlan Jefferson, Town Manager

Re: Town Council Meeting – July 26, 2022

Agenda Item:

Consider and act upon awarding CSP No. 2022-01-A to CivicPlus, LLC, for website design and development services, and authorizing the Town Manager to execute same.

Description of Agenda Item:

The Town developed specifications and solicited proposals for the design and development of a new Town website for the Town of Prosper, including an agreement for website hosting and support services. The initial term of the contract will be one year and will automatically renew for successive one-year terms, unless terminated by either party in accordance with the terms and conditions of the agreement.

Ten proposals were received by the due date, with eight meeting the minimum technical requirements for the project. The design and development proposals ranged from \$16,985 to \$136,332, and the annual hosting and support services fees ranged from \$5,900 to \$96,000. An evaluation committee consisting of representatives from ten Town departments evaluated the proposals based on functionality and ease of use, implementation timeline, the extent to which the proposed solution exceeded the minimum requirements, references, and cost.

After completion of the evaluation process, staff recommends award to CivicPlus, LLC, as the proposal that offers the best value to the Town. CivicPlus received excellent references and is well-known for providing excellence website solutions specifically for local governments. Design, development, and implementation of the new website is expected to take approximately seven months.

Budget Impact:

The cost for website design and development is \$34,360 and the annual fee for web hosting and support services is \$14,500 for a total cost of \$48,860. Funding is available in the Communications budget from account 100-5480-10-06, Contract Services.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has reviewed the Master Services Agreement as to form and legality.

Attached Documents:

1. CivicPlus, LLC Quote/Statement of Work
2. Master Services Agreement

Town Staff Recommendation:

Town staff recommends approval of awarding CSP No. 2022-01-A to CivicPlus, LLC, for website design and development services, and authorizing the Town Manager to execute same.

Proposed Motion:

I move to award CSP No. 2022-01-A to CivicPlus, LLC, for website design and development services, and authorize the Town Manager to execute same.