Proposal for:
City of Lake Elmo, Washington County, MN
January 28, 2025
Quoted by: Kevin Schafer

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. Module fees are charged annually and include unlimited support.

Cloud Modules - *Annual Fee*

Financial Management

FA-Fixed Assets		$3,095.00
AP-Account Payable		$3,435.00
GL-General Ledger		$4,225.00
CR-Cash Receipting		$3,865.00
AR-Account Receivables		$3,180.00
	Total	$17,800.00

Personnel Management

TS-Timesheets		$2,600.00
PR-Payroll		$5,725.00
HR-Human Resources		$3,965.00
	Total	$12,290.00

Community Development

BD-Building Department		$3,095.00
	Total	$3,095.00

Property

SPAS-Special Assessments		$3,265.00
	Total	$3,265.00

BS&A Online

BSAO-BS&A Online-Public Record Search		$1,785.00
	Total	$1,785.00

Utility Billing

UB-Utility Billing		$5,400.00
	Total	$5,400.00

Platform

Laserfiche		$1,220.00
	Total	$1,220.00
	Subtotal	**$44,855.00**

Data Conversions/Database Setup

CR-Manual-Database Setup Setup of Receipt Items/Tender Type	$1,650.00
HR-Manual-Database Setup Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees	$3,300.00
UB-Conversion-Banyon Accounts, Services, Deposits, Rates, Meters; Billing & Payment History, Service for up to 5 years	$7,700.00
PR-Conversion-Springbrook Database setup, employee detail, YTD Values, Check history for up to 5 years	$8,645.00
FA-Conversion- Springbrook 5 years	$3,375.00
AP-Conversion- Springbrook Vendors, Invoices and check history for up to 5 years	$3,470.00
GL-Conversion- Springbrook COA, Balances, Budget, Journal Transaction history for up to 5 years	$4,055.00
Total	**$32,195.00**

Data Conversions/Database Setup

No Conversion or Database Setup for:
TS-Timesheets
AR-Accounts Receivable
CD-Community Development
SPAS-Special Assessment

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.   **$1,500.00**

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).*

Total   **$24,925.00**

Implementation and Training

- *$1,100/day*
- *Days quoted are estimates; you are billed for actual days used*
- *Training days quoted/billed in full day increments only*

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*

Setup Days

ITS Setup - FM, HRIS, UB	Setup Days: 4	$4,400.00
ITS Setup - CD	Setup Days: 2	$2,200.00
ITS Setup – Property	Setup Days: 2	$2,200.00
	Total Setup Days: 8	Subtotal: $8,800.00

Training Days

ITS Training - FM	Training Days: 10	$11,000.00
ITS Training - HRIS	Training Days: 10	$11,000.00
ITS Training - CD	Training Days: 3	$3,300.00
ITS Training - Property	Training Days: 2	$2,200.00
ITS Training - UB	Training Days: 10	$11,000.00
	Total Training Days: 35	Subtotal: $38,500.00
	Total Setup and Training Days: 43	**Total: $47,300.00**

Cost Totals

Cloud New Purchase – *Annual Fee*	Subtotal	$44,855.00
Data Conversion/Database Setup	Subtotal	$32,195.00
Custom Import	Subtotal	$1,500.00
Project Management and Implementation Planning	Subtotal	$24,925.00
Implementation and Training	Subtotal	$47,300.00

Total Proposed	**$150,775.00**

Estimated Travel Expenses are outlined in this proposal. The final invoice will reflect actual expenses following the completion of all training activities based on the Federal Guidelines described below.

$160/$185/$225 per day hotel, varies by state

$90 per day car rental

$70 per day meals

$730 per trip airfare/related expenses

$0.70/mile round trip for drive distance

BS&A Online

Connection Requirements

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