



Sterling City Commission Regular Meeting Agenda

114 N. Broadway Avenue, Sterling, Kansas
June 15, 2026, at 6:00pm

A. Call to Order

B. Invocation

C. Approval of the Agenda

D. Citizen Comments

E. Appointments, Proclamations, Recognitions, & Nominations

F. Consent Agenda

Items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, the item will be removed from the Consent Agenda and considered separately.

1. Approval of minutes
 - A. Regular Meeting June 1, 2026.
2. Accounts Payable
 - A. Friday, June 12, 2026, for \$803,205.
3. Approve special event permit for the Sterling Evangelical Bible Church, Vacation Bible School Cookout.
4. Approve special event permit for Anastasia Miller, N. 9th Street Neighborhood Fourth of July Cookout.
5. Approve cereal malt beverages (CMB) license for Buster's.

G. Old Business

H. New Business

1. Receive update from the Municipal Pool Steering Committee on the Municipal Pool and Bathhouse improvement project.
2. Award construction contract for the 2026 street maintenance project to Vance Brothers, estimated cost \$192,474.
3. Approve Change Order No. 1 for the KMW expansion water improvement project, cost \$37,495.

4. Approve Contract Amendment No. 1 to the Community Development Block Grant (CDBG) Economic Development Grant No. 25-IN-002 budget.
5. Approve the vendor selection of Caselle for RFP-2026-001 Financial Management / Enterprise Resource Planning (ERP) Software, estimated cost \$87,170.
6. Discuss the Fiscal Year 2027 Sewer Fund budget.

I. City Manager's Report

J. Governing Body Comments

K. Executive Session

L. Adjournment

Next Assigned Numbers for:
Charter Ordinance No. 18
Ordinance No. 2593
Resolution No. 902

Notice: Subject to Revisions

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the commission chambers or lobby of City Hall. No one is excluded from these areas during those times.

F. Consent Agenda Highlights

1. Approval of minutes
 - A. Regular Meeting June 1, 2026.

2. Accounts Payable
 - A. Friday, June 12, 2026, for \$803,205.
 - Kansas Concrete – KMW expansion water project construction: \$606,214
 - KMEA GRDA – purchased power: \$60,659
 - KMEA EMP3 – purchased power: \$55,296
 - Border States Industries – electric utility supplies: \$16,909
 - BG Consultants – engineering services: \$13,840

3. Approve special event permit for the Sterling Evangelical Bible Church, Vacation Bible School Cookout.

4. Approve special event permit for Anastasia Miller, N. 9th Street Neighborhood Fourth of July Cookout.

5. Approve cereal malt beverages (CMB) license for Buster’s.

**STERLING CITY COMMISSION
REGULAR MEETING MINUTES
June 1, 2026**

The Board of Commissioners of the City of Sterling met in a regular session on Monday, June 1, 2026, at 6:00 P.M. in the meeting room at City Hall. Those present were Brian Inwood, Mayor; Clint Bundy, Richard Jones, Jr., and Bob Boltz, City Commissioners; Ian Hutcheson, City Manager; Jessi Dobson, City Clerk; Scott Bush, City Attorney; Richard Tommer, Jr., Sergeant, Sterling Police Department; Brian Rife, Fire Chief, Sterling Volunteer Fire Department; Dwight Nichols, Chairman, Park Advisory Board and Reporter, Sterling Bulletin. Bob Booth, Kathy Booth, Clelia McCrory, Lee Sankey, Tony Thompson, Public.

Todd Rowland, City Commissioner, absent.

Dwight Nichols was present for the Sterling Bulletin.

Mayor Inwood called the meeting to order.

INVOCATION AND FLAG SALUTE: Led by Commissioner Jones.

APPROVAL OF AGENDA:

Commissioner Bundy moved, and Commissioner Jones seconded to approve the agenda. The motion carried 4-0.

CITIZEN COMMENTS:

Lee Sankey, resident, stated that with the advent of summer, vehicular and pedestrian activity throughout the city seems to increase. Sankey requested increased police presence along Broadway Avenue, noting that he has personally witnessed vehicles running red lights and committing other traffic violations. Sankey said that he has frequently observed several occurrences of young adults crossing the street near the intersection of N. Broadway Avenue and Jefferson Avenue in which traffic did not slow or stop for them at the crosswalks. City Attorney Bush expressed similar concerns. Sankey requested increased police presence in this vicinity to help slow drivers and keep children safe.

