Proposal for:

Village of Poplar Grove, Boone County IL

June 20, 2024

Quoted by: Keegan Nixon

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 – *Annual Fee*

Financial Management	
General Ledger	**$2,990**
Accounts Payable	**$2,440**
Cash Receipting	**$2,715**
Accounts Receivable	**$2,270**
Utility Billing *(approximately 1,600 utility accounts)*	**$2,240**
Personnel Management	
Payroll	**$4,070**
Subtotal	**$16,725**

BS&A Online - *Fees for BS&A Online subscription services will be charged at the next renewal period.*

Public Records Search + Online Bill Pay
With use of integrated Credit Card Processor

New Purchase - Cloud Modules – *Annual Fee*

Financial Management	
Purchase Order	**$2,035**
Community Development	
Building Department	**$4,175**
BS&A Online	
Community Development	**$1,760**
Permit Application Feature - Enables contractors and the general public to submit permit applications online	
Subtotal	**$7,970**

Data Conversions/Database Setup

Database Setup:

Building Department (per database)	**$3,000**
Subtotal	**$3,000**

No database setup or data conversion to be performed for:
Purchase Order

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	**$1,500**
Subtotal	**$1,500**

Upgrade Implementation

Services include:

- *Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption*
- *Project schedule aligned with your processes and needs, ensuring a seamless transition timeline*
- *Expedited upgrade to cloud capturing existing process to minimize demands required of client teams*
- *Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization*
- *Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources*
- *Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted*
- *Preliminary data conversion with attachments, mirroring final conversion for a smooth transition*
- *Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing*
- *Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes*
- *Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.*
- *As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.*
- *Automated scaffolding of users and security roles based on your previous configurations*
- *Conversion of approval workflows based on role-based security, maintaining established processes*
- *As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment*
- *Documentation of our standard processes, facilitating easy access to essential information*
- *Upgrade training*
- *Prioritized response post go-live for 2 weeks from the upgrade team*
- *3 post go-live survey touch points to check-in on post-go live experience*
- *Remote go-live assistance and remote office hours for a successful transition to the cloud-based software*
- *Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost*

$29,900

New Module 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).*

$8,000

New Module Implementation and Training

- *$1,000/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:	4		**$4,000**
Financial Management Modules	Days:	3		**$3,000**
Community Development Modules	Days:	9		**$9,000**
	Total:	16	Subtotal	**$16,000**

Cost Totals

Upgrade Modules – **Annual Fee**	$16,725
New Modules – **Annual Fee**	$7,970
Data Conversion/Database Setup	$3,000
Custom Import	$1,500
Upgrade Implementation	$29,900
New Module Project Management and Implementation Planning	$8,000
New Modules Implementation and Training	$16,000

Total Proposed	**$83,095**

Travel Expenses	*$13,340*

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

Payment Schedule

1st Payment: **$25,950** to be invoiced upon execution of this agreement.

2nd Payment: **$16,725** to be invoiced upon activation of customer's site for upgrade modules.

3rd Payment: **$14,950** to be invoiced upon completion of upgrade implementation.

4th Payment: **$7,970** to be invoiced upon activation of new modules.

5th Payment: **$30,840** to be invoiced upon completion of new module training.

Additional Information

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.

Cash Receipting Hardware

		Quantity		Cost
Epson THM-6000V Series Receipt Printer*	$1.100 x	____	=	$_____
APG Series 100Cash Drawer**	$275 x	____	=	$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	$275 x	____	=	$_____
Credit Card Reader (if using Invoice Cloud)	$75 x	____	=	$_____

This will add $_____ to the Total Proposed.

IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of $50.00.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

___ Classroom training, $205/person/day

___ On-site training (unlimited attendees), $1,000/day, travel not included

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).