



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** June 9, 2016

**MEMO TO:** S. Michael Rummel, Chair  
Finance and Administrative Committee

**FROM:** Steve Neaman  
Director of Finance

**SUBJECT:** Annual Support and License Agreement for MUNIS Software

**RECOMMENDATION:** Recommend approval of a Resolution approving an Annual Support and License Agreement for Financial Software to Tyler Technologies, Inc., MUNIS Division, Falmouth, Maine, in the Contract Price of \$71,222.27 for Fiscal Year 2016/17.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** \$84,970 is budgeted in the FY 2016-17 Finance budget (12244000-701400) and Audit budget (22104000-701400).

**BACKGROUND:** The Annual Support and License Agreement is required to utilize the MUNIS financial software. This agreement provides the District with daily customer support services for all the financial modules including Accounts Receivable, General Ledger, Accounts Payable, Budget, Fixed Assets, Project Accounting, Requisitions, Purchase Orders, Munis Office, CAFR Statement Builder, Role Tailored Dashboard, GUI License, and Crystal Reports. In addition, the agreement includes annual licensing and all software updates for a period of one year.

**REASON FOR RECOMMENDATION:** Committee recommendation and Board approval are required in accordance with District Policy.

**REVIEW BY OTHERS:** Chief Operations Officer, Accounting Manager, Corporate Counsel

**PRESENTER:** Steve Neaman



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING AN ANNUAL SUPPORT AND LICENSE AGREEMENT  
FOR MUNIS SOFTWARE**

**WHEREAS**, the Lake County Forest Preserve District (the "District") purchased MUNIS financial software under a contract dated March 16, 2001 with Tyler Technologies, Inc., MUNIS Division, Falmouth, Maine ("Licensor"); and

**WHEREAS**, such contract provides for support and licensing for the software on a renewable annual basis; and

**WHEREAS**, the software requires annual updates and licensing from Licensor; and

**WHEREAS**, all departments, primarily the Finance Department, require customer support to process transactions accurately and efficiently; and

**WHEREAS**, the support, licensing, updates, and other services (the "Services") require personal confidence and the proposal for the Services submitted by Licensor is the most advantageous to the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, THAT:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2: Award of Contract. The proposal for Services submitted by Licensor in the amount of \$71,222.27 (the "Contract Price") is hereby accepted and a contract for the Services in substantially the form attached hereto (the "Contract") is hereby awarded to Licensor.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price with Licensor.

Section 4: Payments. The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract Terms.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Board Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



**Remittance**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

**THIS IS NOT AN INVOICE  
 PROFORMA**

**Empowering people who serve the public®**

**Questions**

Tyler Technologies - ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Fax: 1-866-673-3274  
 Email: ar@tylertech.com

Company	Order No.	Date	Page
045	79675	05/18/2016	1 of 2

To: LAKE COUNTY FOREST PRESERVES  
 ATTN: Stephen Neaman  
 1899 WEST WINCHESTER ROAD  
 LIBERTYVILLE, IL 60048

Ship To: LAKE COUNTY FOREST PRESERVES  
 ATTN: Stephen Neaman  
 1899 WEST WINCHESTER ROAD  
 LIBERTYVILLE, IL 60048

Customer Grp/No.	Customer PO#	Payment Terms	Currency Code	Ship Via	Salesperson Cd
1 2116		Net 30	USD	MISC	

No.	Item/ Description/ Comments	Drop Ship	# Users	Quantity	U/M	Unit Price	Disc %	Total Cost
Contract No.: LAKE CTY FOREST PRESERVES								
1	Renewal: MUNSUPPORT-E-GL SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	22,897.88	.00	22,897.88
2	Renewal: MUNSUPPORT-E-AR SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	6,296.58	.00	6,296.58
3	Renewal: MUNSUPPORT-E-FA SUPPORT & UPDATE LICENSING - FIXED ASSETS <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	6,927.06	.00	6,927.06
4	Renewal: MUNSCRYW-D SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	3,718.32	.00	3,718.32
5	Renewal: MUNSUPPORT-E-OFF SUPPORT & UPDATE LICENSING - MUNIS OFFICE <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	4,722.44	.00	4,722.44
6	Renewal: MUNSUPPORT-E-PA SUPPORT & UPDATE LICENSING - PROJECT ACCOUNTING <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	5,208.67	.00	5,208.67
7	Renewal: MUNSUPPORT-E-PO SUPPORT & UPDATE LICENSING - PURCHASE ORDERS <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	6,869.37	.00	6,869.37
8	Renewal: MUNSUPPORT-E-REQ SUPPORT & UPDATE LICENSING - REQUISITIONS <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	4,865.28	.00	4,865.28
9	Renewal: MUNSUPPORT-E-CAFR SUPPORT & UPDATE LICENSING - CAFR STATEMENT BUILDER <b>Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months</b>	No	1	1	EA	3,578.72	.00	3,578.72



**Remittance**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

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 PROFORMA**

**Empowering people who serve the public®**

**Questions**  
 Tyler Technologies - ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Fax: 1-866-673-3274  
 Email: ar@tylertech.com

Company	Order No.	Date	Page
045	79675	05/18/2016	2 of 2

No. Item/ Description/ Comments	Drop Ship	# Users	Quantity	U/M	Unit Price	Disc %	Total Cost
10 Renewal: MUNSUPPORT-E-PORTAL SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months	No	1	1	EA	3,438.15	.00	3,438.15

Does not include any applicable taxes

Order Total: **68,522.47**

We would like to continue on the current maintenance plan

- Our Purchase Order is enclosed
- Our Purchase Order is \_\_\_\_\_.
- Purchase Order is not required to be invoiced

**AN INVOICE WILL BE SENT AFTER CONFIRMATION OF ORDER**

Comments:



**Remittance**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

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**Questions**

Tyler Technologies - ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Fax: 1-866-673-3274  
 Email: ar@tylertech.com

Company	Order No.	Date	Page
045	79548	05/16/2016	1 of 1

To: LAKE COUNTY FOREST PRESERVES  
 ATTN: Stephen Neaman  
 1899 WEST WINCHESTER ROAD  
 LIBERTYVILLE, IL 60048

Ship To: LAKE COUNTY FOREST PRESERVES  
 ATTN: Stephen Neaman  
 1899 WEST WINCHESTER ROAD  
 LIBERTYVILLE, IL 60048

Customer Grp/No.	Customer PO#	Payment Terms	Currency Code	Ship Via	Salesperson Cd
1 2116		Net 30	USD	MISC	

No. Item/ Description/ Comments	Drop Ship	# Users	Quantity	U/M	Unit Price	Disc %	Total Cost
Contract No.: LAKE CTY FOREST PRESERVES							
1 Renewal: MUNGUIUP-D MUNIS GUI SITE LICENSE SUPPORT Maintenance Plan: ; Start: 07/07/2016, End: 07/06/2017; Term: 12 months	No	1	1	EA	2,700.00	.00	2,700.00

Does not include any applicable taxes

Order Total: 2,700.00

We would like to continue on the current maintenance plan

- Our Purchase Order is enclosed
- Our Purchase Order is \_\_\_\_\_.
- Purchase Order is not required to be invoiced

**AN INVOICE WILL BE SENT AFTER CONFIRMATION OF ORDER**

Comments: