



## **Finance Committee Meeting**

### **AGENDA**

**October 3, 2017**

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**I. CALL TO ORDER**

**II. MATTERS BEFORE COMMITTEE**

1. [Purchase - Tyler Technologies Financial Software](#)

**III. ADJOURN**



## Finance Committee Meeting

### AGENDA

October 3, 2017

**Item:**

Purchase - Tyler Technologies Financial Software

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Tyler Technologies Info](#)



**To:** City Council

**From:** Chris Bailey, Central Services Manager

**Department:** Finance

**Date:** 9/26/17

**Description:** A request is being made for the approval of the procurement of financial software from Tyler Technologies. This Request for Proposal (RFP) was issued on February 6, 2017 and submitted on March 8, 2017. We received six (6) submissions and after evaluations interviewed three (3), and then visited sites using the final two (2) selections. The price of all possible functions if chosen is \$300,617.00 with then annual renewal of those functions being \$54,830.00.

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**Budget Account/Project Name:** 2017 Finance CIP Budget

**Funding Source:** 2017 Finance CIP Budget

**Budget Allocation:** \$317,000.00

**Budget Available:** \$317,000.00

**Requested Expense:** \$300,617.00

**Company of Purchase:** Tyler Technologies, Inc.

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***Recommendation:***

Staff recommends the approval of the procurement of financial software from Tyler Technologies for the price of \$300,617.00. This bid follows procurement policy guidelines.

***Background:***

It is the practice of the City of Monroe to continually seek more efficient and functionally sound software for the daily operations to better serve the community.

***Attachment(s):***

Evaluation Summary – 1 page

Bid Submission Summary – 2 pages

	BS&A Software	Cassell	Tyler Technologies
<b>Functional &amp; Technical Structure</b>	<b>4.33</b>	<b>3.50</b>	<b>4.61</b>
Integration with Current Systems	5.0	4.0	4.3
General Ledger	4.7	3.5	4.7
Utility Billing Capabilities	3.5	2.5	4.5
Other Financial Capabilities	4.3	3.5	4.7
Work Order Functionality	3.5	2.5	4.5
Human Resources	5.0	5.0	5.0
<b>Installation &amp; Data Migration</b>	<b>5.0</b>	<b>4.0</b>	<b>4.3</b>
<b>Implementation &amp; Training</b>	<b>4.7</b>	<b>3.5</b>	<b>4.7</b>
<b>Maintenance &amp; Support</b>	<b>5.0</b>	<b>4.5</b>	<b>5.0</b>
<b>References</b>	<b>5.0</b>	<b>4.0</b>	<b>5.0</b>
<b>Financial Stability</b>	<b>4.7</b>	<b>5.0</b>	<b>4.7</b>
<b>Experience &amp; Longevity</b>	<b>4.7</b>	<b>5.0</b>	<b>5.0</b>
<b>Total Scores</b>	<b>33.33</b>	<b>29.50</b>	<b>33.28</b>
<b>Average Item Score</b>	<b>4.76</b>	<b>4.21</b>	<b>4.75</b>