Kathy Booth, resident, noted her observance of an increase in motorized scooter traffic throughout the city and expressed concern that many riders are not obeying traffic laws. Bush expressed similar concerns. Booth asked whether scooter traffic is confined by local regulations to the street or whether the vehicles can travel on the sidewalks. She also asked whether the Rapid Flashing Beacon (RRFB) equipment installed at the intersection of N. Broadway Avenue and Cleveland Street was working. Commissioner Bundy and Fire Chief Rife confirmed that the RRFB lights are operable, but that pedestrians must press the crossing buttons for them to be activated.

City Manager Hutcheson remarked that he would review these citizen concerns with the Sterling Police Department to ensure that Sterling remains a safe environment for pedestrians and motorists alike.

APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, & NOMINATIONS: None.

CONSENT AGENDA:

1. Approve May 18, 2026, Regular Meeting Minutes.

2. Approve May 29, 2026, Accounts Payable.

The City Commission held a brief discussion regarding the invoice included in the docket for surveying services from Garber Surveying Service.

Commissioner Jones moved, and Commissioner Boltz seconded to approve the Consent Agenda with the removal of the Garber Surveying Service invoice for \$2,461, updating the AP total to \$121,932. Motion carried 4-0.

OLD BUSINESS: None.

NEW BUSINESS:

1. Discuss the Fiscal Year 2027 Water Fund budget.

City Manager Hutcheson presented the Fiscal Year 2027 Water Fund budget, beginning with Water Fund revenue. He stated that revenue is generated from six different sources, but that Sales to Customers revenue, which includes receipts from municipal water sales, comprises 94% of fund revenue. The rates paid by the City's water customers have increased through annual rate adjustments beginning in 2023, most recently including a 22.1% increase in April 2026 needed to meet debt service requirements and to strengthen the utility's financial position. Other revenue sources, which include Connect Fees, Hook Ups/Tank Water Sales, Tower Rent/Capital Improvement, New Service and Miscellaneous revenues, comprise the remaining 6% of fund revenue. Hutcheson then reviewed total fund revenue for the prior fiscal year, current year budget, current year to date, and the 2027 Proposed Budget.

Hutcheson next reviewed Water Fund expenses, which are divided into three departments. Production department includes chlorine, equipment expenses, miscellaneous contractual services, and power for water pumps. The 2027 Proposed amount reflects minor reductions in several line items. The Distribution department includes salaries, water meters, operating supplies, and health insurance. The 2027 Proposed amount includes a 4% increase in salary-related accounts, a 15% increase in health insurance, and additional funding for water meters related to capital project EV.1 Water Meters and Software Upgrade, among other adjustments. The Administration/Commercial General department includes debt interest, salaries, debt principal, and transfers to other funds. The 2027 Proposed amount includes increased miscellaneous contractual services for the implementation of new Enterprise Resource Planning (ERP) software, a 4% increase in salary-related accounts, and a 15% increase in health insurance, among other adjustments. Finally, the Capital Improvement department provides for the water line replacement program and other major capital investments. Hutcheson included figures for total fund expenses for the prior fiscal year, current year budget, current year to date, and the 2027 Proposed Budget.

Lastly, Hutcheson reviewed the Water Fund Cash Balance. Cash Balance includes unused resources in the fund. He explained that maintaining a sufficient cash balance helps the City meet obligations and respond to unforeseen economic conditions without compromising the long-term financial stability within a fund. The Government Finance Officers Association (GFOA) recommends that local governments adopt policies establishing target cash balance amounts for each fund. While GFOA does not specify reserve levels for enterprise funds, including the City's Water, Electrical, and Sewer Funds, a target of 25% of annual operating expenses plus debt service generally aligns with industry's best practices. Hutcheson answered

questions from the City Commissioners regarding the Water Fund budget and noted that the Sewer Fund budget will be reviewed at the next meeting.

No action was taken.

