



COMMUNICATIONS

To: Mayor and Town Council

From: Robyn Battle, Executive Director
Leigh Johnson, IT Director

Through: Mario Canizares, Town Manager

Re: CivicPlus Website Hosting Renewal Agreement

Town Council Meeting – June 11, 2024

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon authorizing the Town Manager to execute a renewal agreement with CivicPlus for website hosting services for an initial term of one year in the amount of \$16,990, with annual renewals for three additional years in an amount not to exceed an increase of 5% per year.

Description of Agenda Item:

The Town of Prosper entered into an agreement with CivicPlus on July 26, 2022, to design and launch the new Town website. The initial term of the agreement was for two years, and it included a provision for a 5% annual increase beginning in year 2 of service. Year 2 of the initial agreement ends in July 2024.

In April 2024, Town staff was notified that CivicPlus would be raising the Town's renewal rate by 24% at the end of our current term, effective in July 2024. The cost increase was attributed to inflation, more robust cybersecurity protections, and product enhancements. After several weeks of discussion, Town staff was able to negotiate the renewal increase down to 12%, and lock in a not-to-exceed increase of 5% for three additional years. The change in contract terms necessitates approval of a new renewal agreement.

Budget Impact:

This service is currently budgeted in the Information Technology Contract Services account 100-5480-10-06. The renewal cost for FY 2023-2024 is \$16,990, which is an increase of \$3,012 over the current annual budget for this contract. Annual renewals for three additional years will not exceed 5% per year for a total not-to-exceed cost of \$73,230.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has previously approved the attached documents as to form and legality.

Attached Documents:

1. CivicPlus Renewal Quote
2. CivicPlus Agreement – July 2022

Town Staff Recommendation:

Town Staff recommends the Town Council authorize the Town Manager to execute a renewal agreement with CivicPlus for website hosting services for an initial term of one year in the amount of \$16,990, with annual renewals for three additional years in an amount not to exceed an increase of 5% per year.

Proposed Motion:

I move to authorize the Town Manager to execute a renewal agreement with CivicPlus for website hosting services for an initial term of one year in the amount of \$16,990, with annual renewals for three additional years in an amount not to exceed an increase of 5% per year.