



Alpena County Treasurer's Office

Kimberly Ludlow
Treasurer

720 West Chisholm, Ste. #3
Alpena, Michigan – 49707-2456
Telephone: (989)354-9534
Fax: (989)354-9645

Jan. 10, 2023

Purchase of BS&A Special Assessment Software

Implementation of the Beaver Lake Dam Special Assessment will involve collecting the Special Assessments on the real property tax rolls/bills over the next ten years for over 400 parcels. Detailed tracking and accounting of the Special Assessment for each individual parcel will be necessary to address parcels being split &/or combined over the ten years. Along with possible early pay off of the Special Assessment per parcel and Property Tax Delinquencies. This will involve two local Treasurer's and local Assessor's along with the County Treasurer and County Equalization Director.

I am requesting to transfer \$8,920.00 from the Restricted DTRF 525 Delinquent Property Tax Sales(525-254-995.101 FC Funds to GF) to the General Fund line item 101-228-956.000 Software Purchases to purchase the BS&A Special Assessment Software.

Proposal for Software and Services, Presented to...

Alpena County MI

November 23, 2022

Quoted by: Keegan Nixon



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

Applications and Annual Service Fee prices based on an approximate SEV of 1.015 billion. 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

Property

Special Assessment .NET

\$5,180

Data Conversions/Database Setup

No conversion or database setup to be performed.

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).

\$550

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
Property Applications	Days:	1	\$1,100
	Total:	2	Subtotal \$2,200



Cost Totals

Not including Annual Service Fees

Applications	\$5,180
Project Management and Implementation Planning	\$550
Implementation and Training	\$2,200
Total Proposed	\$7,930
<i>Travel Expenses</i>	<i>\$990</i>

Payment Schedule

- 1st Payment: **\$550** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$5,180** to be invoiced at start of training.
- 3rd Payment: **\$3,190** 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).

Property

Special Assessment .NET	\$1,035
-------------------------	---------



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.

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

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: knixon@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



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 Kimberly Ludlow Title Alpena County Treasurer
Phone/Fax (989)354-9536 Email ludlowk@alpenacounty.org
Mailing Address 720 W. Chisholm St., Ste.#3
City, State, Zip Alpena, MI 49707

IT Contact

Name Steve Mousseau Title IT Director
Phone/Fax (989)354-9585 Email mousseaus@alpenacounty.or
Mailing Address 720 W. Chisholm St.
City, State, Zip Alpena, MI 49707

