PELORUS SOFTWARE AND SERVICES PROPOSAL

EAGAR TOWN, ARIZONA

PelorusMethods

SOFTWARE AND SERVICES PROPOSAL

Pelorus Methods, Inc. proposes to provide its governmental accounting software system (Pelorus) to **Eagar Town, Arizona**. Below is a summary of the total investment being proposed. Following this summary is a detailed description of the Pelorus software and services.

Summary of Investment

Initial Investment

Data Conversion & Configuration Services $ 17,500
  General Ledger
  Accounts Payable
  Payroll
  Utility Management
  Cash Receipting
  Project Account
  Asset Management
  Cemetery Management

Training & Implementation Services
  Training On-Site or Remotely for All Personnel
  SQL Server Install & Configuration
  Client Application Install & Configuration
  Reports and Printouts Setup & Configuration

Total Initial Investment - <u>Due at Installation</u> $ 17,500

Ongoing Software & Services Investment

Software
  All future major and minor versions, updates, and enhancements
  Unlimited users
  Unlimited installs

Support & Services
  Unlimited telephone, email, and online support
  Training for all personnel when needed
  Creation and adjustments of custom printouts and reports
  Continued guidance with governmental accounting and reporting
  Ongoing assistance with compliance reporting
  Daily off-site backup of Pelorus database

Total Ongoing Investment - <u>Due Quarterly</u> $ 2,900

SOFTWARE LICENSE & INTEGRATED FUNCTIONALITY

Financial	Utility	Payroll
Fund Accounting	Utility Billing	Process Payroll
General Ledger	Multiple Billing Cycles	HR Management
Budgeting - Operating	Email Utility Bills	Timekeeping
Budgeting - Capital	Electronic Meter Integration	Electronic Requests & Approvals
Budgeting - Monthly	Service Orders	Direct Deposit
Bank Reconciliations	Maintenance Orders	Email Direct Deposit Vouchers
Bank Transfers	Security Deposits	Leave Time & Accruals
Interfund Transfers	Equal Pay/Budget Billing	Step and Grade Rate Tables
Capital Asset Management	Long-Term Contracts/Agreements	ASRS & PSPRS Electronic Reporting
Project Management	Balance Transfers	A1-QRT
Long-Term Debt Management	Account Write-Offs	941 Reporting
Clearing Journal Entries	Returned Checks	Email W-2s
Journal Entry Templates	Penalties & Late Notices	Electronic W-2 Filing
Transaction Imports	Automatic Pay - ACH	ACA Reporting
Transparency Reporting	Online Bill/Pay Integration	EEO Report
Pelorus Excel Add-In	Document Attachments	Document Attachments
Custom Financial Reporting	Custom Bills & Notices	Custom Paychecks & Vouchers

Purchasing	Accounts Receivable	Receipting
Accounts Payable	A/R Invoices	Customer Account Receipts
Purchase Orders	One-Off Invoices	Miscellaneous Receipts
Requisitions	Recurring Invoices	Bank Deposits
Electronic Approvals	Email Invoices	Virtual Cash Drawers
Invoice Templates	Long-Term Contracts	Automatic Pay - ACH
Recurring Invoices	Penalties & Late Notices	Custom Payment Categories
Express Checks	Automatic Pay - ACH	Custom Payment Codes
ACH Payments	Online Bill/Pay Integration	Modify or Void Receipts
Positive Pay	Document Attachments	Returned Checks
Electronic 1099 Filing	Custom Invoices & Notices	Online Payment Integration
Document Attachments		Custom Receipt Printout
Custom Checks & Vouchers		

Business Licenses	Animal Licenses	Other Functionality
Multiple Licenses per Business	Multiple Licenses per Owner	Inventory Management
Periodic Renewals & Penalties	Periodic Renewals & Penalties	Cemetery Management
Custom Business Types	Custom License Types	Garbage Can Management
Inspections	Shots & Vaccinations	Activities
Violations and Complaints	Violations and Complaints	Custom Workflows
Online Payment Integration	Online Payment Integration	
Document Attachments	Document Attachments	
Custom Licenses & Notices	Custom Licenses & Notices	

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INITIAL SERVICES
Conversion – Training – Implementation

Conversion of Data

The conversion of existing data is critical to a smooth transition from existing software. It is the responsibility of City personnel to provide Pelorus with all data that will be converted. Pelorus will coordinate closely with the City to collect and interpret the data to ensure an accurate and comprehensive conversion.

Prior to the official conversion start date, Pelorus will gather and analyze current copies of data to be converted. Using the data, Pelorus will prepare the necessary tools and comprehensive framework to ensure a quick and accurate data conversion.

The process for the official data conversion typically takes five (5) business days. A specific time frame for conversion and a go-live date will be established once all data to be converted has been analyzed. The conversion is completed at Pelorus by Pelorus personnel. During this time, the City will not record any additional data into existing software wherever possible. Any entries or changes made during the official conversion time will need to be entered again when live with Pelorus. Payments from customers are the only exception. City personnel may continue to record payments as usual and Pelorus will convert these payments at the end of the conversion week.

Pelorus will convert up to three (3) years of history, where it is available. Additional history, if desired, will result in additional cost. The amount of additional data and the state of the data will dictate any additional cost and will be established prior to beginning the conversion.

Training

Pelorus will provide training to all necessary City personnel at the City's offices. Training is done using the City's data after the data conversion has been completed. Training typically consists of two days on-site. Pelorus will coordinate with the City the best approach for training sessions based on City personnel and schedules. Travel and lodging for Pelorus personnel will be charged at cost to the City in addition to any amounts quoted herein.

Implementation

Pelorus will install and configure, or assist the City in installing and configuring, the Microsoft SQL Server. If the City already has in place a Microsoft SQL Server, this can be used, or a new instance can be installed for use with Pelorus. Pelorus will coordinate with the City's IT department the best approach based on the current setup and structure. This process will be done remotely prior to the go-live date, usually during the five-day period during which Pelorus is performing the data conversion.

Pelorus will install and configure the Pelorus application on client computers. This is done on-site during the same day(s) used for training.

Pelorus will create and configure all necessary reports and custom printouts that are provided by the City prior to the official start date of conversion.

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ONGOING SERVICES
Software – Support & Services

Pelorus will provide the Pelorus software and services to the City on an ongoing basis. The ongoing investment in Pelorus is comprised of a Software and Services Fee, billed quarterly, that encompasses the Pelorus software and ongoing support and services. Pelorus will not charge an additional fee for upgrading the City to newer versions of the software for as long as the Pelorus software and support agreement is in place.

Software

Pelorus Subscription	Ongoing access to innovative product releases with the newest features and functionality as soon as they become available. Includes unlimited users and installs.
Future Versions	Includes all major releases, encompassing the latest technologies to ensure maximum performance and usability.
Enhancements and Revisions	Includes all minor releases, which serve to extend and enhance existing capabilities.
Compliance Updates	Ensures ongoing compliance with existing standards and with new requirements (e.g. payroll taxes, state retirement, transparency).
Software Maintenance	Ongoing refinement of software, including error detection and fixes.

Support & Services

Unlimited and immediate telephone and online support during regular office hours
Ongoing training in the use of Pelorus for all personnel, including new hires
Ongoing creation and adjustments of custom printouts and reports
Guidance with governmental accounting and reporting
Assistance in preparation and submission of regular state and federal reports
Year-end assistance with audit preparation
Daily off-site backup of Pelorus database