



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: August 27, 2018
MEMO TO: Craig Taylor, Chair
Operations Committee
FROM: Steve Neaman
Director of Finance

RECOMMENDATION: Recommend approval of a Resolution awarding a contract for the purchase of Accounts Payable and Other Financial Software and related services to Tyler Technologies, Dallas, Texas, in the Contract Price of \$83,100.00.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The software was approved as part of the FY2019 budget in the amount of \$96,100.00 and will be charged to account 91124100-805200 (\$80,300) and account 22104100-805200 (\$2,800).

BACKGROUND: This request is for the purchase of additional software modules for our Munis accounting software system. The new software will improve the accounts payable process, monthly reconciliation process and annual audit. It will also make financial and purchasing documents more accessible by storing them electronically and attaching them to the proper accounting records within the Munis software system. The system will also establish an electronic workflow system for the accounts payable invoice approval process.

Currently the accounts payable approval process is done manually, mostly through the use of paper invoices. This can often waste paper and slow down the turnaround time to pay vendors. Approval requests sent out to the various departments can get lost or misplaced which slows the process down further. Then all that paper needs to be stored in filing cabinets and later manually retrieved if there is a question or if needed for the audit. Vendors who are paid by electronic funds transfers (EFT's) have to be sent an email by the payables clerk detailing what invoices and dollar amounts are being paid. The emails are hand typed, as no data is electronically produced to drop into the email.

With this new system, invoices will be electronically scanned into the software creating an electronic record and image of the invoice. This will then be placed in an automatic approval system and sent off to the appropriate personnel for approval. A record of the approval process will be accessible to find out who might be holding up the process if an invoice is getting old. Once approved and processed the image of the invoice will be attached to the Munis records in the general ledger and will be accessible to all users. When vendors are paid by EFT, an email will be automatically generated from the software with all of the detailed payment information. Purchasing documents and contracts will also be stored in the system, making them electronically available to

all users of the system. Duplicate photo copies of invoices or contracts will no longer be needed. Retrieval of documents for reconciling accounts, answering questions and for the auditors will be much quicker for all those involved. Paper storage can be reduced dramatically and storage areas for boxes of Accounts Payable records can be repurposed. The additional software will make the process much less time consuming and increase accountability.

REVIEW BY OTHERS: Chief Operations Officer, Corporate Counsel

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR SEPTEMBER MEETING
SEPTEMBER 11, 2018**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** presents herewith “A Resolution awarding a Contract to Tyler Technologies for Accounts Payable and Other Financial Software and related Services” and requests its approval.

OPERATIONS COMMITTEE:

Date: _____ Roll Call Vote: Ayes: ____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

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

**A RESOLUTION AWARDING A CONTRACT TO TYLER TECHNOLOGIES FOR
ACCOUNTS PAYABLE AND OTHER FINANCIAL SOFTWARE AND RELATED SERVICES**

WHEREAS, the Lake County Forest Preserve District (the "District") desires to purchase accounts payable and other financial software and related services, including support and licensing for the software on a renewable annual basis, to upgrade the District's accounting system (collectively, the "Services"); and

WHEREAS, the Director of Finance and the Purchasing Manager have determined that the Services require personal confidence; and

WHEREAS, the Purchasing Manager has solicited a proposal for the Services from Tyler Technologies; and

WHEREAS, the District's staff, the Purchasing Manager, the Director of Finance and the Operations Committee have reviewed the proposal and recommend that the Board of Commissioners (i) find that the proposal submitted by Tyler Technologies is the proposal that is most advantageous to the District; and (ii) award a contract for the Services to Tyler Technologies (the "Contract") in the amount of \$83,100.00 (the "Contract Price"); and

WHEREAS, the Board of Commissioners hereby finds that the proposal for the Services submitted by Tyler Technologies is the proposal that is 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 Contract in the amount of the Contract Price, in substantially the form attached hereto, is hereby awarded to Tyler Technologies.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract, in substantially the form attached hereto, with Tyler Technologies in the total amount of the Contract Price.

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 _____, 2018.

