Town of Cortland
Agenda Request

(SUBMIT FORM TO THE TOWN CLERK NO LATER THAN ONE WEEK BEFORE THE SCHEDULED MEETING)

ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR

☐ **RESOLUTION** ☐ **ORDINANCE** ☒ **INFORMATION** ☐ **OTHER**

DATE PREPARED: MARCH 17, 2015 **FOR MEETING ON: MARCH 23, 2015**

DESCRIPTION/TITLE: SOFTWARE PURCHASE AGREEMENT

REQUIRED ACTION: APPROVAL OF THE BOARD FOR THE EXPENDITURE

STAFF/COMMITTEE RECOMMENDATION: **IT IS RECOMMENDED TO UPGRADE FROM THE DOS PROGRAM THAT HAS BEEN IN USE.**

STATEMENT OF CONCERN/SUMMARY: **THE SOFTWARE IS A MODUAL OF THE CURRENT CIVIC SYSTEM PROGRAM AND WILL ALLOW TRACKING OF BUILDING PERMITS IN A 21ST CENTURY TECHNOLOGY.**

THE SOFTWARE EXPENDITURE HAS BEEN APPROVED IN THE CURRENT BUDGET. THE PURCHASE PRICE IS $12,800 AND WOULD COME FROM CAPITAL IMPROVEMENT FUND TECHNOLOGY LINE. THE ANNUAL SUPPORT FEE WOULD BE INCLUDED EACH BUDGET YEAR.

AGENDA PLACEMENT:

☐ BOARD REVIEW OF PENDING BUSINESS ☒ NEW BUSINESS ☐ CONCERNS ☐ STAFF REPORTS
☐ COMMITTEE OF THE WHOLE ☐ PRESIDENT'S REPORT ☐ CONSENT AGENDA ☐ UNFINISHED BUSINESS
☐ PUBLIC HEARING
☐ LIAISON REPORTS

Prepared by: _____ Approved by: _____ Date: _____

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Prepared by: _____ Approved by: _____ Date: _____

Computer Software and Conversion Services Proposal

Town of Cortland

Prepared by Civic Systems, LLC

A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398
Phone: 888.241.1517
Fax: 608.249.1050
mlaesch@civicsystems.com
www.civicsystems.com

March 16, 2015

Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

Town of Cortland
59 S Somonauk Road
P.O. Box 519
Cortland, IL 60112

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **50% is due upon execution of the contract and the remaining 50% of the contract is due at training.** The information provided in this proposal is valid for 60 days from date of issue.

INVESTMENT SUMMARY

License Fee	$	10,000
• Building Permits (6 Total Clarity Concurrent Users)		
Less: Negotiated Discount		(2,000)
Setup Estimate		2,400
• 16 HRs @ $150/HR		
Training		2,400
• 2 Days @ 1,200/Day		
Total Investment	**$**	**12,800**
Annual Support Increase	**$**	**2,400**

*Above amounts do not include travel costs.

**Above amounts do not include conversion.

***The Town of Cortland currently has 6 concurrent user licenses. If additional concurrent licenses are needed they can be purchased for $2,000 each.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

TOWN OF CORTLAND

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

Optional Modules

OPTIONAL MODULES

Module	License Fee Investment (6 conc. users)	Training Days	Training Cost	Conversion/ Setup Cost	Total Module Cost	Annual Support Cost
Additional Concurrent Users (each)	2,000	--	--	--	**2,000**	**--**
Community Development Add- Ons						
Business Licenses	3,300	1	1,200	1,200	**5,700**	**990**
Code Enforcement	3,000	1	1,200	1,800	**6,000**	**900**
Approvals and Notifications	3,000	¼	300	1,200	**4,500**	**900**
Planning and Zoning	5,000	1	1,200	1,200	**7,400**	**1,500**
AP Add Ons						
miExcel AP	1,000	¼	300	--	**1,300**	**300**
AP ACH	3,000	--	--	--	**3,000**	**600**
AP Vendor Portal (Paperless Vendors)	--	½	600	1,500	**2,100**	**900**
General Ledger Add Ons						
miExcel GL	2,000	¼	300	--	**2,300**	**600**
PR Add Ons						
miExcel PR Import	2,000	¼	300	1,000	**3,300**	**600**
miPay (Paperless Paystubs)	--	--	--	1,000	**1,000**	**900**

*Above amounts do not include travel expenses