RESOLUTION 2021-045   **PASSED: JUNE 14, 2021**

AUTHORIZING AN AGREEMENT WITH BELLEFUIL, SZUR & ASSOCIATES INC. (BS&A) FOR THE LICENSE AND PROFESSIONAL SERVICES FOR THE COMMUNITY DEVELOPMENT MODULE IN OUR ENTERPRISE RESOURCE PLANNING SYSTEM (ERP) IN AN AMOUNT NOT TO EXCEED $108,000.

WHEREAS, the City of DeKalb, DeKalb County, Illinois is a home rule community with those powers granted under the provisions of the Illinois Constitution and the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et. seq.*; and

WHEREAS, the City of DeKalb currently maintains the Purchasing Manual, which relates to the Purchasing Policies in Section II of the Purchasing Policy; and

WHEREAS, the Purchasing Policy states: If any City purchase with a single vendor exceeds $20,000 for the current fiscal year, the purchase must be presented to Council for approval prior to the agreement being executed; and,

WHEREAS, the City Council of the City of DeKalb have determined that it is necessary and appropriate and promotes the interests of the City in purchasing a necessary commodity at a competitively obtained price through the State of Illinois consolidated purchasing process;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DEKALB, ILLINOIS:

SECTION 1: That the Mayor of the City of DeKalb is hereby authorized and directed to execute the agreement substantially in the format attached hereto, subject to such changes as shall be acceptable to him with the recommendation of the City Manager

SECTION 2: This Resolution and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such resolution should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the City's corporate authorities that to the extent that the terms of this Resolution should be inconsistent with any non-preemptive state law, that this Resolution shall supersede state law in that regard within its jurisdiction.

SECTION 3: This resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED BY THE CITY COUNCIL of the City of DeKalb, Illinois at a Regular meeting thereof held on the 14th day of June 2021 and approved by me as Mayor on the same day. Passed on by an 8-0 roll call vote. Aye: Morris, Larson, Smith, Perkins, McAdams, Verbic, Faivre, Barnes.

COHEN BARNES, Mayor

ATTEST:

Ruth A. Scott, Executive Assistant

Proposal for Software and Services, Presented to...

City of DeKalb, DeKalb County IL

May 27, 2021

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.*

Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 43,193. 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

Community Development

Building Department .NET	**$23,060**
Field Inspection .NET	**$9,685**

BS&A Online

Community Development	**$14,525**

	Subtotal	**$47,270**

Data Conversions/Database Setup

Convert existing Smartgov data to BS&A format:

Building Department (Per Database)	**$21,780**

No conversion or database setup to be performed for:

Field Inspection

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	**$1,500**

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).*

$9,350

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:	1		**$1,100**
Community Development Applications	Days:	17		**$18,700**
	Total:	18	Subtotal	**$19,800**

BS&A SOFTWARE

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City of DeKalb, DeKalb County IL | May 27, 2021
Kevin Schafer, Account Executive | (855) 272-7638 | kschafer@bsasoftware.com
Prices good for a period of 90 days from date on proposal

Cost Totals

Not including Annual Service Fees

Applications	$47,270
Data Conversions	$21,780
Custom Import	$1,500
Project Management and Implementation Planning	$9,350
Implementation and Training	$19,800
Total Proposed	**$99,700**

Travel Expenses   *$6,780*

Payment Schedule

1st Payment: **$31,130** to be invoiced upon execution of this agreement.

2nd Payment: **$47,270** to be invoiced at start of training.

3rd Payment: **$28,080** to be invoiced upon completion of training.

Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, 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).

Community Development	
Building Department .NET	$5,125
Field Inspection .NET	$2,150
BS&A Online	
Community Development	$3,230
Total Annual Service Fees	**$10,505**

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.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

___ Classroom training, $205/person/day

___ On-site training (unlimited attendees), $1,100/day, travel not included

BS&A Online

Connection Requirements
BS&A Online requires a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements
Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit https://www.bsasoftware.com/solutions/bsaonline/public-records-search/ for information.

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Acceptance

Signature constitutes...

1. An order for products and services as quoted
   Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

_____   6/15/21
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.

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Kevin Schafer, Account Executive | (855) 272-7638 | kschafer@bsasoftware.com
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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 _Dawn Harper_

Title _Chief Bldg. Official_

Phone/Fax _815-748-2372_

Email _dawn.harper@cityofdekalb.com_

Mailing Address _164 E. Lincoln Hwy._

City, State, Zip _DeKalb, IL 60115_

IT Contact

Name _Jeremy Alexander_

Title _Technical Services Spv._

Phone/Fax _815-748-2330_

Email _jalexander@cityofdekalb.com_

Mailing Address _164 E. Lincoln Hwy._

City, State, Zip _DeKalb, IL 60115_