



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2018-0594 Version 2

TO: Mayor and City Council Members

FROM: Joe Snyder, Chief Financial Officer
Kevin Krajewski, Director Management Information Systems

DATE: April 22, 2019

SUBJECT: JDE Consulting and Support Services

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for JDE Consulting and Support Services in the amount of \$111,000.00 for a new not-to-exceed amount of \$180,000.00 through May 31, 2020.

REASON FOR PURCHASE:

At the December 10, 2018 Meeting, City Council authorized an increase to the blanket for JDE Consulting and support services. That request was due to a position that had been vacated within the Management Information Systems (MIS) Department leaving a need for additional JDE technical support services for the MIS department. In addition to the regular development work this contract is designed to support, the City ran into some unanticipated issues when it came to year-end processing and reporting changes. These changes needed to be made based on changes in legal requirements, and other system maintenance issues that required addressing.

The City also has a Financial Software System Upgrade project needed in FY 2019. An additional consulting firm will be selected through the RFP process that will perform the actual upgrade to the system. This consulting contract with JDEvolution will also assist the City staff through the upgrade process working alongside the selected upgrade consultant and our internal staff as our internal software and process expert.

Based on these factors, the City is needing an increase in the blanket purchase order to allow us to have the support needed available throughout the remainder of the contract term.

JDEvolution is qualified to assist the City with these services. The main project contact is very familiar with the way in which the City operates and understands our system setup extremely well.

PROCESS:

Vendor Name and Address:

JDEvolution, LLC
3205 Beth rive
Flower Mound, TX 75022

Reason for Selection:

Lowest, responsive, responsible bidder

Method of Purchase:
Blanket Purchase Order

BUDGET:

Funding is included in the FY 2019 Adopted Budget and FY 2020 Projected Budget.

Additional components of the Financial Software System Upgrade capital project will be presented for City Council approval later in FY 2019.

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	2-Year Remaining Budget
General Fund	171.801000	Mayor / Professional Services	\$26,000	\$6,000	\$20,000
General Fund	201.801000	Accounting / Professional Services	\$4,000	\$4,000	\$0
General Fund	233.801000	Human Resources / Professional Services	\$25,000	\$25,000	\$0
MIS Fund	636.801000	MIS / Professional Services	\$45,000	\$45,000	\$0
MIS Fund	636.980000	MIS / Capital - Office Equipment	\$100,000	\$100,000	\$0
TOTAL			\$200,000	\$180,000	\$20,000

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for JDE Consulting and Support Services in the amount of \$111,000.00 for a new not-to-exceed amount of \$180,000.00 through May 31, 2020.

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