



**Executive Business Consulting (EBC)**  
Contract w/Town of Mason, TN  
05/01/2026

## **INFORMATION TECHNOLOGY SERVICES AGREEMENT**

This Information Technology Services Agreement (the "Agreement") is entered into as of April 1, 2026, by and between Executive Business Consulting (EBC), located at 3317 Wood Plank Rd. Ste 204, Memphis, TN 38119 ("Consultant"), and the Town of Mason, TN ("Town").

### **1. PURPOSE**

The Consultant is engaged in providing technology and service-based solutions designed to enhance the Town's technological infrastructure and service delivery to its citizens.

### **2. SCOPE OF SERVICES**

The Consultant shall perform the following services (the "Services"):

- **Social Media Management:** Facebook profile updates, content maintenance, and event photography for social posting.
- **Meeting Support:** Attend and provide support for Town Board Meetings, Planning Meetings, and Townhall Meetings.
- **Application & Vendor Support:**
  - Liaising with third-party application vendors.
  - Managing the relationship and support for surveillance systems (Just-N-Case Security).
  - Troubleshooting incidents/problems that cannot be resolved remotely by vendors.
- **Procurement:**
  - Desktop and laptop configuration for new employees.
  - Strategic recommendations for hardware and software procurement.

### **3. SERVICE LEVEL AGREEMENT (SLA)**

For onsite support requests, the Consultant guarantees a response and commencement of resolution within twenty-four (24) hours of notice.

### **4. COMPENSATION AND PAYMENT TERMS**

In consideration for the Services, the Town agrees to the following payment structure:

- **Monthly Service Fee:** The Town shall pay the Consultant a firm monthly fee of \$1,000.00 for the duration of this Agreement.

- **Arrears/Previous Balance:** The parties acknowledge an outstanding balance of \$10,000.00 from previous invoices. The Town shall pay this balance in monthly increments of \$500.00 until paid in full.
- **Total Monthly Remittance:** Starting April 1, 2026, the total monthly payment will be \$1,500.00 (\$1,000 for current services + \$500 for arrears) until the previous balance is satisfied.

## **5. GENERAL TERMS**

The contractual amount is firm for the duration of the contract and constitutes the entire compensation due to the Consultant for the performance of the obligations outlined herein.

### **TERM OF CONTRACT**

This Contract with the Town of Mason is for two (2) years and begins on May 1<sup>st</sup>, 2026.

### **TERMINATION**

#### **a. Termination by Mutual Agreement**

This Contract may be terminated by mutual consent of both parties executed in writing.

### **FORCE MAJEURE**

Neither party shall be held responsible for delay or default caused by fire, riot, terrorism, acts of God or war if the event is beyond the party's reasonable control and the affected party gives notice to the other party promptly upon occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default.

### **WORK PRODUCT**

All work products, equipment or materials created for Town of Mason or purchased by Town of Mason under this Contract belong to Town of Mason and must be immediately delivered to Town of Mason at Town of Mason request upon termination of this Contract.

### **CONFIDENTIALITY**

Executive Business Consulting (EBC) shall not use or disclose any information it receives from Town of Mason under this Contract that Town of Mason has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this Contract or as authorized in advance by Town of Mason...

### **INDEPENDENT ENTITY**

Executive Business Consulting (EBC) is an independent entity under this Contract and is not a Town of Mason employee for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the Tennessee

Unemployment Compensation Law and the Tennessee Workforce Safety and Insurance Act. Executive Business Consulting (EBC) retains sole and absolute discretion in the manner and means of carrying out activities and responsibilities under this Contract, except to the extent specified in this Contract.

**SEVERABILITY**

If any term of this Contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms is unaffected and, if possible, the rights and obligations of the parties are to be construed and enforced as if the Contract did not contain that term.

**EXECUTION**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first above written.

**EXECUTIVE BUSINESS CONSULTING (EBC)**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Town of Mason**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_