



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: 2024-0166

TO: Mayor and City Council Members

FROM: Rochelle Lyon, Information Systems Director
Mike Viazanko, Director Building/Facilities/Ordinance

DATE: April 8, 2024

SUBJECT: Annual Support and Software Maintenance for Equalizer Software Products and Website Hosting Fees for Assessing, Treasury, and Building Department for Permit and Property Data Lookup

REQUEST:

City Council is requested to authorize a blanket purchase order for annual support and software maintenance for the City's Equalizer – Building, Assessing, Tax, Special Assessments, Misc. Receivables and Cash Receipting Software, and website hosting fees for Assessing, Treasury, and Building Department for Permit and Property Data Lookup in the amount not-to-exceed \$90,000.00 for a one-year period.

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, 2024 through April 30, 2025 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.

Additionally, the City utilizes BS&A website hosting services to allow customers to look up Permit and Property Data via the City's website. One of the benefits of the website hosting is the ability for the Building Department to allow online permit applications. The cost to the City is \$2.00 per application.

PROCESS:

Vendor Name and Address:

BS&A Software
14965 Abbey Lane
Bath, MI 48808

Reason for Selection:

Proprietary Software

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 204 Adopted Budget

If approved by City Council, a 2nd quarter budget amendment will be presented to increase the Building Department expense for online permit application fees.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund - Assessing	209.801000	Professional Services	\$5,000	\$5,000	\$0
General Fund - Treasury	253.801000	Professional Services	\$8,000	\$8,000	\$0
General Fund - Building	371.801000	Professional Services	\$20,000	\$45,183	(\$25,183)
MIS	636.934000	Maintenance - Software	\$125,000	\$31,817	\$93,183
		Total	\$158,000	\$90,000	

RECOMMENDATION:

City Council is requested to authorize a blanket purchase order for annual support and software maintenance for the City's Equalizer - Building, Assessing, Tax, Special Assessments, Misc. Receivables and Cash Receipting Software, and website hosting fees for Assessing, Treasury, and Building Department for Permit and Property Data Lookup in the amount not-to-exceed \$90,000.00 for a one-year period.

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