



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2018-0594

**TO:** Mayor and City Council Members

**FROM:** Joe Snyder, Chief Financial Officer  
Kevin Krajewski, Director Management Information Systems

**DATE:** December 10, 2018

**SUBJECT:** JDE Consulting and Support Services

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**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for JDE Consulting and Support Services in the amount of \$57,000.00 for a new not-to-exceed amount of \$69,000.00 through May 31, 2020.

**REASON FOR PURCHASE:**

The City solicited quotes for JDE Consulting and Support Services in 2015 and received two responses. Of the responses received JDEvolution was selected as the lowest, responsive, responsible bidder. JDEvolution has been providing support services to the City over the past three (3) years for smaller projects that include writing of new reports, assisting with system issues during open enrollment process, creating interfaces between systems when new software is purchased etc. The City has been very satisfied with the services received from JDEvolution.

The requested increase to the blanket purchase order is due to a recently vacated position within the Management Information Systems Department leaving a need for JDE support services for city departments. It is expected that JDEvolution will assist the City with as needed consulting and support services over the next two years. The City will be required to upgrade their financial system at some point in 2019 and JDEvolution services will be required to assist the City through that process. At this time, we feel that the requested amount will cover needed services during the contract term, however there may be a need to come back for an increase in the blanket should the upgrade project be more involved than initially anticipated.

JDEvolution is qualified to assist the City with these services. The main project contact is very familiar with the way in which the City operates and understands our system setup extremely well.

**PROCESS:**

**Vendor Name and Address:**

JDEvolution, LLC  
3205 Beth Drive  
Flower Mound, TX 75022

**Reason for Selection:**

Lowest, responsive responsible bidder

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2019 Adopted Budget and FY 2020 Projected Budget

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	Remaining Budget
General Fund	233.801000	Professional Services	\$22,000	\$18,000	\$4,000
General Fund	171.801000	Professional Services	\$26,000	\$6,000	\$20,000
MIS	636.801000	Professional Services	\$45,000	\$45,000	\$0
		<b>Total</b>	<b>\$93,000</b>	<b>\$69,000</b>	<b>\$24,000</b>

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for JDE Consulting and Support Services in the amount of \$57,000.00 for a new not-to-exceed amount of \$69,000.00 through May 31, 2020.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		