CITY MANAGER'S REPORT:

City Manager Hutcheson invited Brian Rife, Fire Chief for the Sterling Volunteer Fire Department (SFD), to give an update on the procurement of a new City fire engine. Rife shared that the manufacturing of the new vehicle is nearing completion and will be ready for delivery on June 10, 2026, at the Rosenbauer factory in South Dakota. Next, Rife reviewed some financial information related to the new vehicle. In February 2026, the City made a pre-payment on the engine's chassis, which saved the City \$4,312 on the total cost of the vehicle. The lease financing provided through First Bank includes a 4.95% interest rate and is amortized over 15 years but may be paid off sooner. The first payment is due December 2026, and the annual payments are level at \$54,096 across the financing term. The Fire Chief and SFD leadership will travel to South Dakota to review, inspect and approve the new fire engine. Rife anticipates that the new vehicle will be in Sterling in time for the City's annual Old Fashioned Fourth of July Celebration, and plans to host a separate event where the new fire engine will be presented to the community. Rife verified this truck will become the first truck out for service for incidents within the city and not used for County runs, unless needed. The City Commission thanked Rife and SFD staff for their diligence in seeing this project through to completion.

Next, Hutcheson shared an update about the KMW expansion water improvement project. He explained that despite some delays on locating existing infrastructure, the contractor Kansas Concrete and their subcontractors are making good progress on installing the new 12" water line along N. Broadway Avenue. Hutcheson commented that the crews are doing their best to remain within the City's right-of-way as much as possible to avoid damage to the homeowners' lawns. A discussion was held between the City Commissioners, Hutcheson and City Attorney Bush regarding the placement of the water line on the east side of N. Broadway Avenue, the locations which will be directionally bored rather than trenched, traffic safety and the timeline for opening the intersection at N. Broadway Avenue and E. Washington Avenue to through traffic.

GOVERNING BODY COMMENTS:

Commissioner Bundy requested verification that the new sewer lift station installed at the KMW expansion site will be maintained regularly to prevent it from ceasing up before it is activated. Hutcheson shared that a representative from the manufacturer trained Public Works Department staff on how to regularly exercise the lift station to prevent any damage that could occur because of it sitting idle for an extended period.

Commissioner Bundy also mentioned that there is still a large gap between the gravel and the pavement at the parking area along S. 3rd Street on the east side of Sterling Lake Park. Hutcheson shared that the Public Work Director is aware of the issue and will install additional gravel to reduce the severity of the drop off.

EXECUTIVE SESSION: None.

City Commission Meeting Minutes
June 1, 2026

ADJOURNMENT: There being no further business to come before the Commission, it was moved by Commissioner Jones and seconded by Commissioner Boltz to adjourn. The motion carried 4-0.