Applications	BS&A Software	Edmunds & Associates	Tyler Technologies	Caselle	Harris Systems	3D Security
General Ledger	7,345.00	10,500.00	36,495.00	6,000.00	5,276.00	80,000.00
Bank Reconciliation	-	-	-	-	1,100.00	45,000.00
Budget Preparation	-	-	37,495.00	-	3,300.00	45,000.00
Accounts Payable	6,240.00	-	-	5,500.00	3,900.00	39,000.00
Cash Receipts	6,240.00	-	-	4,500.00	1,980.00	-
Miscellaneous Receivables	6,240.00	-	7,550.00	5,500.00	3,080.00	25,000.00
WIPP AR	-	600.00	-	-	-	-
Cashier Hardware	-	-	14,400.00	-	-	-
Purchase Order	6,240.00	3,150.00	10,930.00	2,700.00	3,840.00	30,000.00
Fixed Assets	6,240.00	-	5,470.00	3,300.00	1,980.00	30,000.00
Payroll	8,080.00	7,350.00	-	10,900.00	5,276.00	45,000.00
Utility Billing	60,000.00	18,500.00	80,495.00	13,600.00	-	30,000.00
WIPP Utility/Online Payment	-	600.00	800.00	2,250.00	-	-
Miscellaneous License	-	-	-	-	52,500.00	-
System Manager	-	-	13,805.00	-	1,652.00	-
Smart Query	-	-	-	-	650.00	-
Business Tax Collection	-	-	-	4,500.00	1,980.00	30,000.00
Business License	5,145.00	4,500.00	-	3,300.00	2,636.00	-
Human Resources	7,345.00	7,350.00	-	4,500.00	3,492.00	15,000.00
Smart AP Interface	-	-	-	-	8,500.00	50,000.00
Miscellaneous	-	-	-	-	6,995.00	15,000.00
Timesheets	4,510.00	-	-	2,700.00	-	-
Document Management	-	-	-	-	-	15,000.00
Budgeting	-	-	-	11,000.00	-	15,000.00
Inventory Management	6,240.00	7,500.00	9,500.00	4,500.00	-	30,000.00
Project Management	-	-	7,445.00	4,500.00	-	-
Building Department/Code Enforcement	9,175.00	7,350.00	40,650.00	-	-	-
GIS	-	-	9,550.00	-	-	-
Field Inspection/Workorders	3,150.00	10,500.00	-	-	-	-
Employee Self Service	4,850.00	5,250.00	5,650.00	-	-	-
Purchasing Card	-	-	-	-	-	50,000.00
Online Payments	-	-	-	-	-	70,000.00
Internet Service	1,500.00	-	-	-	-	30,000.00
Permitting Self Service	-	3,750.00	7,120.00	8,000.00	2,540.00	15,000.00
<b>Subtotal</b>	<b>148,540.00</b>	<b>86,900.00</b>	<b>287,355.00</b>	<b>97,250.00</b>	<b>110,677.00</b>	<b>704,000.00</b>
<b>Conversion &amp; Setup</b>						
General Ledger	3,675.00	-	7,500.00	15,500.00	3,990.00	-
Bank Reconciliation	-	-	-	-	275.00	-
Budget	-	-	-	-	995.00	-
Accounts Payable	3,120.00	-	-	3,500.00	975.00	-
Payroll	6,600.00	5,500.00	4,250.00	5,592.00	5,245.00	-
Utility Billing	57,000.00	9,500.00	8,500.00	22,250.00	-	-
Cash Receipts	1,500.00	-	-	500.00	-	-
Transaction History	-	7,500.00	-	-	-	-
Miscellaneous Receivables	1,500.00	5,250.00	-	2,000.00	-	-
Fixed Assets	3,120.00	1,500.00	-	1,000.00	495.00	-
Vendor Files	-	-	-	-	975.00	-
Purchase Orders	-	-	-	-	1,319.00	-
Online Payment	-	-	-	2,250.00	-	-
Business Tax Collection	-	-	-	1,500.00	-	-
Business License	1,500.00	-	7,735.00	1,200.00	2,925.00	-
Human Resources	3,000.00	-	-	3,000.00	873.00	-
Timesheets	-	-	-	500.00	-	-
Document Management	-	-	-	2,000.00	-	-
Budgeting	-	-	-	7,250.00	-	-
Building Department	4,000.00	6,500.00	-	-	-	-
Inventory Management	-	2,000.00	-	500.00	-	-
Project Management	-	-	-	500.00	-	-
Permitting Self Service	-	-	-	20,800.00	635.00	-
<b>Subtotal</b>	<b>85,015.00</b>	<b>37,750.00</b>	<b>27,985.00</b>	<b>89,842.00</b>	<b>18,702.00</b>	<b>-</b>
<b>Implementation &amp; Training</b>						
Software Setup	4,000.00	-	-	-	-	-
General Ledger	2,000.00	-	-	1,500.00	-	-
Accounts Payable	3,000.00	-	-	375.00	-	-
Cash Receipts	2,000.00	-	-	375.00	-	-
Miscellaneous Receivables	2,000.00	-	-	750.00	-	-
Purchase Order	3,000.00	-	-	375.00	-	-
Fixed Assets	1,000.00	-	-	375.00	-	-
Payroll	10,000.00	-	-	2,250.00	-	-
Utility Billing	40,000.00	-	-	2,625.00	-	-
Online Payment	-	-	-	500.00	-	-
Business Tax Collection	-	-	-	375.00	-	-

