



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: 2019-0437

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: October 7, 2019
SUBJECT: Annual Software Subscription Fees for City’s Legislative Tracking System, Legistar

REQUEST:

City Council is requested to authorize a blanket purchase order for annual software subscription fees for the City’s Legislative Tracking System, Legistar to Granicus, Inc., Denver, Colorado in the amount not-to-exceed \$31,874.87 through October 31, 2021.

REASON FOR PURCHASE:

Legistar is the software that is utilized for the City’s Legislative Tracking System. Legistar is a proprietary software owned by Granicus, Inc. and an annual subscription fee is required to be paid in order to utilize the software. Granicus provided the City with a proposal for the new contract term, which included a request for a 7% annual increase. The City negotiated with Granicus and was able to secure a 3% annual increase, which is in line with market and typical increases being realized in software contracts. The City has been utilizing Legistar for several years and is currently satisfied with the software and services received.

PROCESS:

Vendor Name and Address:

Granicus Inc.
1999 Broadway #3600
Denver, CO 80202

Reason for Selection:

Single Source

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2020 Adopted Budget and FY 2021 Proposed Budget.

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|-------------------------|-----------------------|-------------------------|--------------------|--------------------|--------------------|
| General Fund - Clerks | 215.801000 | Professional Services | \$34,500.00 | \$25,874.89 | \$8,625.11 |
| General Fund - Planning | 401.801000 | Professional Services | \$8,000.00 | \$5,999.98 | \$2,002.02 |
| | | TOTAL | \$42,500.00 | \$31,874.87 | \$10,625.13 |

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for annual software subscription fees for the City's Legislative Tracking System, Legistar to Granicus, Inc., Denver, Colorado in the amount not-to-exceed \$31,874.87 through October 31, 2021.

| 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