Brian Inwood, Mayor

Absent
Todd Rowland, Commissioner

Clint Bundy, Commissioner

Richard L. Jones, Jr., Commissioner

Bob Boltz, Commissioner

Jessi Dobson, City Clerk

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
FIRST BANK								
471-00265-0008	1	6/15/26	5/31/26	1330 AD ASTRA PER ASPERA ADVERTIS FM-KNZS, KSKU, KWHK, KXK	400.00	03	03-70-5399	1
				INVOICE TOTAL	400.00			
				VENDOR TOTAL	400.00			
1261 AMAZON CAPITAL SERVICES								
114-0853966-8505837	1	6/15/26	6/09/26	POOL CON: 40PK CHEETOS CHIPS	22.43	01	01-17-5220 E-PAYMNT 3140372 6/09/26	1
				INVOICE TOTAL	22.43			
114-0944993-1518630	1	6/15/26	6/02/26	POOL CONC:4XTREM3LAFTAF5FLAVOR	174.11	01	01-17-5220 E-PAYMNT 3140369 6/02/26	1
				INVOICE TOTAL	174.11			
114-1286977-1797800	1	6/15/26	6/08/26	POOL CONS:3STSTRPACH3BRSTRPATC	107.94	01	01-17-5220 E-PAYMNT 3140371 6/08/26	1
	2			POOL SUPP: DESK FAN FOR OFFICE	17.88	01	01-17-5222 E-PAYMNT 3140371 6/08/26	1
				INVOICE TOTAL	125.82			
114-6308456-0935424	1	6/15/26	6/11/26	SUPPLIES: TIM HORTONS COFFEE	54.37	03	03-60-5299 E-PAYMNT 3140368 6/11/26	1
				INVOICE TOTAL	54.37			
114-6308456-0935424	1	6/15/26	6/12/26	SUPPLIES: DIFFOFINVAMT T054.97	.60	03	03-60-5299 E-PAYMNT 3140373 6/12/26	1
				INVOICE TOTAL	.60			
114-6759153-5802605	1	6/15/26	6/02/26	OP SUPP:POSTBATTDLTHRDTERMBOL	48.88	03	03-50-5223 E-PAYMNT 3140370 6/02/26	1
				INVOICE TOTAL	48.88			
				VENDOR TOTAL	426.21			
1449 BG CONSULTANTS								
25-1185M #15	1	6/15/26	6/03/26	KMW SW RPR&CONST PRINC SERV 4H	1,060.00	44	44-40-5399	1
	2			KMW SW RPR&CONST INTENGGII 7.5H	1,155.00	44	44-40-5399	1
	3			KMW SW RPR&CONST TECH I 1.5H	184.50	44	44-40-5399	1
	4			KMW SW RPR&CONST OBSERVII 77H	10,472.00	44	44-40-5399	1
	5			KMW SWRPR&CONSTOBSERVIIOT4.75H	969.00	44	44-40-5399	1
				INVOICE TOTAL	13,840.50			
				VENDOR TOTAL	13,840.50			
579 BLACK HILLS ENERGY								
6/4 STMT 2026	1	6/15/26	6/04/26	JUNE ENERGY 5/4-6/3/2026	41.54	01	01-00-5306	1
				INVOICE TOTAL	41.54			
6/4 STMT FD 2026	1	6/15/26	6/04/26	JUNE ENERGY 5/4-6/3/2026	40.43	01	01-11-5399	1
				INVOICE TOTAL	40.43			
6/4 STMT PP 2026	1	6/15/26	6/04/26	JUNE ENERGY 5/4-6/6/2026	37.00	03	03-50-5306	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	37.00			
6/4 STMT SPL 2026	1	6/15/26	6/04/26	JUNE ENERGY 5/4-6/3/2026	37.00	01	01-00-5313	1
				INVOICE TOTAL	37.00			
				VENDOR TOTAL	155.97			
				21 BOLEN OFFICE SUPPLY, INC				
164111	1	6/15/26	5/28/26	MISC COMM: 2BXS MULTIFOLDPPTWL	148.44	01	01-00-5299	1
				INVOICE TOTAL	148.44			
164135	1	6/15/26	5/29/26	SUPPLIES:6SMBNDRCLIPS/2BXPAPER	132.54	01	01-00-5201	1
				INVOICE TOTAL	132.54			
164179	1	6/15/26	5/27/26	OFF SUPP: 3BOXES FILE FOLDERS	93.51	01	01-00-5201	1
				INVOICE TOTAL	93.51			
				VENDOR TOTAL	374.49			
				1231 BOMGAARS				
97356455	1	6/15/26	6/01/26	MEMORIAL AT LAKE: ADAPTER	1.99	01	01-15-5299	1
				INVOICE TOTAL	1.99			
				VENDOR TOTAL	1.99			
				1121 BORDER STATES INDUSTRIES, INC				
932591268	1	6/15/26	6/09/26	OP SUPP: HOTLINE/SALC/CHN/GUY	1,402.83	03	03-60-5223	1
				INVOICE TOTAL	1,402.83			
932591288	1	6/15/26	6/09/26	OPPSUPP: 2500FT 1/OSTREPR16-14	15,506.05	03	03-60-5223	1
				INVOICE TOTAL	15,506.05			
				VENDOR TOTAL	16,908.88			
				275 BORNHOLDT PLANTLAND INC				
43180	1	6/15/26	5/28/26	WEED CONTROL: 6 TICFLAN	179.70	19	19-00-5216	1
				INVOICE TOTAL	179.70			
				VENDOR TOTAL	179.70			
				1285 BRIGHTSPEED				
450001151193	1	6/15/26	5/24/26	PHONE 620-278-2031	58.09	18	18-41-5399	1
				INVOICE TOTAL	58.09			
				VENDOR TOTAL	58.09			
				710 BUMPER TO BUMPER AUTO PARTS				
460095	1	6/15/26	6/01/26	TOOLS: BATT TERMCLNR/OILFILTR	26.82	03	03-50-5219	1
	2			OP SUPP: 3 CALBE LUGS	10.71	03	03-50-5223	1
				INVOICE TOTAL	37.53			
				VENDOR TOTAL	37.53			

