

RESOLUTION #09/10-12
City of Dayton, Oregon

Title: *A Resolution Approving a Sole Source purchase for Caselle Utility Management Software and Utility Electronic Reading Interface*

WHEREAS, the City of Dayton utilizes Caselle financial software for financial and municipal court billing purposes; and

WHEREAS, the City wishes to upgrade the utility billing system to Caselle to fully integrate the City's financial software to more efficiently utilize services; and

WHEREAS, Caselle software is only available from one source; and

WHEREAS, the City budgeted funds in 2009-2010 to upgrade the utility billing system;

The City of Dayton resolves as follows:

- 1) **THAT** Caselle Utility Management Software and Utility Electronic Reading Interface may be fully integrated into the City's existing financial software and municipal court software and the City wishes to award a sole source purchase for these goods based on the following findings:
 - a. The City previously purchased and has been using Caselle financial software for its financial and municipal court billing purposes.
 - b. The City would like to fully integrate all of its financial, court, and utility software into one system to more efficiently utilize services.
 - c. Caselle Utility Management Software and Utility Electronic Reading Interface is only available from one source.
 - d. The purchase of the utility management software and electronic reading interface will eliminate one step in the current process for entering utility billing information into the City's software program allowing staff to efficiently utilize their time.
- 2) **THAT** the City Council authorizes the City Manager to purchase the Caselle Utility Management Software, Electronic Billing Interface and one additional user license from Caselle for a total of \$12,760 once the statutory limit for the 7-day bid protest period has passed; and
- 3) **THAT** this resolution shall become effective immediately upon adoption.

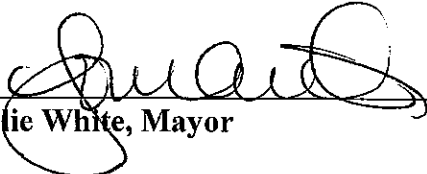
ADOPTED this 3rd day of August, 2009.

In Favor: Dickson, Evers, Henry, Hensley, White, Wytoski

Opposed: None

Absent: Blackburn

Abstained: None

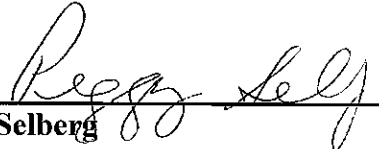


Jolie White, Mayor

8/17/09

Date Signed

ATTEST:



**Peggy Selberg
City Recorder**

8/13/09

Date of Enactment

Attachment - Exhibit A

City of Dayton

Caselle Clarity® Software & Services Proposal

July 16, 2009

(Valid for 180 days)



From:

Aimee Gamble, Territory Manager
alg@caselle.com

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(800) 228-9851 • (801) 850-5001 fax • www.caselle.com

**CITY of DAYTON
Clarity Software Upgrade Proposal
July 16, 2009**

SUMMARY – PHASE I

Total Software License	\$ 14,000	
50% Support Contract Discount	<7,000>	
Upgrade Discount per Agreement	<6,000>	
Net Software License	\$ 1,000	
Total Services		- 0 -
Total PHASE I Investment		\$ 1,000

SUMMARY – PHASE II

Total Software License	\$ 6,000	
50% Support Contract Discount	<3,000>	
Upgrade Discount per Agreement	<3,000>	
Net Software License	\$ - 0 -	
Total Services		- 0 -
Total PHASE II Investment		\$ - 0 -
Total Clarity Software Upgrade Investment		\$ 1,000

*A deposit of 50% of the total proposal price is required with order.
The remaining amount for each application will be invoiced when the implementation has been completed.*

CITY of DAYTON
Clarity Software Upgrade Proposal
July 16, 2009

Network Requirements:

Refer to enclosed Caselle System Requirements.

Database Software:

Microsoft SQL Server 2000 Desktop Edition (MSDE) is included with Caselle applications. However, Microsoft recommends that the full SQL Server database engine be used for greater than five workstations/Concurrent User Licenses. If you desire to use the full SQL Server database engine, SQL Server software must be purchased from Microsoft or a Microsoft distributor.

