



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: 2014-0471

TO: Mayor and City Council Members
FROM: Kurt Dawson, Assessing and Treasury Departments
Scott Cope, Building Department
DATE: November 10, 2014
SUBJECT: Assessing, Treasury, and the Building Departments' Public Records Website Hosting

REQUEST:

City Council is requested to authorize a contract for public records website hosting services to CivicPlus, Manhattan, Kansas, in the amount not-to-exceed \$29,064.00 through December 31, 2017 and further authorizes the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

The City of Rochester Hills' website currently provides limited information from the Assessing, Treasury and Building Departments to our customers via a page known as Property Tax Lookup which can be accessed from the City's website www.rochesterhills.org. The Property Tax Lookup page is the second most popular page on the website after the Home page. The services provided under the new website hosting will provide for improvement in each department:

- Assessing Department – Services will expand the information that is currently being provided over the internet. The information will include additional building details, electronic drawings of structures, and the potential for photographs in the future. As customers become aware that the expanded information and drawings are available online, telephone and counter traffic will be reduced, thereby allowing department staff to work on additional projects.
- Treasury Department - Services will provide improved payment status information to the website users for property taxes, special assessments and miscellaneous billings. Payments will be updated automatically and in real-time as payments are posted by Treasury, thus eliminating the need for staff to manually create exports of data and then import the data into the city's website on a daily basis as currently being done to keep information up to date.
- Building Department - Services will allow customers to get the latest information on the status of their permit application, the ability to view inspection results and verify the status of an ordinance compliance issue. As customers take advantage of this service, the number of calls and questions handled by department service staff should be reduced and allow them to focus on serving customers in other ways.

The City of Rochester Hills solicited competitively sealed proposals from qualified and experienced firms to host the public records website using the MITN system.

One proposal was received and reviewed by a committee consisting of staff from Assessing, Treasury, Building and MIS departments. It was determined the proposal received from CivicPlus was responsive, responsible and best value based upon their qualifications and experience. The City negotiated pricing with CivicPlus to ensure the needs of all departments were included.

CivicPlus has provided similar services to the City for its website hosting for the past few years and the City has been very satisfied with the services provided.

PROCESS:

Vendor Name and Address:

CivicPlus, Inc.
 317 Houston Street, Suite #
 Manhattan, KS 66502

Reason for Selection:

Best Value

Method of Purchase:

Contract

BUDGET:

Funds are included as part of the FY 2015 Adopted and 2016-2017 Projected Budgets.

Fund Name	Department Account No	Account No. Description	2015-2017 Budget Amount	2015-2017 Cost	Remaining Budget
101 - General Fund	209 - Assessing	801000 - Professional Services	\$13,500	\$9,688	\$3,812
101 - General Fund	253 - Treasury	801000 - Professional Services	\$13,500	\$9,688	\$3,812
101 - General Fund	371 - Building	801000 - Professional Services	\$13,500	\$9,688	\$3,812
		2015-2017 TOTAL	\$40,500	\$29,064	\$11,436

RECOMMENDATION:

It is recommended that City Council authorize the award of a contract for the public website hosting services to CivicPlus, Manhattan, Kansas in the amount not-to-exceed \$29,064.00 through December 31, 2017 and further authorizes the Mayor to execute the contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		