

AGENDA ITEM SUMMARY

Meeting Date:	FEBRUARY 20, 2019
Agenda Category:	CONSENT BUSINESS
Agenda Item Number:	10 C
Subject:	ANNUAL MAINTENANCE FEES, BS&A ENTERPRISE SOFTWARE (FINANCE DIVISION)

Attachments:	Memorandum; invoice
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Staff Contact:	Assistant City Manager/Finance Director Trine
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Background:	The approved contract with BS&A provides for a continuing cost for maintenance of the software. The initial contract set forth an amount of \$38,175.00 in annual maintenance costs for two years. However, because the City entered into a change order for the inclusion of the AccessMyGov internet feature, the cost for maintenance has increased by \$1,500.00, for a total of \$39,675.00.
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Reference:	General Fund Budget
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Suggested Action:	Approve the maintenance cost for the BS&A Enterprise Software in the amount of \$39,675.00
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Memorandum

*approved to go
to Council.
Dr. Fettrow
2/5/2019*

To: Dr. Fettrow
From: Matthew D. Trine
Date: 02-05-2019
Re: Annual Maintenance Fees – BS&A

Dr. Fettrow,

Annual maintenance fees are a continuing cost of the City Council approved contract with BS&A Software. To that end, our initial contract included \$38,175 in annual maintenance costs, guaranteed for two years. Subsequently, the City entered into a change order for the inclusion of the Access My Gov Internet Services. This included an annual maintenance fee of \$1,500. Therefore, this submittal is a request for the approval of \$39,675 in annual maintenance costs for the BS&A software suite for the entire City.

Respectfully submitted,



Matthew D. Trine
Director Finance & Risk Management / Assistant City Manager

EXHIBIT B

Maintenance and Support Fees

General Ledger .NET	\$2,620 ✓
Accounts Payable .NET	\$2,240 ✓
Cash Receipting .NET	\$2,240 ✓
Payroll .NET	\$2,890 ✓
Human Resources .NET	\$2,620 ✓
Timesheets .NET	\$1,610 ✓
Miscellaneous Receivables .NET	\$2,240 ✓
Fixed Assets .NET	\$2,240 ✓
Work Order .NET	\$2,240 ✓
Purchase Order .NET	\$2,240 ✓
Building Department .NET	\$3,280 ✓
Business License .NET	\$1,840 ✓
AccessMyGov -Building Department	\$4,095 ✓
AccessMyGov -Employee Self-Service	\$2,890 ✓
AccessMyGov – Financials	\$2,890 ✓
<u>Total Annual Service & Support</u>	<u>\$38,175</u>

Change Request Form

Change #	4	Date Submitted	2/7/2018
Requested By	Steve Rennell	Date Required	2/7/2018
Application/Area Affected:	AccessMyGov/Internet Services		

Description of Change: Add AMG/IS to the project scope.

No	Changed Deliverable	Reason or Description	Net Change in Cost
1	Add AMG/IS to be used for MR receipts	Per customer	\$1,500/year
		Total Net Changes	\$1,500/year*

***Annual Service Fee:** 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).

Project Manager Approval:

City of Rockledge, Brevard County FL

BS&A Software

Signature _____

Signature _____

Date: _____

Date: _____



INVOICE

Invoice Number: 121355
 Invoice Date: Feb 1, 2019
 Page: 1

14965 Abbey Lane
 Bath, MI 48808

Voice: 517-641-8900

Fax: 517-641-8960

Bill To:
CITY OF ROCKLEDGE 1600 HUNTINGTON LANE ROCKLEDGE, FL 32955 BREVARD

Customer ID	Customer PO	Payment Terms	
CITYOFROCKLEDGE	1		
Account Rep	Shipping Method	Ship Date	Due Date
			2/28/19

Quantity Billed	Description	Unit Price	Line Item Amount
1.00	General Ledger Web Portal System- annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,890.00	2,890.00
1.00	BS&A Online Services Employee Web Portal - annual service/support fee per contract for the coverage dates of Feb 1st, 2019- Feb 1st, 2020	2,890.00	2,890.00
1.00	BS&A Online (Formerly Internet Service) CD Online - annual service/support fee per contract for the coverage dates of Feb 1st, 2019-Feb 1st, 2020	4,095.00	4,095.00
1.00	BS&A Online (Formerly Internet Services) - Annual Service/Support Fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,500.00	1,500.00
1.00	Business License System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,840.00	1,840.00
1.00	Community Development (Building) System -annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	3,280.00	3,280.00
1.00	Purchase Order System- annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,240.00	2,240.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL DUE	Continued

Check/Credit Memo No:



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 ROCKLEDGE, FL 32955
 BREVARD

Customer ID	Customer PO	Payment Terms	
CITYOFROCKLEDGE	1		
Account Rep	Shipping Method	Ship Date	Due Date
			2/28/19

Quantity Billed	Description	Unit Price	Line Item Amount
1.00	Work Order - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,240.00	2,240.00
1.00	Fixed Assets System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,240.00	2,240.00
1.00	Miscellaneous Receivables System- annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,240.00	2,240.00
1.00	Time Sheets System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	1,610.00	1,610.00
1.00	Human Resource System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,620.00	2,620.00
1.00	Payroll System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,890.00	2,890.00
1.00	Cash Receipting System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,240.00	2,240.00
1.00	Accounts Payable System - annual service/support fee per contract for the coverage dates of February 1st,	2,240.00	2,240.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL DUE	Continued

Check/Credit Memo No:



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Account Rep	Shipping Method	Ship Date	Due Date
			2/28/19

Quantity Billed	Description	Unit Price	Line Item Amount
1.00	2019-February 1st, 2020 General Ledger/Budgeting System - annual service/support fee per contract for the coverage dates of February 1st, 2019-February 1st, 2020	2,620.00	2,620.00

Subtotal	39,675.00
Sales Tax	
Total Invoice Amount	39,675.00
Payment/Credit Applied	
TOTAL DUE	39,675.00

Check/Credit Memo No: