



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: 2021-0169

**TO:** Mayor and City Council Members

**FROM:** Kevin Krajewski, Director Management Information Systems

**DATE:** April 29, 2021

**SUBJECT:** Annual Support and Software Maintenance for Equalizer Software Products

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**REQUEST:**

City Council is requested to authorize a purchase in the amount not-to-exceed \$29,672.00 for annual support and software maintenance for the City's Equalizer - Building, Field Inspection, Assessing, Tax, Special Assessments, Misc. Receivables and Cash Receipting Software to BS&A Software, Bath, Michigan from May 1, 2021 through May 1, 2022.

**REASON FOR PURCHASE:**

The City utilizes BS&A to provide its Equalizer application suite consisting of modules for Assessing, Taxation, Special Assessments, Misc. Receivables, Building and Cash Receipting.

The software is proprietary and the annual support and maintenance purchase is for the period of: EQ-

EQ-Permit Application Submission  
EQ-Cash Receipting System  
EQ-General Ledger/Budgeting System  
EQ-Field Inspection System  
EQ-Community Development System  
EQ-Assessing System  
EQ-Miscellaneous Receivables System  
EQ-Special Assessment System  
EQ-Tax System

**PROCESS:**

**Vendor Name and Address:**

BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

**Reason for Selection:**

Sole Source/Proprietary Software

**Method of Purchase:**

Purchase Order

**BUDGET:**

Funding is included in the FY 2021 Adopted Budget

| <b>Fund Name</b> | <b>Department Account No</b> | <b>Account No. Description</b> | <b>Budget Amount</b> | <b>Cost</b> | <b>Remaining Budget</b> |
|------------------|------------------------------|--------------------------------|----------------------|-------------|-------------------------|
| MIS              | 636.934000                   | Maintenance-Software           | \$31,440.00          | \$29,672.00 | \$1,768.00              |
|                  |                              |                                |                      |             |                         |
|                  |                              |                                |                      |             |                         |

**RECOMMENDATION:**

It is recommended that City Council authorize a purchase in the amount not-to-exceed \$29,672.00 for Annual Support and Software Maintenance for the City's Equalizer - Building, Field Inspection, Assessing, Tax, Special Assessments, Misc. Receivables and Cash Receipting Software to BS&A Software, Bath, Michigan.

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| <b>APPROVALS:</b>                                | <b>SIGNATURE</b> | <b>DATE</b> |
|--|------------------|-------------|
| Department Review                                |                  |             |
| Department Director                              |                  |             |
| Budget Content:<br>Chief Financial Officer       |                  |             |
| Purchasing Process:<br>Supervisor of Procurement |                  |             |
| Mayor  |                  |             |
| Deputy Clerk                                     |                  |             |

Contract Reviewed by City Attorney       Yes       N/A