

Item #7:
Resolution Approving Purchase Of Financial Software

VILLAGE OF LONG GROVE

RESOLUTION 2016-R-_____

**RESOLUTION APPROVING THE PURCHASE & SUPPORT
PROPOSAL FROM BS&A FOR FINANCIAL SOFTWARE**

WHEREAS, the Board of Trustees (the "***Village Board***") of the Village of Long Grove (the "***Village***") has determined that it is necessary and appropriate to upgrade the Village's financial software (the "***Financial Software***"); and

WHEREAS, the Village staff has explored various options and features for Financial Software to best serve the needs of the Village; and

WHEREAS, the Village has received a proposal for the Financial Software from Bellefeuil, Szur and Associates, Inc. d/b/a BS&A Software ("BS&A") as set forth in Exhibit A to this Resolution (the "***Proposal***"); and

WHEREAS, the Village Board has reviewed the Proposal and determined that approving the Proposal is in the best interests of the Village and its residents;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Long Grove, Lake County, Illinois, as follows:

SECTION ONE. **Recitals.** The foregoing recitals are incorporated herein as the findings of the President and Board of Trustees.

SECTION TWO. **Approval of Proposal; Authorizations.**

A. The Village Board hereby determines that Financial Software presented by BS&A is appropriate for the Village and hereby approves BS&A's Proposal as attached hereto as Exhibit A.

B. The Village Board authorizes and directs the Village Manager to execute the Proposal on behalf of the Village. In addition, the Village Board authorizes and directs the Village Manager (in consultation with the Village Attorney) to execute on behalf of the Village such contract documents that are necessary and reasonable for the acquisition and maintenance of the Financial Software in accordance with the Proposal.

SECTION THREE. **Effective Date.** This Resolution shall be in full force and effect immediately upon its passage and approval in the manner provided by law.

PASSED this ___ day of August, 2016.

AYES: ()

NAYS: ()

ABSENT: ()

APPROVED this ___ day of August, 2016.

Angela Underwood, Village President

ATTEST:

Amy Gayton, Village Clerk

EXHIBIT A
BS&A Proposal

DRAFT

Proposal for Software and Services, Presented to...

Village of Long Grove, Lake County IL

August 12, 2016

Quoted by: Kevin Schafer



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.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

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Please return all pages, retaining a copy for your records.

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Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



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.

Applications, New Purchase

General Ledger .NET	\$4,195
Accounts Payable .NET	\$3,565
Cash Receipting .NET	\$3,565
Payroll .NET	\$4,615
AccessMyGov/Building Department	\$1,315

Please select the features you would like to use. All of the features can be included without impacting the Annual Service Fee or Project Management and Implementation Planning Fee.

- View My Activity (always enabled): Enables contractors and the general public to easily access inspections and permits they have requested.
- Inspection Scheduling: Enables contractors and the general public to submit requests for inspections online.
- Building Department Search: Performs a search by any record number, including addresses, permits, and certificates.
- Rental Property Search: Enables users to search for addresses that are flagged as rental properties.
- Permit Applications: Enables contractors and the general public to submit permit applications online (see "Application Fee," below). This feature requires the Payment of Fees feature.
- Payment of Fees: Enables contractors and the general public to pay for permit and other fees online (see "Payment Processing Requirements," below).

Application Fee (\$2/application): This fee is for permit application submission only. Fees are accumulated and billed to the municipality.

Subtotal **\$17,255**

Data Conversions

Convert existing QuickBooks data to BS&A format:

General Ledger (COA, Balances and Budget as of specified date via Generic Import, no transactional history)	\$2,100
Accounts Payable (Vendors only via Generic Import, no check or invoice history)	\$1,785
Payroll (Manual database setup and YTD, no check history)	\$3,460
Database Setup:	
Cash Receipting (Setup of Receipt Items/Tender Types)	\$1,500
Subtotal	\$8,845

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).

\$7,000

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: 1	\$1,000
General Ledger .NET	Days: 2	\$2,000
Accounts Payable .NET	Days: 1	\$1,000
Cash Receipting .NET	Days: 1	\$1,000
Payroll .NET	Days: 3	\$3,000
AMG/Building Department and additional Building Department training	Days: 4	\$4,000
	Total: 12	Subtotal \$12,000

Connection Requirements

AccessMyGov requires a high-speed internet connection (cable modem or DSL).

BS&A requires that all customers utilizing AMG have either an on-staff IT person, or grant BS&A a remote terminal services ability to the machine on which the service is installed. This is necessary to ensure service availability and quality.

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies: Official Payments or Point & Pay. Please visit <http://www.bsasoftware.com/Solutions/AccessMyGov/Internet-Services> for information.

Cost Totals

Not including Annual Service Fees

Applications	\$17,255
Data Conversions	\$8,845
Project Management and Implementation Planning	\$7,000
Implementation and Training	\$12,000

Total Proposed	\$45,100
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Travel Expenses	\$4,440
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Grand Total (with Travel Expenses)	\$49,540
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Payment Schedule

- 1st Payment: **\$15,845** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$17,255** to be invoiced at start of training.
- 3rd Payment: **\$16,440** to be invoiced upon completion of training.

Annual Service Fees, New Purchases

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).

General Ledger .NET	\$840
Accounts Payable .NET	\$710
Cash Receipting .NET	\$710
Payroll .NET	\$920
AMG/Building Department	\$1,315
Total Annual Service, New Purchases	\$4,495



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 or training beyond the estimated number of days
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

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: kschafer@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 _____

