

BS&A Overview

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Change Request for Building Department

Mackinac Island Project Manager

Kaitlynn Bazinau

Contractor Information

Company:

BS&A

Project #1:

Upgrade Modules

Project Coordinator:

Ann Oswald

Scope of Work

May 27- extraction of all data from Tax, Assessing, & Utilities was copied for BS&A Review

July 9 - a final extraction of data from Tax, Assessing, & Utilities will be done

July 9- July 12 - No access to BS&A as they will be finalizing the creation of our cloud database site

July 13 - Go Live on the BS&A Cloud site for the upgraded modules

July 13 - July 24 - Go-Live assistance training will be available virtually to assist with any questions related to day-to-day tasks within those modules.

We are on schedule with this project.

Completion Date:

Monday, July 13, 2026

Project #2:

Implementation of New Modules-
(GL, CR, AP, & CD)

Project Coordinator:

April Piggott

Scope of Work

May 21 - Kick-off meeting to discuss

-Project Roles and Responsibilities

-Review of an initial, tentative schedule

-Review of the BS&A implementation approach & project phases

-Next steps

During the meeting, we were assigned the task of completing several spreadsheets to assist BS&A in properly developing our new systems with our information. This is what we have been working on for the past month.

In the coming months, BS&A and the city will host several meetings and monthly check-ins to ensure that all of our information is entered correctly. This will help facilitate a smooth implementation process..

Sept 14- Sept 20- No access to BS&A, this includes the upgraded modules as well, as they will be adding the new modules to our database site

Sept 21- Go Live on the BS&A Cloud site for the newly implemented modules, and the upgraded modules go back online

Sept 21- Sept 25 - For the Financials - Go-Live, in-person training will be available to address any questions related to day-to-day tasks within those modules.

Sept 21- Sept 25- For the Building Department - Go-Live virtual training will be available to address any questions related to day-to-day tasks within their new module

Everything seems to be going well.

We have encountered a few challenges, but we've successfully addressed them and saved money in some areas. Now, we need to submit a change request on behalf of the building department to ensure that we can input as much data as possible into the new database.

Company Proposal

Originally, the contract was established for a manual database setup for the Building Department. However, to input Katie's Excel spreadsheet—which includes permit numbers, paid amounts, and comments—into BS&A, we need to transition from a manual database setup to data conversion from Excel.

We were only recently made aware that this transition cannot be accomplished with a manual database setup.

Katie and Kaitlynn have improved the spreadsheet to make it more beneficial and enhance the data within BS&A.

Although we have already committed to paying for the manual database setup as per our contract, we can submit a change request to switch to the data conversion option.

This change would result in an additional cost of \$2,450.00 beyond the original contract. However, as I mentioned earlier, we have saved money in other areas of the implementation process, so we should still remain within our original budget.

Completion Date:

Monday, September 21, 2026

Submitted by:

KBayinao

Date

6/22/26

Change Request

BS&A Software, LLC | bsasoftware.com | 855 BSASOFT

Customer: City of Mackinac Island, Mackinac County, MI

Prepared By: Joel Champ

Quote #	Q-04002	Date	05/26/2026
		Valid Until Date	09/23/2026

Changed Deliverable	Net Change in Cost
Remove manual database setup for Building Department	-\$3,675.00
Add Building Department data conversion from Excel <i>To add permit numbers and paid amounts where available, and 5 years of historical data.</i>	\$6,125.00
Total Net Changes	\$2,450.00

BS&A Software, LLC

By: _____

Name: _____

Title: _____

Date: _____

Customer

By: _____

Name: _____

Title: _____

Date: _____