Proposal for Software and Services, Presented to...
City of Charlotte, Eaton County MI
October 4, 2018
Quoted by: Steve Rennell

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 4,130 and 3,575 utility customers. 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

Financial Management

General Ledger .NET	**$3,930**
Accounts Payable .NET	**$3,335**
Cash Receipting .NET	**$3,335**
Utility Billing .NET	**$4,405**
Subtotal	**$15,005**

Data Conversions/Database Setup

Convert existing FundBalance data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	**$1,965**
Accounts Payable (Vendors, Up to 10 years invoices and check history)	**$1,670**
Cash Receipting (Receipt items, Up to 10 years receipt history)	**$1,670**
Utility Billing	**$5,000**
Subtotal	**$10,305**

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).*

$4,460

Implementation and Training

- – *$850/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		**$850**
Financial Management Applications	Days:	12		**$10,200**
	Total:	13	Subtotal	**$11,050**

Cost Totals

Not including Annual Service Fees

Applications	$15,005
Data Conversions	$10,305
Project Management and Implementation Planning	$4,460
Implementation and Training	$11,050
Total Proposed	**$40,820**
Travel Expenses	*$725*

Payment Schedule

1st Payment: **$14,765** to be invoiced upon execution of this agreement.

2nd Payment: **$15,005** to be invoiced at start of training.

3rd Payment: **$11,775** 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).

Financial Management	
General Ledger .NET	$785
Accounts Payable .NET	$665
Cash Receipting .NET	$665
Utility Billing .NET	$1,430
Total Annual Service Fees	**$3,545**

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.

Cash Receipting Hardware

	Quantity	Cost
Epson Series Receipt Printer*	$750 x ____	= $_____
APG Cash Drawer**	$250 x ____	= $_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	$250 x ____	= $_____
Credit Card Reader	$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. Ithaca receipt printers are not compatible with Vista or Windows 7. The Epson Series replaces the Ithaca brand and is fully compatible with those operating systems.

**If using a previously-purchased receipt printer with the APG Cash Drawer, which brand will be used with the drawer?*
___Epson   ___Ithaca   ___Other (please specify)_____

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

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: srennell@bsasoftware.com

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

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_____