Item # 1

Business License	2,000.00	-	-	375.00	-	-
Software Setup	2,000.00	-	-	-	-	-
Human Resources	2,000.00	-	-	375.00	-	-
Timesheets	4,000.00	-	-	750.00	-	-
Document Management	-	-	-	3,000.00	-	-
Budgeting	-	-	-	3,750.00	-	-
Inventory Management	2,000.00	-	-	750.00	-	-
Project Management	-	-	-	1,500.00	-	-
Permitting Self Service	-	-	-	750.00	-	-
Building Department	7,000.00	-	-	-	-	-
Field Inspection	3,000.00	-	-	-	-	-
Employee Self Service	1,000.00	-	-	-	-	-
<b>Subtotal</b>	<b>90,000.00</b>	<b>-</b>	<b>-</b>	<b>20,750.00</b>	<b>-</b>	<b>-</b>
<b>Contingency/Hosting Fees</b>	<b>10,000.00</b>	<b>8,750.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Installation</b>	<b>-</b>	<b>1,680.00</b>	<b>-</b>	<b>-</b>	<b>1,750.00</b>	<b>-</b>
<b>Concurrent Licenses (50)</b>	<b>-</b>	<b>7,995.00</b>	<b>-</b>	<b>50,000.00</b>	<b>-</b>	<b>30,000.00</b>
<b>Project Management</b>	<b>25,250.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>-</b>	<b>166,200.00</b>	<b>-</b>
<b>Project Management (Optional Items)</b>	<b>13,250.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,275.00</b>	<b>-</b>
<b>On-Site Training</b>	<b>-</b>	<b>-</b>	<b>3,945.00</b>	<b>25,000.00</b>	<b>-</b>	<b>-</b>
<b>On-Site Training (Optional Items)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,000.00</b>	<b>-</b>	<b>-</b>
<b>Custom Imports</b>	<b>1,500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Post Assistance</b>	<b>3,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Discounts</b>	<b>-</b>	<b>-</b>	<b>(23,668.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Travel Expenses</b>	<b>38,100.00</b>	<b>-</b>	<b>AS INCURRED</b>	<b>-</b>	<b>2,400.00</b>	<b>-</b>
<b>Travel Expenses (Optional Items)</b>	<b>15,820.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Proposed (Requirements)</b>	<b>338,635.00</b>	<b>97,875.00</b>	<b>220,702.00</b>	<b>202,217.00</b>	<b>276,694.00</b>	<b>429,000.00</b>
<b>Total Proposed (Options)</b>	<b>91,840.00</b>	<b>50,200.00</b>	<b>79,915.00</b>	<b>106,625.00</b>	<b>28,310.00</b>	<b>305,000.00</b>
<b>Total Proposed</b>	<b>430,475.00</b>	<b>148,075.00</b>	<b>300,617.00</b>	<b>308,842.00</b>	<b>305,004.00</b>	<b>734,000.00</b>
<b>Payment Schedule</b>						
1st Payment	103,265.00	49,358.33		154,421.00		110,100.00
2nd Payment	111,770.00	49,358.33		154,421.00		183,500.00
3rd Payment	120,100.00	49,358.33				183,500.00
4th Payment						110,100.00
5th Payment						146,800.00
<b>Annual Service Fees</b>						
General Ledger	1,470.00	3,308.00	5,749.00	-	-	-
Budget Preparation	-	-	5,249.00	-	-	-
Accounts Payable	1,250.00	-	-	-	-	-
Cash Receipts	1,250.00	-	-	-	-	-
Miscellaneous Receivables	1,250.00	-	1,513.00	-	-	-
WIPP AR	-	600.00	-	-	-	-
Cashier Hardware	-	-	2,780.00	-	-	-
Purchase Order	1,250.00	945.00	1,733.00	-	-	-
Fixed Assets	1,250.00	-	743.00	-	-	-
Payroll	1,620.00	2,316.00	-	-	-	-
System Manager	-	-	2,201.00	-	-	-
Utility Billing	12,000.00	3,850.00	12,624.00	-	-	-
WIPP Utility/Online Payment	-	600.00	4,320.00	-	-	-
Business Tax Collection	-	-	-	-	-	-
Business License	1,030.00	945.00	-	-	-	-
Human Resources	1,470.00	-	-	-	-	-
Timesheets	900.00	-	-	-	-	-
Budgeting	-	-	-	-	-	-
Inventory Management	-	2,205.00	1,375.00	-	-	-
Project Management	-	-	1,361.00	-	-	-
Building Department/Code Enforcement	1,840.00	2,205.00	4,663.00	-	-	-
GIS	-	-	1,825.00	-	-	-
Field Inspection/Workorders	630.00	2,205.00	-	-	-	-
Employee Self Service	970.00	1,575.00	413.00	-	-	-
Internet Service	1,500.00	-	2,761.00	-	-	-
Permitting Self Service	-	1,575.00	5,520.00	-	-	-
<b>Total (Requirements)</b>	<b>22,370.00</b>	<b>12,564.00</b>	<b>36,912.00</b>	<b>51,960.00</b>	<b>24,385.00</b>	<b>-</b>
<b>Total (Options)</b>	<b>7,310.00</b>	<b>9,765.00</b>	<b>17,918.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>29,680.00</b>	<b>22,329.00</b>	<b>54,830.00</b>	<b>51,960.00</b>	<b>24,385.00</b>	<b>-</b>