Clarity Application Software:

PHASE I

General Ledger/Budgeting/Bank Reconciliation		\$ 4,000
Accounts Payable		4,000
Cash Receipting		4,000
Two Concurrent User Licenses		Incl.
One Additional Concurrent User License		2,000
	Total	\$ 14,000
	50% Support Contract Discount	<7,000>
	Upgrade Discount per Agreement	<6,000>
		\$ 1,000

PHASE II

Court Management		\$ 6,000
	Total	\$ 6,000
	50% Support Contract Discount	<3,000>
	Upgrade Discount per Agreement	<3,000>
		\$ - 0 -

**CITY of DAYTON
Clarity Software Upgrade Proposal
July 16, 2009**

Services - Training Overview & Data File Conversion:

PHASE I

General Ledger/Budgeting/Bank Reconciliation	\$ 1,000
Accounts Payable	750
Cash Receipting	750

Total	\$ 2,500
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Upgrade Discount per Agreement	<2,500>
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Net Services – PHASE I	\$ - 0 -
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PHASE II

Court Management	\$ 1,250
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Total	\$ 1,250
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Upgrade Discount per Agreement	<1,250>
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Net Services – PHASE II	\$ - 0 -
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Training Overview:

The training overview is designed for Caselle users familiar with either Caselle version 2.x or 3.x. It is intended to make the user comfortable in transitioning to Caselle Clarity by teaching how to utilize the new Clarity console and take advantage of new features in each module. A combination of training resources will be used to deliver this training including the Internet, video how-to guides, printed materials, training guides, and over-the-phone communication. It is not anticipated that the user will need instructor-led classroom training or be required to come to Caselle's training facility, though such training will be available if requested by the customer.

Data File Conversion:

Database Upgrade - Existing data will be sent to Caselle to be converted to the new database schema and tested to ensure compatibility with Caselle Clarity. This mock data conversion process will reveal data conversion issues to be resolved by the customer before the live data conversion occurs. Once data conversion issues are resolved, Caselle will send the new Clarity databases to the customer for final testing. When customer testing is complete, the live data conversion will be scheduled.

Customers requesting assistance with data file clean-up that is needed before converting your existing files, will be charged \$125 per hour.

CITY of DAYTON
Clarity Software Upgrade Proposal
July 16, 2009

Reports – ‘Caselle Master’ Reports from either Caselle version 2.x or 3.x will be converted to Caselle Clarity. Custom reports created by modifying a ‘Caselle Master’ or using Table Lists will need to be manually set up to work in Clarity. Caselle will manually create up to ten (10) custom reports per module. Customers can re-create custom reports in Clarity or Caselle will create additional custom reports at the cost of \$125 per hour.

Forms – All forms currently used in either Caselle version 2.x or 3.x will be converted and available for use in Caselle Clarity. These forms included payroll checks, transmittal checks, utility bills, shut-off notices, delinquent notices, and most other forms you are currently using.



Caselle[®] Clarity Software & Services Proposal

for

City of Dayton

July 16, 2009

(Valid for 90 days)

From:

Aimee Gamble, Territory Manager
alg@caselle.com

1656 S. East Bay Blvd., Ste. 100 • Provo, UT 84606
(800) 228-9851 • (801) 850-5001 fax • www.caselle.com

Caselle® Clarity Software & Services Proposal
City of Dayton
July 16, 2009

Proposal Summary

Total Software License	\$9,900
Total Training	2,625
Total Setup	1,250
Total Conversion	1,560
Total Investment	\$15,335

Your Software Maintenance & Support will increase by \$145 per month.



