



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: 2023-0198

**TO:** Mayor and City Council Members  
**FROM:** Rochelle Lyon, Information Systems Director  
**DATE:** May 8, 2023  
**SUBJECT:** Annual Support and Software Maintenance for Equalizer Software Products

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**REQUEST:**

City Council is requested to authorize a blanket purchase order in the amount not-to-exceed \$30,272.00 for annual support and software maintenance for the City's Equalizer - Building, Assessing, Tax, Special Assessments, Misc. Receivables and Cash Receipting Software to BS&A Software, Bath, Michigan from May 1, 2023 through May 1, 2024.

**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 May 1, 2023 through May 1, 2024 for the following applications:

- EQ-Permit Application Submission
- EQ-Cash Receipting System
- EQ-General Ledger/Budgeting 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:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2023 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.934000	Maintenance-Software	\$30,500	\$30,272	\$228

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order in the amount not-to-exceed \$30,272.00 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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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