

**TOWN OF WATERFORD
CAPITAL IMPROVEMENT PLAN
PROJECT CONSOLIDATION FORM-FY 2023-2027**

	DEPARTMENT/ AGENCY:	FINANCE						
DEPT PRIORITY	PROJECT NAME	FUNDING SOURCE	FISCAL YEAR 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	FISCAL YEAR 2026-2027	TOTAL
1	MUNIS MODULE EXPANSION	1		150,373				150,373
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
	TOTALS		0	150,373	0	0	0	150,373

INDEX TO FUNDING SOURCES.

- | | |
|---|---|
| 1 | CURRENT YEAR CAPITAL IMPROVEMENTS |
| 2 | UTILITY BUDGET/SEWER CAPITAL MAINTENANCE FUND |
| 3 | TRANSFER TO CAPITAL & NONRECURRING, |
| 4 | SHORT AND LONG TERM DEBT FINANCING |
| 5 | LoCIP |
| 6 | CNR UNDESIGNATED FUND BALANCE |
| 7 | FEDERAL/STATE GRANTS |
| 8 | OTHER FUNDING |

**TOWN OF WATERFORD
CAPITAL PROJECT REQUEST FORM
2022-2023 FISCAL YEAR REQUEST**

DEPARTMENT/AGENCY

FINANCE

CONTACT PERSON

KIM ALLEN

PROJECT NAME

MUNIS MODULE EXPANSION

DEPARTMENT PRIORITY

1

1 DESCRIPTION AND JUSTIFICATION (describe the type, purpose & anticipated accomplishments of the project)

This project is to purchase two new MUNIS modules - Human Resources and Payroll. These modules will allow a more efficient workflow of communication between the HR and Finance department. The new modules will also setup the finance department for long-term implementation of more efficient systems and allow the town to reduce costs for additional separate software and service contracts currently being utilized.

2 PROJECT STATUS IF IN PROGRESS

N/A

3 LIST OTHER PROJECTS WITHIN YOUR DEPARTMENT OR ANOTHER DEPARTMENT THAT WILL BE IMPACTED BY THIS REQUEST

N/A

4 DESCRIBE THE IMPACT ON DEPARTMENT OPERATING BUDGET (include cost estimate if applicable)

5 GRANT FUNDING/OTHER FUNDING, if applicable (detailed explanation of grant/other funding, including the amount, source of funding, status, town match, if any. Attach award letter if available)

6 ATTACH PLAN ESTIMATE, SERVICE AREA MAP AND/OR OTHER SUPPORTING DOCUMENTATION (if none, simply state that in the area below)

7 COST/FUNDING SOURCE

	FUNDING SOURCE	APPROVED FUNDING TO DATE	FY2023	FY2024	FY2025	FY2026	FY2027
1	Current Year Capital	0		150,373			
2	Utility Budget/Sewer Cap Maint Fund						
3	Transfer to CNR						
4	Short/Long-term Bonds						
5	LoCIP (detail in section 5 above)						
6	CNR Undesignated Fund Balance						
7	Federal/State Grants (detail in section 5)						
8	Other Funding (detail in section 5 above)						
	TOTALS	0	0	150,373	0	0	0



Quoted By: Eddie Flaherty
Quote Expiration: 05/14/22
Quote Name: Town of Waterford-ERP- HCM
Quote Description: HCM with ExecuTime

Sales Quotation For:

Town of Waterford
15 Rope Ferry Rd
Waterford CT 06385-2202
Phone: +1 (860) 444-5840

Tyler Software and Related Services

Description	Qty	License	Hours	Module Total	Year One Maintenance
Human Resources Management					
ExecuTime Time & Attendance - Up to 250 Employees	1	\$ 15,977	96	\$ 15,977	\$ 3,195
ExecuTime Time & Attendance Mobile Access	1	\$ 5,075	0	\$ 5,075	\$ 1,015
Human Resources & Talent Management	1	\$ 15,798	88	\$ 15,798	\$ 2,844
Payroll w/ESS	1	\$ 19,629	168	\$ 19,629	\$ 3,533
TOTAL		\$ 56,479	352	\$ 56,479	\$ 10,587

Tyler Annual and Related Services

Description	QTY	Imp. Hours	Annual Fee
Recurring Services			
Tyler System Management Services Contract	1	0	\$ 2,647
TOTAL:		0	\$ 2,647

Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management	44	\$ 185	\$ 8,140	\$ 0
Conversions			\$ 5,100	\$ 0
Onsite Implementation	92	\$ 210	\$ 19,320	\$ 0
Remote Implementation	260	\$ 185	\$ 48,100	\$ 0
TOTAL			\$ 80,660	\$ 0

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 56,479	\$ 10,587
Total Annual	\$ 0	\$ 2,647
Total Tyler Services	\$ 80,660	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
Summary Total	\$ 137,139	\$ 13,234
Contract Total	\$ 150,373	

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

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Payroll/HR				
PR Payroll - Accumulators up to 5 years	1	\$ 1,400	\$ 0	\$ 1,400
PR Payroll - Check History up to 5 years	1	\$ 1,200	\$ 0	\$ 1,200

2021-292193-K3P8H5

PR Payroll - Earning/Deduction Hist up to 5 years

1

\$ 2,500

\$ 0

\$ 2,500

TOTAL

\$ 5,100

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 scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

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

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 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.

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Tyler System Management Services is calculated at 25% of the Munis annual maintenance. There is a \$2,500 minimum annual fee. Systems Management Services are invoiced when you sign this sales quotation and are provided in accordance with the terms of service for Tyler Systems Management found here: <https://www.tylertech.com/terms/tyler-systems-management-terms-of-service>.

