



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2024-0020

TO: Mayor and City Council Members
FROM: Joe Snyder, Chief Financial Officer
DATE: January 22, 2024
SUBJECT: Budgeting Software

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for the purchase and implementation of a Budgeting Software Solution project budget in the amount of \$217,897.00 and further authorizes the Mayor to execute an agreement on behalf of the City. The requested project budget includes maintenance and support fees for years 2-5 (\$158,397.00), to be paid from this blanket purchase order in future years.

City Council is requested to waive Section 2-273(b) the 3-year requirement for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City to allow a 5-year contract.

REASON FOR PURCHASE:

The City of Rochester Hills issued a Request for Proposals utilizing the MITN system for the purchase of a budgeting software solution that includes training and ongoing support and maintenance. Ten (10) proposal responses were received and evaluated by a committee consisting of staff from the Finance, MIS, and Facilities Departments. From the proposal responses received, the committee shortlisted to three (3) firms and interview/software demonstrations were requested.

The interview/demonstration consisted of a two (2) hour meeting for each proposer to demonstrate the functionality that was identified in the RFP from the City, along with answering questions and providing answers to the evaluation committee. Based on the interviews and demonstrations, the evaluation committee finalized scoring based on the criteria outlined in the RFP document and IGM Technology Corp was the highest ranked vendor and is being recommended for award of this project based on their experience and qualifications, understanding of the project, proposed application, management plan for implementation of software, ease of use, training and support and overall best value cost.

This cloud-based system will allow Fiscal to streamline and enhance the budget process, including the City's Capital Improvement Plan (CIP), personnel calculations, as well as the transparency of the of the Proposed and Adopted Budget Plan. Currently, the Technical Appendix Budget (line-item detail) is created on multiple Excel spreadsheets which each need to be updated manually, leaving room for errors and a significant amount of staff time to double and triple check formulas. The Budget Plan book is currently created utilizing Word with embedded Excel spreadsheets. Word can be very difficult to customize for an application such as a 360+ page document. This new software will eliminate the need for multiple documents and contain all budget details (including CIP, Personnel costing, and long-term financial planning) in one central place, making it easier to use and share data.

IGM Technology’s data visualization software helps build transparency and trust by communicating data in an easy to understand, visual format fully integrated within the platform. The software presents data via descriptive text, informational popups, charts, and graphs. The built-in searching, filtering, and sorting features make it easy to quickly find the information that you are looking for. IGM Open Data’s comprehensive solution helps agencies drive accountability, make data more useful, engage the public, and promote strategic objectives.

PROCESS:

Vendor Name and Address:

IGM Technology Corp.
 318-77 McMurrich St.
 Toronto, ON M5R 3V3

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2024 Adopted Budget, as well as the FY 2025-2028 Projected Budgets

Fund Name	Department Account No	Account No. Description	5-Year Budget Amount	5-Year Cost	5-Year Remaining Budget
General Fund	171.801000	Professional Services	\$300,000	\$217,897	\$82,103

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for the purchase and implementation of a Budgeting Software Solution project budget in the amount of \$217,897.00 and further authorizes the Mayor to execute an agreement on behalf of the City. The requested project budget includes maintenance and support fees for years 2-5, which will be paid from this blanket purchase order yearly in future years.

It is further recommended, that City Council waive Section 2-273(b) the 3-year requirement for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City to allow a 5-year contract.

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