

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: March 27, 2023
Subject: Grand Forks Art Gallery – Technology Agreement
Recommendation: **THAT Council instructs Staff to execute the Technology Services Agreement with the Grand Forks Art Gallery as presented.**

Purpose

For Council to review the Technology Services Agreement with the Grand Forks Art Gallery and consider asking Staff to enter into the agreement.

Background

The Grand Forks Art Gallery Society and the City of Grand Forks entered into a 5 year Technology Services Agreement in 2018 regarding the City providing limited technology hardware. (a copy of the current agreement is attached)

Gallery 2 at that time was in the process of upgrading their phone system and network equipment, and applied for various grants to offset some of the costs, but were unable to purchase the desired system on their own.

The City also operates the HVAC system in the Gallery 2 building, which, at that time, could also benefit from a networking upgrade. As such, a partnership between the two organizations was desirable as it would reduce costs to the City and provide Gallery 2 with the necessary tools to become more efficient and productive. To achieve this goal, the City procured the various networking devices up front that were not grant funded, while the Gallery committed to making annual payments towards the equipment and device licences.

This model was so successful that the agreement was amended two more times to add items that were required due to additional organizational requirements at the Gallery 2 facility, while adjusting the annual fees accordingly.

The attached proposed Technology Services Agreement for 2023-2028 includes those amendments and updated corresponding prices for today's market costs.

Highlights of the proposed agreement:

- Term (s.2) – 5-year term, in line with the previous agreement.
- Termination (s. 6) – 12 months termination language for both parties. If exercised, this would allow either party to make necessary arrangements to change equipment/services as needed while having a full year to accomplish this task.
- Annual Review (s. 9) – annually the parties will meet and review the needs for the following year. Similar language is included in other IT agreements with SD51 to allow for potential changes as part of the annual budget process.

- Fees (Schedule A) – fee schedule allows for provisions to adjust annual fee structure in line with potential fluctuating costs due to US currency exchange or global economic challenges. 10-year anticipated costs are shown to allow for long term asset replacement planning as some assets have a longer life expectancy than others and some are planned to be phased out altogether.
- Services (Schedule A) – outlines replacement costs, life expectancy, annual costs, as well as anticipated replacement year for core network equipment and wireless access points; as well as annual phone system licencing and hardware support contract costs.

Gallery 2 has also provided a support letter (attached) in regard to the proposed agreement as it would continue to support Gallery 2 with predictable technology costs, while providing phone system and network infrastructure that would otherwise not be attainable to the organization.

Benefits or Impacts

General

Updated Agreement with Gallery 2 regarding Technology Services.

Finances

- Annual revenue from Gallery 2 to fund the previous expenses.

Strategic Impact

N/A

Risk Assessment

Compliance: Agreement with Gallery 2

Risk Impact: Low

Internal Control Process: Same agreement as in previous 5 years to partner on enhancing service delivery and efficiencies.

Next Steps / Communication

- Complete agreement

Attachments

- Support letter from Gallery 2
- Proposed agreement for 2023-2028.
- Current Agreement 2018-2023.

Recommendation

THAT Council instructs Staff to execute the Technology Services Agreement with the Grand Forks Art Gallery as presented.

Options

1. Council could choose to not support the partnership with Gallery 2 or make amendments to the proposed agreement.

Report Approval Details

Document Title:	230327 - Grand Forks Art Gallery - Technology Agreement .docx
Attachments:	<ul style="list-style-type: none">- 2022-03-01 Technology Agreement LOS.docx- Gallery 2 Contract - IT equipment 2023-2028 v2.docx- Grand Forks Art Gallery Society - Technology Funding Agreement April 1, 2018.pdf
Final Approval Date:	Mar 20, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Duncan Redfearn was completed by assistant Daniel Drexler

Duncan Redfearn