TO: **Board of Trustees**

FROM: **Thelma Kubitskey, Director of Accounting**

DATE: **November 1, 2022**

SUBJECT: **Purchase of BS&A Payroll and Timesheets Programs**

Hamburg Township has been using a third-party payroll system for some time. The system the Township is currently using is PAYCOR. Over time PAYCOR's system has become restrictive. They are not designed to meet our growing needs, therefore causing the Township staff more time correcting issues, and double checking that the data is correct. Some examples of the issues are:

Unable to review or edit accrual activity

Difficulties with accrual pertaining to rollover time and earnings.

Periodic system maintenance and errors affecting payroll processing and profile maintenance efficiency.

Monthly pay periods processing must be corrected most of the time.

Incapable of providing electronic pay stubs.

Along with these issues the cost to the Township has increased over the years. The 2022/23 projected cost will be $16,000.00. Please keep in mind that if we request any changes to a payroll we are charged extra.

The Human Resource Department is requesting that the Township bring the payroll system back into the Township's control. Purchasing the BS&A payroll and timesheet programs will provide the reliability, and efficiency that is needed within payroll. The timesheet program will provide the Township the ability to have electronic timesheets, which reduces manual entries.

The initial cost is $48,475, which includes applications, data conversions, project management and implementation planning and training. These costs have been budgeted within the fiscal year. The Human Resource Department planned on this conversation two years ago, however COVID prolonged this request. After the initial investment the cost to the Township will be $4,280 annually. This is a substantial decrease in cost from PAYCOR.

Proposal for Software and Services, Presented to...
Hamburg Township, Livingston County MI
October 5, 2022
Quoted by: Keegan Nixon

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

Applications and Annual Service Fee prices based on an approximate parcel count of 10,515. 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.

Applications

Personnel Management

Payroll .NET	**$13,745**
Timesheets .NET	**$7,645**
Subtotal	**$21,390**

Data Conversions/Database Setup

Convert existing Paycor data to BS&A format:

Payroll (Manual Entry or Import of Employee Master File/Setup/YTD as of a Specified Date)	**$10,310**

No conversion or database setup to be performed for:
Timesheets

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).*

$6,875

BS&A
SOFTWARE

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Keegan Nixon, Account Executive | (855) 272-7638 | knixon@bsasoftware.com
Prices good for a period of 90 days from date on proposal

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:	1		**$1,100**
Personnel Management Applications	Days:	8		**$8,800**
	Total:	9	Subtotal	**$9,900**

Cost Totals

Not including Annual Service Fees

Applications	$21,390
Data Conversions	$10,310
Project Management and Implementation Planning	$6,875
Implementation and Training	$9,900

Total Proposed   **$48,475**

Travel Expenses   *$1,030*

Payment Schedule

1st Payment: **$17,185** to be invoiced upon execution of this agreement.

2nd Payment: **$21,390** to be invoiced at start of training.

3rd Payment: **$10,930** to be invoiced upon completion of training.

Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Personnel Management	
Payroll .NET	$2,750
Timesheets .NET	$1,530

Total Annual Service Fees	**$4,280**

Optional Item(s)

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.

Acceptance

Signature constitutes...

1. An order for products and services as quoted
   Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

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Signature   **Date**

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
         14965 Abbey Lane
         Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

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Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name_____ Title_____

Phone/Fax_____ Email_____

Mailing Address_____

City, State, Zip_____

IT Contact

Name_____ Title_____

Phone/Fax_____ Email_____

Mailing Address_____

City, State, Zip_____

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