



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: 2017-00549

**TO:** Mayor and City Council Members

**FROM:** Scott Cope, Director of Building/ Facilities  
Laurie Taylor, Director of Assessing  
Joe Snyder, Chief Financial Officer

**DATE:** December 4, 2017

**SUBJECT:** Third Party Website Hosting

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**REQUEST:**

City Council is requested to authorize the issuance of a blanket purchase order / contract for Third Party Website Hosting Services to BS&A Software, Bath, Michigan in the amount not-to-exceed \$67,785.00 through December 31, 2020.

**REASON FOR PURCHASE:**

The City of Rochester Hills' website currently provides information from the Assessing, Treasury, and Building Departments to our customers via a page known as Permits & Property Data Lookup, which is accessible from the City's website [www.rochesterhills.org](http://www.rochesterhills.org). The Permits & Property Data Lookup page is the second most popular page on the website after the Home page. BS&A is a well-known provider of local government software and website hosting, as a result, many of our customers are familiar with the website layout. The Services provided under the website hosting will provide for improvement in each department:

- Assessing Department – Services will continue to provide the information that is accessible over the internet. The information will include building details, electronic drawings of structures, and photographs. Most of our customers are aware that the information and drawings are available online; as a result, we have experienced a reduction in telephone and counter traffic, thereby allowing department staff to work on additional projects.
- Treasury Department – Services will continue to provide payment status information to the website user for property taxes, special assessments, and miscellaneous billings. Payments will continue to be updated automatically and in real-time as payments are posted by Treasury. The website Cash Receipt module will allow for the acceptance of permit fees via the internet. This software will provide seamless integration with Treasury's current Tax, Miscellaneous Receivable, Special Assessment and Cash Receipting BS&A applications.
- Building Department – Services will allow customers to apply and pay for permits via the online permitting and cash receipting modules. Thereby eliminating the need to visit City Hall to obtain a permit. Customers can obtain the latest information on the status of their permit application, the ability to view inspection results, and can verify the status of an ordinance compliance issue via the internet. As customers take advantage of this service, the level of customer service will increase. Call volumes and counter traffic will also decrease.

The City issued Request for Proposals utilizing the MITN system and one (1) proposal response was received. A committee consisting of staff from Building, Treasury, Assessing, and MIS evaluated the proposal. The committee is recommending BS&A for the award based on their ability to provide the services specified and

their capacity to integrate into the City's financial software for cash receipting providing the best value for the City.

BS&A has performed similar services previously in a professional and satisfactory manner.

**PROCESS:**

**Vendor Name and Address:**

BS&A Software  
 14965 Abbey Lane  
 Bath, MI 48808

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2018 Adopted Budget and the FY 2019 and FY 2020 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
General Fund	209.801000	Assessing – Professional Services	\$15,000	\$13,650	\$1,350
General Fund	253.801000	Treasury – Professional Services	\$15,000	\$13,650	\$1,350
General Fund	371.801000	Building – Professional Services	\$45,000	\$40,485	\$4,515
<b>Total</b>			<b>\$75,000</b>	<b>\$67,785</b>	<b>\$7,215</b>

**RECOMMENDATION:**

It is recommended that City Council approve a project budget for Third Party Website Hosting to BS&A Software, Bath, Michigan in the amount not to exceed \$67,785.00 for a three-year term and authorize the Mayor to execute a contract on behalf of the City.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		