

City of Waterloo – Capital Purchase Request Form For Budgeting Purposes

2018-2022 Department: CLERK/TREAS. Submitted By: MO HANSEN Date: 10/1/2017

Project Name: ACCOUNTING SOFTWARE UPDATE TO CASSELLE EXCHANGE
HARDWARE

Priority 1 (1 High... 5 Low)

Description.....
 (1) Our software vendor will soon no longer support existing Casselle package \$15,800 across 2 years or 2018 @ \$7,900
 (2) Hardware Server update 2018 @ \$10,000

Justification.....
 New update will allow greater use and analysis of data. We need product support. Current software needs require server upgrade.

Expenditure Amounts

Prior Expenditure	2018	2019	2020	2021	2022	Total	Future Total
Software	7,900	7,900					
Hardware	10,000						

Funding Source(s)

	2018	2019	2020	2021	2022	Total	Future Total
1. Property Tax	17,900	7,900					
2.							
3.							

Operating Budget Impact

Prior Total	2018	2019	2020	2021	2022	Total	Future Total
Change In Operating Expense Due To Purchase							

Software Purchase Agreement

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

City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days.

INVESTMENT SUMMARY

Clarity License Fees (3 Concurrent Users)	\$	22,200
<i>Less Clarity Upgrade Discount</i>		<i>(12,500)</i>
Conversion/Setup		2,500
Training		3,600
		<hr/>
TOTAL INVESTMENT	\$	15,800
		<hr/>
ANNUAL SUPPORT INCREASE	\$	0
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*Above amounts do not include travel costs. Travel costs are invoiced at \$0.56 per mile round trip and actual costs for hotel (Holiday Inn or equivalent) and meals (max of \$35 daily).

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance and understanding of the Computer Software and Services Contract, Attachment A – Caselle Software Distribution Agreement, and Attachment B – Civic Support Agreement.

CITY OF WATERLOO

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____



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A SUBSIDIARY OF BAKER TILLY
VIRCHOW KRAUSE, LLP

Selected Modules Detailed Costs

LICENSE FEES (3 CONCURRENT USERS)

Clarity Upgrade Modules	License Fee	Conversion/ Setup	Training Cost	Total Investment
Based on 3 Concurrent User Licenses	\$ 0	\$ 0	\$ 0	\$ 0
Accounts Payable	5,500	Included	600	6,100
General Ledger	5,500	Included	1,800	7,300
Activity Reporting	Included	Included	Included	Included
Bank Rec	Included	Included	Included	Included
Budgeting	Included	Included	Included	Included
miExcel GL	Included	Included	Included	Included
Payroll	11,200	Included	1,200	12,400
Direct Deposit	Included	Included	Included	Included
Magnetic W-2's	Included	Included	Included	Included
Conversion And Setup Estimates	Included	2,500	Included	2,500
Less: Clarity Upgrade Discount	(12,500)	--	--	(12,500)
TOTALS COSTS	<u>9,700</u>	<u>2,500</u>	<u>3,600</u>	<u>15,800</u>

*Above amounts do not include travel expenses



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