

City of South Daytona

Office of the City Manager / Department of Finance

Post Office Box 214960 • South Daytona, FL 32121 • 386/322-3060 • FAX 386/322-3099



MEMORANDUM

To: James L. Gillis, Jr., City Manager
From: Jason E. Oliva, Finance Director
Re: Consideration of Approving Munis Software Purchases
Date: January 29, 2021

AGENDA ITEM
D16 DATE 2/9/2021

Issue: The City of South Daytona has done commendable work addressing urgent challenges to the way it serves the community during the pandemic. On August 19, 2020 the City Council passed resolution No.2020-30 authorizing the Mayor and the City Manager to execute a subrecipient agreement with Volusia County to participate in the Coronavirus Relief Fund Municipal Subrecipient Program. The City developed a list of supplies, equipment, and improvements that will assist the City in reducing physical contact with citizens and employees to allow the City to adequately combat the spread of the virus. The City received \$455,154 from the CARES Act. Staff is requesting to use a portion of the CARES grant to make critical software investments to modernize our technology and processes.

Solution: The City would like to purchase four software applications. All will reduce physical contact with residents and co-workers while increasing productivity and accountability. The software modules and benefits to the City are:

1) Citizen Self Service Implementation for Permitting.

- a. Citizen Self Service is an online tool that ensures effective communication with citizens and contractors while eliminating the need for an office visit.
- b. One time cost is \$5,216 with no recurring fees.
- c. Allows residents and contractors to apply for permits, request inspections, and pay invoices online.

2) Tyler Parks and Recreation.

- a. Allows residents 24/7 access to program information, class registration, and payment options while eliminating the need to visit the parks and recreation office.
- b. One time cost is \$20,579 with a recurring yearly maintenance cost of \$1,030.
- c. Replaces current Sportsman software, and integrates directly into Munis
 - Eliminates manual dual entry

3) Employee Self Service

- a. Allows employees access to control employee information 24/7 while reducing physical contact with Human Resources / Payroll staff.
- b. One time implementation cost of \$2,608 with a \$3,000 annual fee.
- c. Allows employee electronic access to:
 - Request Time-off
 - View Accrual Balances
 - View Timesheet
 - Change withholdings and benefits

4) ExecuTime

- a. Simplifies payroll processing by automating timesheets while reducing physical contact with supervisors and management by eliminating paper timesheet record keeping.
- b. One time license and implementation costs of \$56,906 with a \$6,706 annual fee
- c. Electronic Time Sheets
 - No manual calculations
 - Electronic supervisor approvals
- d. Time Sheets import directly into Munis Payroll
 - Eliminates data entry

Recommendation: Staff is requesting approval from the City Council.

Result: The implementation of these modules will improve efficiency, communication, accountability, and transparency while reducing physical contact with residents and co-workers.



Quoted By: Cindy Chase
Date: 1/25/2021
Quote Expiration: 7/24/2021
Quote Name: South Daytona - CSS
Quote Number: 2021-122254
Quote Description: CSS Implementation for Permitting

Sales Quotation For

City of South Daytona
PO Box 214960
South Daytona, FL 32121-4960
Phone +1 (386) 322-3066

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Implementation	32	\$163.00	\$0.00	\$5,216.00
TOTAL:				\$5,216.00

Summary

One Time Fees Recurring Fees

Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$5,216.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$5,216.00	\$0.00
Contract Total	\$5,216.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____
Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and

Comments

remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.



Quoted By: Cindy Chase
 Date: 1/25/2021
 Quote Expiration: 7/24/2021
 Quote Name: South Daytona - ERP - TPAR
 Quote Number: 2021-122252
 Quote Description: TPAR

Sales Quotation For

City of South Daytona
 PO Box 214960
 South Daytona, FL 32121-4960
 Phone +1 (386) 322-3066

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Additional:						
Parks and Recreation	\$5,720.00	80	\$13,040.00	\$0.00	\$18,760.00	\$1,030.00
Sub-Total:	\$5,720.00		\$13,040.00	\$0.00	\$18,760.00	\$1,030.00
<u>Less Discount:</u>	<u>\$0.00</u>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$515.00</u>
TOTAL:	\$5,720.00	80	\$13,040.00	\$0.00	\$18,760.00	\$515.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Project Management	8	\$163.00	\$0.00	\$1,304.00
TOTAL:				\$1,304.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$5,720.00	\$515.00
Total Tyler Services	\$14,344.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$20,064.00	\$515.00
Contract Total	\$20,579.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Additional:						
Parks and Recreation	\$5,720.00	\$0.00	\$5,720.00	\$1,030.00	\$515.00	\$515.00
TOTAL:	\$5,720.00	\$0.00	\$5,720.00	\$1,030.00	\$515.00	\$515.00

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- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
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 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
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 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
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Comments

remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.



