

**Proposal for:**  
**Pittsfield Charter Township, Washtenaw County MI**

**June 21, 2022**

**Quoted by: Dan J. Burns, CPA**

**Software and Services for BS&A Cloud Upgrade**



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

## Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices listed are estimates based on information currently available.

### Upgrade - Cloud Modules

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#### Financial Management

General Ledger	\$8,325
Accounts Payable	\$6,950
Cash Receipting	\$6,950
Accounts Receivable	\$6,950
Fixed Assets	\$6,950
Utility Billing (approximately 7,800 utility accounts)	\$7,020

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#### Community Development

Building Department	\$10,925
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#### Property

Assessing	\$6,125
Tax	\$5,025
Delinquent Personal Property	\$1,785
Special Assessment	\$2,805

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#### BS&A Online

Public Records Search + Online Bill Pay With use of integrated Credit Card Processor	\$0
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Subtotal	\$69,810
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## Project Management and Implementation Planning

### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**\$20,900**

## Implementation and Training

- \$1,100/day
- Days quoted are estimates; you are billed for actual days used

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	10	<b>\$11,000</b>
Financial Management Modules	Days:	15	<b>\$16,500</b>
Community Development Modules	Days:	12	<b>\$13,200</b>
Property Modules	Days:	3	<b>\$3,300</b>
		Total:	40
		Subtotal	<b>\$44,000</b>

## Cost Totals

*Not including Annual Service Fees*

Modules	\$69,810
Project Management and Implementation Planning	\$20,900
Implementation and Training	\$44,000

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<b>Total Proposed</b>	<b>\$134,710</b>
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<i>Travel Expenses</i>	<i>\$5,285</i>
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<i>Hosting Fees</i>	<i>\$14,400</i>
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*Some of these budgetary estimate components are still in development and/or testing. Firm pricing will not be established until after January 1, 2023.*

### Payment Schedule

1<sup>st</sup> Payment: **\$20,900** to be invoiced upon execution of this agreement.

2<sup>nd</sup> Payment: **\$84,210** to be invoiced at activation of customer's site.

3<sup>rd</sup> Payment: **\$48,940** to be invoiced upon completion of training.



## Cloud Annual Service Fees

*Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U)."*

<b>Financial Management</b>	
General Ledger	\$8,325
Accounts Payable	\$6,950
Cash Receipting	\$6,950
Accounts Receivable	\$6,950
Fixed Assets	\$6,950
Utility Billing	\$7,020
<b>Community Development</b>	
Building Department	\$10,925
<b>Property</b>	
Assessing	\$6,125
Tax	\$5,025
Delinquent Personal Property	\$1,785
Special Assessment	\$2,805
<b>BS&amp;A Online</b>	
Public Records Search	\$5,699
<b>Total Annual Service Fees</b>	<b>\$75,509</b>

## Hosting Fees

*Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.*

**\$14,400**

## Additional Information

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### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

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### Cash Receipting Hardware

		Quantity		Cost
Epson THM-6000V Series Receipt Printer*	\$925	x	_____	= \$_____
APG Series 100Cash Drawer**	\$250	x	_____	= \$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250	x	_____	= \$_____
Credit Card Reader (if using Invoice Cloud)	\$75	x	_____	= \$_____

**This will add \$\_\_\_\_\_ to the Total Proposed.**

*\*IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer\_\_\_\_\_

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost.

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### Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

\_\_\_ Classroom training, \$205/person/day

\_\_\_ On-site training (unlimited attendees), \$1,100/day, travel not included

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## **BS&A Online**

### ***Connection Requirements***

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

### ***Payment Processing Requirements***

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsonline/public-records-search/> for information.