Caselle® Clarity Software & Services Proposal
City of Dayton
July 16, 2009

Proposal Detail

Caselle® Clarity Application Software	License Fees	Training (One Person)	Training Days	Setup	Conversion	History Conversion	Total
Utility Management	\$4,500	\$2,250	3 Days	\$500	\$1,560	-	\$8,810
Utility Electronic Reading Interface	2,700	Included	Included	250	-	-	2,950
Service Orders	2,700	375	½ Day	500	-	-	3,575
Grand Total	\$9,900	\$2,625	3½ Days	\$1,250	\$1,560	-	\$15,335

Note: Training will take place at Caselle.



Caselle® Clarity Software & Services Proposal
City of Dayton
July 16, 2009

General Information

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

Hardware & Network Requirements	Please refer to the enclosed Caselle System Requirements.
Database Software	Microsoft SQL Server 2000 Desktop Edition (MSDE) is included with Caselle applications. However, Microsoft recommends that the full SQL Server database engine be used for sites with more than five workstations/concurrent user licenses. If you choose to use the full SQL Server database engine, SQL Server software must be purchased from Microsoft or a Microsoft distributor.
Source Code	Source code is held in escrow with InnovaSafe, Inc. Technology Protection Services and requires a separate contract, available upon request.
Software License Fees	The price quoted is based on the number of concurrent users listed in the proposal. Additional concurrent user licenses are \$2,000 each.
Training	Unless otherwise quoted, training will take place at Caselle's Education Center, located in Provo, Utah. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.
Software Maintenance & Support	Two months of free support is provided when Caselle's conversion and training are purchased. When Caselle completes the data conversion and training, a maintenance & support contract is implemented following the free support period. Support and maintenance benefits include: <ol style="list-style-type: none">1. Unlimited phone support.2. Priority response (Goal: two hours).3. Updates and enhancements.4. Discounted pricing for new releases.5. Basic training for replacement staff.6. Free refresher training.7. Annual Conference registration fees reduced. All other support is non-priority and billable as outlined under support options.



Caselle® Clarity Software & Services Proposal
City of Dayton
July 16, 2009

Caselle Implementation: Data Conversion Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. Please read the following information carefully.

Gathering Preliminary Data

Assemble this information and send it to Caselle.

- Complete the **Information Worksheets** for appropriate packages.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed reports** to verify account balances at the time data are sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data to Caselle

These items are required before Caselle begins data conversion:

- Conversion data in a readable format.
 - It is your responsibility to provide Caselle with data in a readable format. If data is not accessible, it may be necessary to contract a third party to assist in the gathering and conversion of usable data. **Any additional costs incurred for this activity will be your responsibility.**
 - Caselle will balance the conversion data to the account balances that you provided.
 - An additional fee is required to delete or change your existing data during conversion. This service will be billed at Caselle's normal rate of \$125.00 per hour. Caselle will notify you before any additional charges are incurred.
 - If the system balances change during data conversion, you will need to provide a letter stating the converted balances have changed and you would like to update the data conversion information.

Keeping the Data Conversion Timeline

Data conversion can only be completed per the agreed timeline, when:

- Data is submitted in a readable format by the due date, including necessary reports.
- All data must be sent in the same format.
- If requested, the preliminary converted databases can be sent to you for review prior to training.

Scheduling Training

Important! Training will only be scheduled after Caselle receives the preliminary information: Conversion data in a readable format, Information Worksheets, and printed reports.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation.



Caselle® Clarity Software & Services Proposal
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Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format a form for utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a "Steps Checklist" to document daily, monthly, and billing procedures.

Additional Options (available at the regular Caselle rate of \$125.00 per hour):

- Formatting of additional forms.

Data Conversion

- Each customer's information will be entered and verified. This information includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, deposit amount, deposit date, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

780 meters are included

Utility Electronic Reading Interface Setup

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

Service Orders Setup

- Structure the internal service order and utility service order options.
 - Customize Service Order data entry screens.
 - Format a Service Order form layout.
 - Set up the Utility Management Interface.
 - Set up the following Service Order files: Name, Department, Group, Project, Action, and Status codes.
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