Quoted By: Cindy Chase
 Date: 2/1/2021
 Quote Expiration: 7/24/2021
 Quote Name: South Daytona - ExecuTime and ESS
 Quote Number: 2021-122253
 Quote Description: ExecuTime and ESS

Sales Quotation For

City of South Daytona
 PO Box 214960
 South Daytona, FL 32121-4960
 Phone +1 (386) 322-3066

			One Time Fees		
Description	# Years	Annual Fee	Impl. Hours	Impl. Cost	Data Conversion
Productivity:					
Employee Self Service (Tyler Hosted)	1	\$3,000.00	16	\$2,608.00	\$0.00
TOTAL:		\$3,000.00	16	\$2,608.00	\$0.00

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Human Capital Management:						
ExecuTime Advanced Scheduling (50)	\$8,930.00	64	\$10,432.00	\$0.00	\$19,362.00	\$1,786.00
ExecuTime Time & Attendance (100)	\$13,420.00	120	\$19,560.00	\$0.00	\$32,980.00	\$2,684.00
Additional:						
Tyler Disaster Recovery Service	\$0.00	0	\$0.00	\$0.00	\$0.00	\$1,118.00
Tyler System Management Services Contract	\$0.00	0	\$0.00	\$0.00	\$0.00	\$1,118.00
Sub-Total:	\$22,350.00		\$29,992.00	\$0.00	\$52,342.00	\$6,706.00
Less Discount:	\$0.00		\$0.00	\$0.00	\$0.00	\$2,235.00
TOTAL:	\$22,350.00	184	\$29,992.00	\$0.00	\$52,342.00	\$4,471.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Project Management	28	\$163.00	\$0.00	\$4,564.00
TOTAL:				\$4,564.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$22,350.00	\$4,471.00
Total SaaS	\$0.00	\$3,000.00
Total Tyler Services	\$37,164.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$59,514.00	\$7,471.00
Contract Total	\$66,985.00	

Optional Other Services

Description	Quantity	Unit Price	Discount	Extended Price
Implementation	40	\$163.00	\$0.00	\$6,520.00
TOTAL:				\$6,520.00

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Customer Approval: _____ Date: _____

Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
ExecuTime Advanced Scheduling (50)	\$8,930.00	\$0.00	\$8,930.00	\$1,786.00	\$893.00	\$893.00
ExecuTime Time & Attendance (100)	\$13,420.00	\$0.00	\$13,420.00	\$2,684.00	\$1,342.00	\$1,342.00

Additional:

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Tyler Disaster Recovery Service	\$0.00	\$0.00	\$0.00	\$1,118.00	\$0.00	\$1,118.00
Tyler System Management Services Contract	\$0.00	\$0.00	\$0.00	\$1,118.00	\$0.00	\$1,118.00
TOTAL:	\$22,350.00	\$0.00	\$22,350.00	\$6,706.00	\$2,235.00	\$4,471.00

Comments

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- Expenses associated with onsite services are invoiced as incurred.

Tyler System Management Services is calculated at 25% of the Munis annual maintenance. There is a \$2,500 minimum annual fee.

Tyler's Disaster Recovery Service is calculated at 25% of the Munis annual maintenance. There is a \$5,000 minimum annual fee for Disaster Recovery service. The Disaster Recovery fees are applicable only to one Live Munis database and excludes all test and training databases.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services

Comments

depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

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In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

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Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Employee Self Service (Tyler Hosted) SaaS services will renew automatically for additional one (1) year terms at our then-current fee unless terminated in writing by either part at least thirty (30) days prior to the end of the then-current term.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.

Tyler Disaster Recovery Services is calculated at 25% of annual maintenance. The quoted value is in addition to your current Disaster Services and will be subject to an annual increase at our then current pricing.

Tyler System Management Services is calculated at 25% of annual maintenance. The quoted value is in addition to your current Tyler System Management Services and will be subject to an annual increase at our then current pricing.