



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2017-0177

TO: Mayor and City Council Members

FROM: Joe Snyder, Chief Financial Officer
Kurt Dawson, Director of Assessing

DATE: April 17, 2017

SUBJECT: Cash Receipting System

REQUEST:

City Council is requested to approve a project budget for the purchase of a Cash Receipting Software Solution to BS&A Software, Bath, Michigan and other vendors as appropriate in the amount of \$90,000.00 and authorize the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

An updated cash receipting system will improve the City's cash receipting process by creating efficiencies throughout the City but especially in the Treasury and Building Departments, expediting the processing of payments, eliminating the current duplication of receipting tasks, integrating all Treasury specific software thereby eliminating manual entry of deposits and also eliminating the need for the AS-400 software platform. This software can provide our desired centralized receipting connectivity with our remote sites that include the Museum, City Parks, and Rochester Avon Recreation Authority (RARA).

The City's Cash Receipting software system is a custom developed system, written and maintained by one MIS staff member. Any updates, problems, requested reports for information, and patches require custom programming to the existing system.

The project budget requested consists of funds needed to purchase any required hardware, the cash receipting software solution, travel, training, out of pocket expenses for the vendor.

The City issued Request for Proposals utilizing the MITN system and one (1) proposal response was received. This is the second time the City has issued this proposal and has only received one (1) response from the same vendor each time it was issued. Purchasing conducted research with other vendors that had downloaded the document and from other vendors it found via a web search. In each case the vendors commented that the reason for not responding to the RFP was that their cash receipting solution was not a standalone module that could integrate with the City's other systems. Based on this information an evaluation committee consisting of staff from Accounting, Fiscal, Treasury, Assessing and MIS evaluated the response received and subsequently conducted an interview with the vendor. BS&A Software is recommended for award based on the ability for their system to integrate into the City's other financial, Assessing, DPS, and Building software for permitting, invoicing, etc the City is currently using as well as overall cost.

PROCESS:

Vendor Name and Address:

BS&A Software
14965 Abbey Lane
Bath, MI 48808

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2017 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS Fund	636.980000	Office Equipment	\$400,000	\$90,000	\$310,000

RECOMMENDATION:

It is recommended that City Council approve a project budget for the purchase of a Cash Receipting Software Solution to BS&A Software, Bath, Michigan and other vendors as appropriate in the amount of \$90,000.00 and authorize the Mayor to execute a contract on behalf of the City.

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