CITY OF STOUGHTON
FINANCE DEPARTMENT
207 S. Forrest St, Stoughton, WI 53589

(608) 873-6677 www.cityofstoughton.com

August 16, 2023

Ad hoc Capital Improvement Plan Committee members:

The City of Stoughton began using BS&A software in calendar year 2008. The IT/Media Services Department recently informed the Finance Department of potential security issues with BS&A software and Microsoft server software as well as additional work required for IT.

The City of Stoughton's BS&A Software requires SQL Server Native Client which has been removed from SQL versions 2022 and newer. Microsoft recommends programs no longer use this platform as the SQL Server Database Engine (versions 2021 through 2019) are depreciated and more difficult to get the software to install.

If we look at computer replacements in 2024 this will require additional workarounds to get the depreciated software installed. As always depreciated software can cause security vulnerabilities as they are no longer supported and security patches and updates no longer are released.

We have received the attached quote for upgrading the BS&A software to a cloud application as opposed to being on a City owned server. During the recent demonstration, we were informed of the following items:

A. The current software platform the City is using will no longer receive any updates except for payroll related items and Microsoft related items.
B. The tentative end of life for the current software is 2032. After that date, there will be no support provided for the current software.

This would essentially be implementation of new software along with the required system control setups. After internal discussions, my recommendation is that the implementation of BS&A cloud software be included in the 2025 budget. As such, an estimated price increase was added to the vendor price proposal.

If you have any questions, please feel free to contact me.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller

Budgetary Estimate for:

City of Stoughton, Dane County WI

August 14, 2023

Quoted by: Dan J. Burns, CPA

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.*

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

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 listed are estimates based on information currently available.

Upgrade - Cloud Modules

Financial Management	
General Ledger	**$3,150**
Accounts Payable	**$2,675**
Cash Receipting	**$2,675**
Accounts Receivable	**$2,675**
Work Order	**$2,675**
Personnel Management	
Payroll	**$4,330**
Human Resources	**$3,150**
Timesheets	**$1,935**
Property	
Special Assessment	**$2,675**
Subtotal	**$25,940**

New Purchase - Cloud Modules

Financial Management	
Fixed Assets	**$2,675**

Data Conversions/Database Setup

Convert existing Excel data to BS&A format:	
Fixed Assets (Asset Information)	**$2,970**

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).*

$15,125

Implementation and Training

- *$1,100/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:	11		**$12,100**
Financial Management Modules	Days:	8		**$8,800**
Personnel Management Modules	Days:	19		**$20,900**
Property Modules	Days:	1		**$1,100**
	Total:	39	Subtotal	**$42,900**

Cost Totals

Not including Annual Service Fees

Modules - Upgrade	$25,940
Modules – New	$2,675
Data Conversion	$2,970
Project Management and Implementation Planning	$15,125
Implementation and Training	$42,900
Total Proposed	**$90,985**
Travel Expenses	*$24,375*
Hosting Fees	*$4,100*

Some of these budgetary estimate components are still in development and/or testing. Firm pricing will not be established until after January 1, 2024.

Payment Schedule

1st Payment:	**$18,095** to be invoiced upon execution of this agreement.
2nd Payment:	**$32,715** to be invoiced at activation of customer's site.
3rd Payment:	**$67,275** 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	$3,150
Accounts Payable	$2,675
Cash Receipting	$2,675
Accounts Receivable	$2,675
Fixed Assets	$2,675
Work Order	$2,675
Personnel Management	
Payroll	$4,330
Human Resources	$3,150
Timesheets	$1,935
Property	
Special Assessment	$2,675
Total Annual Service Fees	**$28,615**

Hosting Fees

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

$4,100

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

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.

BS&A Online

Connection Requirements

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