



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: 2022-0562

**TO:** Mayor and City Council Members  
**FROM:** Leanne Scott, City Clerk  
**DATE:** February 6, 2023  
**SUBJECT:** State of Michigan Vital Records Agreement

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**REQUEST:**

City Council is requested to authorize a blanket purchase order for payment to the State of Michigan for the use of the Vital Records System through the Michigan Department of Health and Human Services in the amount not-to-exceed \$4,000.00 for a five year contract term (to expire September 30, 2027) and further authorizes the Mayor to execute the agreement on behalf of the City.

City Council is requested to waive Section 2-273(b), the 3-year requirement for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City to allow a 5-year contract.

**REASON FOR PURCHASE:**

The State of Michigan operates and maintains a computer application for the management of birth record information for all registered births in the State of Michigan. This system allows users to search, view, update, edit, print and generate certified copies of birth record images and birth facts and is used as a tool by the Clerk's office to conduct their official duties regarding vital records services.

**PROCESS:**

**Vendor Name and Address:**

The State of Michigan Department of Health and Human Services  
235 S. Grand Avenue, Suite 1201  
Lansing, MI 48933

**Reason for Selection:**

Contractual

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2023 Adopted Budgets and the FY 2024-2027 Projected Budgets.

Fund Name	Department Account No	Account No. Description	5-Year Budget Amount	5-Year Cost	Remaining Budget
General Fund	215.801000	Professional Services	\$8,000	\$4,000	\$5,000

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order for payment to the State of Michigan for the use of the Vital Records System through the Michigan Department of Health and Human Services in the amount not-to-exceed \$4,000 for a five year contract term (to expire September 30, 2027) and further authorizes the Mayor to execute the agreement on behalf of the City.

It is also recommended that City Council waive Section 2-273(b), the 3-year requirement for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City to allow a 5-year contract.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A