

Memorandum



Date: March 4, 2026
To: Buchanan City Commission
From: Courtney Baham, Accounting Specialist
Subject: BS&A Cloud Conversion & New Community Development Module

Background

Staff is seeking approval to proceed with the BS&A Cloud Conversion and implementation of the New Community Development Module. In addition to improving operational efficiency and service delivery, this conversion is necessary to ensure continuity of system support, as BS&A will no longer support BS&A.net in the future.

Moving to the cloud platform now allows us to proactively transition before support is discontinued, avoiding potential service disruptions and increased risk.

Project Overview & Financial Plan

The proposed initiative includes:

- Conversion of our current BS&A system to a cloud-based environment. Total Conversion Project Cost: \$38,205 First installment payment: \$10,400 to be paid upon execution of agreement. See Attachment A.
- Implementation of the new Community Development module to streamline permitting, inspections, planning, and related workflows. Total Community Development module cost: \$28,675 First installment payment: \$13,780 to be paid upon execution of agreement. See Attachment B.

The first installment for both projects will be paid as a prepaid expense in the current fiscal year. The remaining balance will be budgeted and expensed in the new fiscal year, as that is when the projects are scheduled to go live. This approach aligns expenses with the project go-live timeline while allowing us to secure implementation scheduling and pricing now.

Recommendation

Given the operational, security, and service-delivery benefits, the finance team recommends approval of the BS&A Cloud Conversion and the New Community Development Module implementation at this time. Funding for this project has been

included in the FY 2026–2027 budget, with the initial installment to be paid as a prepaid expense in the current fiscal year and the remaining balance expensed in FY 2026–2027 when the project goes live.

Attachment A: BS&A Cloud Conversion Proposal

Attachment B: BS&A Community

Attachment A



Proposal for:
City of Buchanan, Berrien County, MI
February 06, 2026
Quoted by: Wilhelmina Korpi

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 subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Upgrade - Cloud Modules

Financial Management	
GL-General Ledger	\$2,975.00
AP-Account Payable	\$2,455.00
CR-Cash Receipting	\$2,670.00
AR-Account Receivables	\$2,325.00
Total	\$10,425.00
Property	
ASG-Assessing	\$3,820.00
Total	\$3,820.00
Utility Billing	
UB-Utility Billing	\$3,160.00
Total	\$3,160.00
Subtotal	\$17,405.00

Upgrade Implementation

Services include:

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to BS&A Cloud.
- Assigned Project Coordinator works with you to create a project schedule aligned with your processes and needs.
- How-to guides and select reference videos provided for your users to become familiar with relevant Cloud processes prior to your go-live.
- Preliminary conversion and validation performed by the Upgrade Team, validating data, balances, configurations, and related settings prior to your live upgrade.
- Final data extraction, upgrade and validation for your BS&A Cloud go-live.
- Module-specific data validation performed by domain experts in the dedicated Upgrade Team.
- Testing and implementation of existing customizations prior to go-live, preserving functionality and ensuring critical components are converted.
- Migration of key custom reports, enabling continuity in reporting for your municipality from .NET to Cloud.
- Automated configuration of users and security roles based on your prior setup in the .NET applications.
- Conversion of approval workflows based on role-specific security, maintaining established processes.
- Training for all primary users on global functions of BS&A Cloud, such as navigation, searching, and reporting.
- Module-specific training for users of your municipality in their primary daily activities in BS&A Cloud.
- As applicable, configuration of existing hardware (barcode scanners, etc) for seamless integration with BS&A Cloud.
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.
- Prioritized support by the dedicated Upgrade Team for two weeks following your go-live, leveraging BS&A's best in class support system for case visibility and seamless transition to BS&A Customer Support following the hypercare period.

\$20,800.00

Cost Totals

Upgrade Modules – Annual Fee	Subtotal	\$17,405.00
Upgrade Implementation	Subtotal	\$20,800.00

Total Proposed	\$38,205.00
-----------------------	--------------------

Travel not expected for Upgrades. Any necessary travel to be billed at a per trip and/or per day cost.

Payment Schedule

- 1st Payment: **\$10,400** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$17,405** to be invoiced upon the subscription start date for upgrade modules.
- 3rd Payment: **\$10,400** to be invoiced upon completion of upgrade implementation.

Attachment B



**Proposal for:
City of Buchanan, Berrien County, MI
February 05, 2026
Quoted by: Wilhelmina Korpi**

Software and Services for BS&A Cloud



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 subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Cloud Modules - Annual Fee

Community Development

BD-Building Department	\$3,870.00
------------------------	------------

Subtotal	\$3,870.00
-----------------	-------------------

Data Conversions/Database Setup

BD-Manual-Database Setup	\$6,125.00
Setup of Permit and Enforcement Types, Fee Schedules	

Total	\$6,125.00
--------------	-------------------

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.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

Total	\$7,655.00
--------------	-------------------

Implementation and Training

- \$1,225/day
- Days quoted are estimates; you are billed for actual days used
- Training days quoted/billed in full day increments only

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

Setup Days

ITS Setup - CD	Setup Days: 1	\$1,225.00
----------------	---------------	------------

Total Setup Days: 1	Subtotal: \$1,225.00
---------------------	----------------------

Implementation and Training Days

ITS Training - CD	Training Days: 8	\$9,800.00
-------------------	------------------	------------

Total Training Days: 8	Subtotal: \$9,800.00
------------------------	----------------------

Total Days: 9	Total: \$11,025.00
----------------------	---------------------------

Cost Totals

Cloud New Purchase – <i>Annual Fee</i>	Subtotal	\$3,870.00
Data Conversion/Database Setup	Subtotal	\$6,125.00
Project Management and Implementation Planning	Subtotal	\$7,655.00
Implementation and Training	Subtotal	\$11,025.00

Total Proposed **\$28,675.00**

The final invoice will reflect actual expenses following the completion of training activities based on the guidelines described below.

-
- \$160/\$185/\$225 per day hotel, varies by state
 - \$90 per day car rental
 - \$70 per day meals
 - \$730 per trip airfare/related expenses
 - \$0.70/mile round trip for drive distance

Payment Schedule

- 1st Payment: **\$13,780** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$3,870** to be invoiced upon the subscription start date.
- 3rd Payment: **\$11,025** to be invoiced upon completion of training.