

MEMORANDUM

TO: MAYOR AND CITY COMMISSION

FROM: CITY ATTORNEY'S OFFICE

DATE: July 5, 2022

RE: **Agreement with Info-Tech Research Group for Information Technology Resources**

Attached hereto for your consideration is a proposed Agreement with Info-Tech Research Group (Info-Tech) for research and advisory information technology services for the City's Department of Information Technology (IT). The IT Department has utilized Info-Tech resources for over fifteen (15) years for its expertise in the area of business technology trends that help shape information technology strategy and drive real organizational value. Info-Tech's services provide access to industry research, roundtables and benchmarking, which will enable IT to make informed decisions and build professional networks as it relates to further developing the City's information technology capabilities.

Info-Tech will provide the City with services related to software reviews for emerging software to assist IT with the implementation of new initiatives and technology to develop IT strategy for the City. Specifically, Info-Tech's services will include:

- Research Services
- Tools & Templates Library
- Software Selection Content (including Selection Assistance)
- Unlimited Analyst Calls
- Contract Review & Price Benchmarking/Negotiation
- Information Technology Diagnostic & Benchmarking Programs
- Info-Tech Academy Training Platforms

In the City's previous contract with Info-Tech, the City was inadvertently designated as a "small enterprise" by Info-Tech, which represented a significant cost savings for the City. Pursuant to this new Agreement, Info-Tech has agreed to continue to offer the City the price savings granted to small enterprises and postpone the City's change in designation to a "medium/large enterprise" resulting in cost savings of \$89,166.36 over a three (3) year period.


The term of this Agreement, effective upon City Commission approval, will be for a period of three (3) years for a total cost of \$113,496.60. All terms and conditions for this purchase will be governed by federal government General Services Administration Contract GS-35F-298GA, as well as the attached service proposal. The first year's cost of \$29,824.62 for services is included in IT's FY22

budget, while the remaining cost will be subject to annual budget approval by the City Commission.

It is recommended that the City Commission approve this Agreement with Info-Tech for the procurement of research and advisory information technology services and authorize the appropriate City officials to execute all corresponding documents on behalf of the City.

Attachment

City of Lakeland
Service Proposal



Lisa Gardner
Associate Director, Member Services
lgardner@infotech.com
1-888-670-8889 ext.3629
June 17, 2022

Hi Oscar,

On behalf of our entire team at Info-Tech Research Group, I am pleased to present this proposal for IT Research and Advisory services to you and your IT department at City of Lakeland.

Info-Tech's IT Research and Advisory membership provides you with access to our powerful diagnostic tools and key research to help you systematically improve your IT department's performance.

To help you maximize the impact of your membership, we also provide an unmatched level of member service.

I welcome the opportunity to work with you and your IT executives at City of Lakeland. Should you have questions at any time, please contact me directly at your convenience.

Sincerely,

Lisa Gardner
Associate Director, Member Services
lgardner@infotech.com
1-888-670-8889 ext.3629

Info-Tech Research Group

3960 Howard Hughes Parkway
Suite 500, Las Vegas, NV, USA
89169

infotech.com

SERVICE AGREEMENT WITH INFO-TECH RESEARCH GROUP

Service Start Date: July 15, 2022 || Contract Length: 3-year

Contact: Oscar Torres

City of Lakeland

Product	Bundle Options	Description	Quantity	Subtotal	Discount	Total
Advisory Bundle /SE	See below for your selected bundle products	Advisory Bundle /SE	1.00	\$31,395.46	\$5,826.46	\$25,569.00
	Small Enterprise Advisory Membership	Unlimited analyst calls, full diagnostic access,1 combined Contract Review / Price Benchmarking and Negotiation Engagement, 1 software selection engagement	2.00			
	Reference Membership	Access to core research content - project blueprints, Info-Tech Academy, software selection content, tools and templates library	7.00	\$0.00	\$0.00	\$0.00
	Small Enterprise Advisory Membership	Unlimited analyst calls, full diagnostic access,1 combined Contract Review / Price Benchmarking and Negotiation Engagement, 1 software selection engagement	1.00	\$15,697.73	\$15,697.73	\$0.00
	Industry /SE	Deep Insights Tailored To Your Industry	1.00	\$4,977.33	\$721.71	\$4,255.62
Total Discounts:						\$22,245.90
Total:						\$29,824.62

All items stated on this document are in USD and is subject to applicable taxes.

Federal Supply Service Authorized Federal Supply Schedule Price List (GSA) - GS-35F-298GA

Payment Terms: Prompt payment terms 0%, Net 30 days

Unless otherwise stated, consulting and workshop engagements do not include travel and expenses, which will be charged in addition to the fees listed. Workshops purchased as part of membership expire without refund or credit at the end of the membership period covered by the purchase. Workshops purchased outside membership expire without refund or credit 1-year after purchase. Please work with your member services representative to select and schedule workshops prior to expiration.

Subject to applicable taxes. If your company is tax exempt, please provide a valid tax exemption certificate with the signed proposal. This Service Agreement is subject to the terms of the Federal Supply Schedule for Info-Tech, available online, including s 552.238-114 (Use of Federal Supply Schedule Contracts by Non-Federal Entities) of the GS-35F-298GA Contract Clause

Unless agreed to in writing, any customer terms, including purchase order terms and conditions, are of no force or effect. By signing this Service Agreement, you agree to pay the fees set out herein annually for the term indicated.

This proposal has a definite expiry date of July 15, 2022.

Please return this signed Service Agreement to Info-Tech by DocuSign, email lgardner@infotech.com or fax (1-519-432-2506). Please include PO if required. Thank you for your business!

The signature below affirms your commitment to pay for the services ordered in accordance with the terms of this Service Agreement and the GSA Approved Terms of Use.

If you are tax exempt, please provide tax exemption certificate.

Term Number	Invoice Date	Invoice Amount	Term Start Date	Term End Date	Notes
1	July 15, 2022	\$29,824.62	July 15, 2022	July 15, 2023	GSA Pricing. Three Advisory Seats - one complimentary as part of buy two get one free promotion. Bundle and multi-year discounts applied to all products. 3 month credit of \$2475.00 applied from current agreement for early renewal
2	May 31, 2023	\$38,657.2	July 15, 2023	July 15, 2024	55% discount on 3rd advisory seat. Bundle and multi-year discounts applied to all products.
3	May 31, 2024	\$45,014.78	July 15, 2024	July 15, 2025	10% discount on 3rd advisory seat. Bundle and multi-year discounts applied to all products.

Name _____

Signature _____

Title _____

Date _____