Proposal for:

City of Grand Rapids, Itasca County MN

November 2, 2026

Quoted by: Kevin Schafer

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.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT
bsasoftware.com

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*

Financial Management		
GL-General Ledger		$5,075.00
AP-Account Payable		$4,335.00
CR-Cash Receipting		$4,720.00
AR-Account Receivables		$4,105.00
FA-Fixed Assets		$4,025.00
	Total	$22,260.00
Personnel Management		
PR-Payroll		$7,525.00
HR-Human Resources		$4,845.00
TS-Timesheets		$2,510.00
	Total	$14,880.00
BS&A Online		
BSAO-Public Record Search + Online Bill Pay		$1,865.00
	Total	$1,865.00
	Subtotal	**$39,005.00**

Data Conversions/Database Setup

CR-Manual-Database Setup Setup of Receipt Items/Tender Type	$2,450.00
HR-Manual-Database Setup Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees	$3,675.00
GL-Advanced Conversion-Oracle NetSuite COA, Balances, Budget, Journal Transaction history for up to 5 years	$9,000.00
AP- Advanced Conversion-Oracle NetSuite Vendors, Invoices and check history for up to 5 years *(Price and scope pending review of data)*	$8,000.00
AR-Standard Conversion Customer Master, Import of Open Invoices *(Price and scope pending review of data)*	$4,845.00
FA- Standard Conversion Import of Assets with Book Value and Total Accumulated Depreciation	$3,995.00
PR- Advanced Conversion-Oracle NetSuite Database setup, employee detail, YTD Values, Check history for up to 5 years *(Price and scope pending review of data)*	$15,000.00
Total	**$46,965.00**

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 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	**$27,020.00**

Implementation and Training

- *$1,425/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 - FM	Setup Days: 2	$2,850.00
ITS Setup - HRIS	Setup Days: 2	$2,850.00
	Total Setup Days: 4	Subtotal: $5,700.00

Implementation and Training Days

ITS Training - FM	Training Days: 9	$12,825.00
ITS Training - HRIS	Training Days: 14	$19,950.00
	Total Training Days: 23	Subtotal: $32,775.00
	Total Days: 27	**Total: $38,475.00**

Cost Totals

Cloud New Purchase – *Annual Fee*	Subtotal	$39,005.00
Data Conversion/Database Setup	Subtotal	$46,965.00
Project Management and Implementation Planning	Subtotal	$27,020.00
Implementation and Training	Subtotal	$38,475.00

Total Proposed **$151,465.00**

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
$0.76/mile round trip for drive distance

Payment Schedule

1st Payment: **$73,985** to be invoiced upon execution of this agreement.
2nd Payment: **$39,005** to be invoiced upon the subscription start date.
3rd Payment: **$38,475** to be invoiced upon completion of training.

Addendum

Conversion Scope Definition

The successful conversion of data from a customer's legacy system(s) is contingent upon the Customer's ability to provide complete and accurate data exports. When possible, BS&A will assist with or perform the data extraction from the Customer's legacy system(s). to complete this project successfully, the Customer shall:

- *Provide access to all required data exports from legacy systems in a mutually agreed-upon format and according to the project timeline.*
- *Ensure the completeness and accuracy of all exported data.*
- *Provide documentation regarding data structures, relationships, and business rules associated with the legacy data.*
- *Designate a knowledgeable representative familiar with the legacy system to address questions or issues that may arise during the conversion process.*

BS&A's ability to complete the data conversion is dependent upon the fulfillment of these Customer responsibilities.

In addition:

- *The scope of this conversion is based on the information provided by the customer regarding their legacy system(s). If additional data sources are introduced or if the scope of the legacy system(s) changes, this may result in additional charge or changes to the project schedules.*
- *The following outlines the data points that can be converted into BS&A. Any data point that is not used or not available in the legacy system will not be included in the conversion process.*

Financial Management Suite

General Ledger

- *Bank Accounts*
- *Chart of Accounts*
  - *Fund*
  - *Department*
  - *Account*
  - *Account Classification*
  - *Grants*
  - *Projects*
- *Journal Entry/Manual Journal Entry Detail*
- *Budget*

Accounts Payable

- *Vendor*
  - *Address*
  - *Contact*
  - *Distribution*
- *Invoice*
  - *Item*
  - *Distribution*
- *Checks*

Fixed Assets

- *FA Import*
  - *All assets and asset values imported to retain full asset listing*

Accounts Receivable

- *AR Import*
  - *Customer Import*
  - *Invoice Import – Invoices with an outstanding balance only.*

Human Resources Management Suite

Personnel Management

- *Pay Codes*
- *Deductions and Expenses*
- *Departments*
- *Job Classes*
- *Leave Banks*
- *Locations*
- *Positions*
- *Rate Tables*
- *Remittance Vendors*
- *Employee Information*
    - *Pay Codes and Distributions*
    - *Deductions and Expenses*
    - *Direct Deposit Information*
    - *Emergency Contacts*
    - *Dependents*
    - *Position History*
    - *Leave Banks and Balances*
    - *Notes*
    - *Attachments*
- *5 years of payroll and remittance check history*