

Proposal for:
City of Spring Lake Park, Anoka County MN

September 9, 2022

Quoted by: Dan J. Burns, CPA

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.*

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.

Cloud Modules

Financial Management

General Ledger	\$1,935
Accounts Payable	\$1,640
Cash Receipting	\$1,640
Fixed Assets	\$1,640
Utility Billing (approximately 2,267 utility accounts)	\$2,040

Personnel Management

Payroll	\$2,670
Human Resources	\$1,935
Timesheets	\$1,190

Community Development

Building Department	\$2,540
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BS&A Online

Public Records Search + Online Bill Pay <i>With use of integrated Credit Card Processor</i>	\$1,500
Community Development <i>Permit Application Feature - Enables contractors and the general public to submit permit applications online (A fee of \$3/application is accumulated and billed to the municipality).</i>	\$1,520

Subtotal **\$20,250**

Data Conversions/Database Setup

Convert existing Asyst (Central Square) data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$2,500
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$1,900
Payroll (Database setup, employee detail, YTD Values, Up to 10 years check history)	\$4,460
Utility Billing	\$3,900

Convert existing Permit Works data to BS&A format:

Building Department (per database)	\$5,000
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Database Setup:

Cash Receipting (Setup of Receipt Items/Tender Types)	\$1,500
Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)	\$1,825
Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees)	\$3,000

Subtotal **\$24,085**

No Data Conversion or Database Setup for:
Timesheets

Custom Import

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

\$18,250

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:	14		\$14,000
Personnel Management Modules	Days:	10		\$10,000
Community Development Applications	Days:	9		\$9,000
	Total:	37	Subtotal	\$37,000

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Post-Go Live for all modules for which training was performed	Days:	3		\$3,000
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Cost Totals

Not including Annual Service Fees

Modules	\$20,250
Data Conversions/Database Setup	\$24,085
Custom Import	\$1,500
Project Management and Implementation Planning	\$18,250
Implementation and Training	\$37,000
Post-Go Live Assistance	\$3,000
Total Proposed	\$104,085
<i>Travel Expenses</i>	\$29,450
<i>Hosting Fees</i>	\$3,200

Payment Schedule

- 1st Payment: **\$42,335** to be invoiced upon execution of this agreement.
2nd Payment: **\$23,450** to be invoiced at activation of customer's site.
3rd Payment: **\$70,950** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger	\$1,935
Accounts Payable	\$1,640
Cash Receipting	\$1,640
Fixed Assets	\$1,640
Utility Billing	\$2,040
Personnel Management	
Payroll	\$2,670
Human Resources	\$1,935
Timesheets	\$1,190
Community Development	
Building Department	\$2,540
BS&A Online	
Public Records Search	\$1,500
Community Development	\$1,520
Total Annual Service Fees	\$20,250

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$3,200

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*	\$925 x _____ =	\$ _____
APG Series 100Cash Drawer**	\$250 x _____ =	\$ _____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250 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).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsonline/public-records-search/> for information.