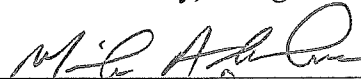



Memorandum
Purchasing Division
IT Department

TO: John T. Lockerby, Village Manager

FROM:



Michael Aleksic, Purchasing Agent



Jim Shaw, IT Director

DATE: November 7, 2017

SUBJECT: **BS&A ERP Software Maintenance Contract**
Agenda Item – November 20, 2017 Board Meeting

Background

In Fiscal Year 2017, the Village contracted with BS&A Systems for the licensing and use of their ERP System. This system includes modules for General Ledger, Accounts Payable, Purchasing, Miscellaneous Receivables, Cash Receipts, Fixed Assets, Building and Planning, Human Resources, Time Sheets, Payroll, Utility Billing, Business Licensing, Animal Licensing, Citizen Request, and Work Orders.

The software maintenance contract for these various modules of BS&A's software is up for renewal. In that regard, it is necessary to renew the contract in order to provide for uninterrupted support of the BS&A software applications used by the Village.

Budget & Account: \$80,000.00 #0L31005 020-6000-403.03-20-0L31005

Recommendation:

It is recommended that a contract be awarded to BS&A, Bath Michigan, for support and maintenance of BS&A ERP software, in the amount of \$65,155.00.

Comments:

BS&A provides the Village with computer software used across the organization. An integral component to the successful operation of the BS&A software is the support and maintenance agreement, which provides for support and help desk services, as well as free upgrades and "fixes" of any of the modules owned by the Village. Since all of the software is provided and maintained by BS&A, this contract is a sole source procurement.

The BS&A agreement was signed in FY 2017 and this is the first invoice for annual support. It is important to note that with the transition from HTE to BS&A annual support costs are reduced by over 50% from going from \$133,667.39 to the \$65,000 detailed above.

Cc: Jason Wicha