



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 6*a

Title:	Recommendation to approve a one-year agreement with Four Kitchens, LLC for \$42,000
Presenters:	Penny Lancor, Enterprise Applications Manager

Meeting: Government Operations Committee

Date: September 6, 2022

Proposed Cost: \$42,000

Budgeted Amount: \$43,720

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City maintains several websites as part of its mission to provide services to the community. These websites convey important information to the public, deliver online services to residents and enable collaboration among City staff. There are three core websites that the City maintains: the main City website (www.stcharlesil.gov), the City codebook, and an intranet site.

To meet the City’s needs for website technical support, beginning in November 2019 the Information Systems Department contracted with a services provider – Four Kitchens (previously known as Advomatic). The support provided by Four Kitchens has met the City’s needs, and staff would like to continue with their scope of services. The cost remains the same as in previous years.

The proposed scope of services that Four Kitchens will provide includes maintaining security updates to City website software, technical support to IS Department staff, and support for staff who maintain content on the City’s websites. The proposed one-year agreement with Four Kitchens, at the same cost as the previous agreement, covers November 2022 through October 2023.

Support	Cost
stcharlesil.gov	\$34,200
Codebook	\$2,400
iNet	\$2,400
10 urgent support hours	\$3,000
Total:	\$42,000

This agenda item is recommended for approval by an omnibus vote due to the fact that it is a budgeted item, the cost is under budget, and it is a continuation of an agreement with an established City services provider.

Attachments *(please list):*

none

Recommendation/Suggested Action *(briefly explain):*

Approve a one-year contract for website support services to Four Kitchens, LLC. for a not-to-exceed cost of \$42,000.