



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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

Legislative File No: 2019-0259

TO: Mayor and City Council Members

FROM: Kevin Krajewski, Director Management Information Systems

DATE: June 17, 2019

SUBJECT: Website Re-Design, Development, Hosting, Maintenance and Support Services

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for the re-design and development for the City's website to Revise Government Websites, Troy, Michigan in a not-to-exceed project budget amount of \$39,000.00.

REASON FOR PURCHASE:

The City issued a Request for Proposal for website re-design, development, hosting, maintenance and support services utilizing the MITN System receiving nine (9) proposal responses. A committee comprised of staff from Building, DPS/Eng, Mayor's Office, MIS, Planning, and Purchasing evaluated the responses received. The criteria identified in the Request for Proposals included experience/qualifications, comparable projects, methodology, capacity to perform required services, security, and cost proposal. Based on the evaluation of responses received, the committee shortlisted proposers and requested interviews/demonstrations of their site functionality from three (3) firms that were determined to provide the overall best value to the City. During these interviews/demonstrations vendors discussed their approach to the re-design process, administrative functionality of their website, staff experience, and comparable projects they have completed. Based on these interviews and demonstrations, the committee unanimously selected Revize Government Websites as the vendor providing the best value based on their past project experience, design approach, staff qualifications, competitive cost proposal and overall best value proposal offering to the City.

The lowest cost proposal was interviewed and as part of that process, it was apparent to the committee that their site is one that is not as progressive as the others that were viewed and it was felt that the lower cost offering was due to the limited updates they apply to their site to keep it up to date with changes.

The requested project budget amount includes the cost for project planning and analysis, design, development, data migration, testing and training and the first year's annual hosting, software update, maintenance, support and SSL Certificate cost. Each additional year hosting will be billed to the City at the cost of \$3,900.00.

PROCESS:

Vendor Name and Address:

Revize Government Websites
1890 Crooks Road
Troy, MI 48084

Reason for Selection:

Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2019 Adopted Budget.

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|-----------|-----------------------|---------------------------------------|---------------|----------|------------------|
| MIS | 636.980000 | IS-02B: City Website Upgrade Schedule | \$39,000 | \$39,000 | 0 |
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RECOMMENDATION:

It is recommended that the Rochester Hills City Council hereby authorizes a blanket purchase order/contract for the re-design and development for the City's website to Revise Government Websites, Troy, Michigan in a not-to-exceed project budget amount of \$39,000.00 and further authorizes 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 | | |

Contract Reviewed by City Attorney Yes N/A