



# MEMORANDUM

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October 10, 2012

**TO:** Board of Mayor & Aldermen

**FROM:** Eric Stuckey, City Administrator  
Fred Banner, MIT Director

**SUBJECT: Info-Tech Engagement**

**Purpose**

The purpose of this memo is to provide information regarding the City's MIT Department's process to create a five year plan to help meet the City's requirement for technology services in the future.

**Background**

The Board of Mayor and Aldermen created the MIT department in July 2002. We have grown from an initial staff of five to seventeen today. The time has arrived for us to create policies and procedures and structure ourselves for the future. This is a task that requires outside expertise. After reviewing the offerings from five firms and calling references Info-Tech had the highest rating.

**Financial Impact**

The cost for one year of services from Info-Tech is \$10,335.00. This is a budgeted item (110.82510.41350) in the MIT current year budget. Info-Tech is also GSA certified (GS-35F-0041U).

# INFO~TECH

research group

|              |   |              |   |
|--------------|---|--------------|---|
| Account Name | City of Franklin  | Invoice Date | DD/MM/YYYY  |
| Contact Name | Fred Banner   | Invoice Date | 25/09/2012  |
| Bill To      | 109 3rd Ave S Ste 111<br>Franklin, Tennessee 37064<br>United States | Order To     | 109 3rd Ave S Ste 111<br>Franklin, Tennessee 37064<br>United States |

Document Type Invoice Invoice Number 168222

Company name Info-Tech Research Group Inc.  
 Company Address 602 Queens Ave  
 London, ON N6B 1Y8  
 Canada

| Product Description               | Line Item Description                        | GSA Eligible | Sales Price   | Quantity | Discount Amount | Total Price   |
|-----------------------------------|--|--------------|---------------|----------|-----------------|---------------|
| Predicting The Future membership. | 3 Seats (1 License) Included with Membership | No           | USD 0.00      | 1.00     | USD 0.00        | USD 0.00      |
| Silver membership                 | (Tue Sep 25 2012 to Wed Sep 25 2013)         | Yes          | USD 10,335.00 | 1.00     | USD 0.00        | USD 10,335.00 |

|                    |   |             |               |
|--------------------|---|-------------|---------------|
| HST Registration # | 87195 2784  | Subtotal    | USD 10,335.00 |
| Payment terms      | GSA # GS-35F-0041U  | Discount    | 0.00%         |
|                    | GSA Eligible products payment terms: Prompt                       | Total Price | USD 10,335.00 |
|                    | Payment: 1% on 15 Net 30  | Grand Total | USD 10,335.00 |
|                    | All other products payment terms: Payable upon receipt of Invoice |             |               |

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