AYES:

NAYS:

APPROVED this _____ day of _____, 2018.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gagnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. _____



Quoted By: Joe Parent
 Date: 12/19/2017
 Quote Expiration: 6/17/2018
 Quote Name: Lake County Forest Preserve TCM
 Quote Number: 2017-41551
 Quote Description: Lake County Forest Preserve AP Workflow TCM

Sales Quotation For

Jordan Wagner
 Lake County Forest Preserve District
 2000 N Milwaukee Ave
 Libertyville, IL 60048-1139
 Phone +1 (847) 968-3223
 Email: jwagner@lcfcd.org

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Productivity:						
Tyler Content Manager SE	\$45,000.00	64	\$11,200.00	\$0.00	\$56,200.00	\$8,100.00
Tyler Content Manager Auto Indexing and Redaction (SE)	\$5,000.00	16	\$2,800.00	\$0.00	\$7,800.00	\$900.00
TOTAL:	\$50,000.00	80	\$14,000.00	\$0.00	\$64,000.00	\$9,000.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Implementation	16	\$175.00	\$0.00	\$2,800.00
Tyler Content Manager SE Forms GoDocs Upgrade (Existing Clients)	1	\$3,000.00	\$0.00	\$3,000.00
Tyler Content Manager SE Installation (Existing Clients)	1	\$1,500.00	\$0.00	\$1,500.00
TOTAL:				\$7,300.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$50,000.00	\$9,000.00
Total Tyler Services	\$21,300.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$71,300.00	\$9,000.00
Contract Total	\$80,300.00	

Optional Tyler Software & Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Additional:						
Tyler Content Manager SE Disaster Recovery	\$0.00	0	\$0.00	\$0.00	\$0.00	\$11,250.00
TOTAL:	\$0.00	0	\$0.00	\$0.00	\$0.00	\$11,250.00

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

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 remitting.

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.

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.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

Tyler Content Manager SE Disaster Recovery includes up to 300GB of storage. Should additional storage be needed it may be purchased at an annual fee of \$1,000 per 100GB with a total cap of storage at 750GB.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

Client agrees that items in this sales quotation are, upon Client's signature of same, hereby added to the Agreement between the parties, and subject to its terms. Additionally, and notwithstanding anything in the Agreement to the contrary, payment for said items shall conform to the following conditions: Licensee fees for Tyler and 3rd party products are due when Tyler makes such software available for download by the Client (for the purpose of this quotation, the 'Availability Date') or delivery (if not software); Maintenance fees, prorated for the term commencing when on the Availability Date and ending on the last day of the current annual support term for Tyler Software currently licensed to the Client, are due on the Availability Date; Fees for services, unless otherwise indicated, plus expenses, are payable upon delivery.



Quoted By: Joe Parent
 Date: 8/7/2017
 Quote Expiration: 11/5/2017
 Quote Name: Lake County Forest Preserve District Tyler Forms Financial Library
 Quote Number: 2017-34552
 Quote Description: Lake County Forest Preserve District Tyler Forms Fin Library

Sales Quotation For

Lake County Forest Preserve District
 2000 N Milwaukee Ave
 Libertyville, IL 60048-1139
 Phone +1 (847) 968-3223

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Tyler Forms Library - Financial	1	\$2,800.00	\$0.00	\$2,800.00
TOTAL:				\$2,800.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$2,800.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$2,800.00	\$0.00
Contract Total	\$2,800.00	

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

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 remitting.

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.

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.

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1 Contract, 1099M, 1099INT, 1099S, and 1099G.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

Client agrees that items in this sales quotation are, upon Client's signature of same, hereby added to the Agreement between the parties, and subject to its terms. Additionally, and notwithstanding anything in the Agreement to the contrary, payment for said items shall conform to the following conditions: Licensee fees for Tyler and 3rd party products are due when Tyler makes such software available for download by the Client (for the purpose of this quotation, the 'Availability Date') or delivery (if not software); Maintenance fees, prorated for the term commencing when on the Availability Date and ending on the last day of the current annual support term for Tyler Software currently licensed to the Client, are due on the Availability Date; Fees for services, unless otherwise indicated, plus expenses, are payable upon delivery.