26 CITY OF STERLING - LIGHT

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				26 CITY OF STERLING - LIGHT				
JUN-26	1	6/15/26	6/01/26	GAS FOR SWEEPER	158.13	19	19-00-5205	1
				INVOICE TOTAL	158.13			
				VENDOR TOTAL	158.13			
				404 STERLING COMMUNITY WELLNESS CE				
2026 RENEWAL	1	6/15/26	6/15/26	2026 MEMBERSHIP RENEWAL JS	150.00	01	01-01-5399	1
	2			2026 MEMBERSHIP RENEWAL RT	250.00	01	01-01-5399	1
	3			2026 MEMBERSHIP RENEWAL JC	250.00	01	01-01-5399	1
	4			2026 MEMBERSHIP RENEWAL JB	150.00	01	01-01-5399	1
	5			2026 MEMBERSHIP RENEWAL JD	250.00	01	01-00-5399	1
	6			2026 MEMBERSHIP RENEWAL RD	250.00	03	03-60-5399	1
	7			2026 MEMBERSHIP RENEWAL JW	150.00	02	02-60-5399	1
	8			2026 MEMBERSHIP RENEWAL JC	250.00	03	03-50-5399	1
	9			2026 MEMBERSHIP RENEWAL JL	250.00	03	03-50-5399	1
	10			2026 MEMBERSHIP RENEWAL RO	250.00	03	03-50-5399	1
	11			2026 MEMBERSHIP RENEWAL CB	250.00	03	03-70-5399	1
	12			2026 MEMBERSHIP RENEWAL TR	250.00	03	03-70-5399	1
	13			2026 MEMBERSHIP RENEWAL DJ	150.00	03	03-70-5399	1
	14			2026 MEMBERSHIP RENEWAL JB	250.00	01	01-11-5399	1
	15			2026 MEMBERSHIP RENEWAL AD	250.00	01	01-11-5399	1
	16			2026 MEMBERSHIP RENEWAL JF	250.00	01	01-11-5399	1
	17			2026 MEMBERSHIP RENEWAL JF	250.00	01	01-11-5399	1
	18			2026 MEMBERSHIP RENEWAL LG	250.00	01	01-11-5399	1
	19			2026 MEMBERSHIP RENEWAL JG	250.00	01	01-11-5399	1
	20			2026 MEMBERSHIP RENEWAL JH	250.00	01	01-11-5399	1
	21			2026 MEMBERSHIP RENEWAL LH	250.00	01	01-11-5399	1
	22			2026 MEMBERSHIP RENEWAL CM	150.00	01	01-11-5399	1
	23			2026 MEMBERSHIP RENEWAL AM	250.00	01	01-11-5399	1
	24			2026 MEMBERSHIP RENEWAL BO	250.00	01	01-11-5399	1
	25			2026 MEMBERSHIP RENEWAL BR	150.00	01	01-11-5399	1
	26			2026 MEMBERSHIP RENEWAL JR	250.00	01	01-11-5399	1
	27			2026 MEMBERSHIP RENEWAL BR	250.00	01	01-11-5399	1
	28			2026 MEMBERSHIP RENEWAL JR	250.00	01	01-11-5399	1
	29			2026 MEMBERSHIP RENEWAL DS	250.00	01	01-11-5399	1
	30			2026 MEMBERSHIP RENEWAL LT	250.00	01	01-11-5399	1
	31			2026 MEMBERSHIP RENEWAL ZT	250.00	01	01-11-5399	1
	32			2026 MEMBERSHIP RENEWAL SB	250.00	01	01-00-5399	1
				INVOICE TOTAL	7,400.00			
				VENDOR TOTAL	7,400.00			
				1044 CORE & MAIN LP				
Z121348	1	6/15/26	5/29/26	OP SUPP: RESETTER & BALL VLVM	1,312.92	02	02-60-5223	1
				INVOICE TOTAL	1,312.92			
				VENDOR TOTAL	1,312.92			
				136 CULLIGAN OF SOUTH CENTRAL KS				
661 MAY 2026	1	6/15/26	5/26/26	MAY PP ENG RO/SGAL 5/27-6/23	40.62	03	03-50-5315	1
				INVOICE TOTAL	40.62			
MAY RO RENTAL 2026	1	6/15/26	5/26/26	MAY RO RENTAL 5/27-6/23/2026	26.04	03	03-50-5315	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	26.04			
				VENDOR TOTAL	66.66			
5.30.2026	1	6/15/26	5/30/26	1529 DAVE BOWMAN, PhD MISC: S.BRITTON PSYCH EVALUATE	250.00	01	01-01-5399	1
				INVOICE TOTAL	250.00			
				VENDOR TOTAL	250.00			
143586	1	6/15/26	6/02/26	636 DOLLAR GENERAL-CHARGED SALES SUPPLIES: WATER (TK)	74.09	02	02-60-5299	1
				INVOICE TOTAL	74.09			
145243	1	6/15/26	6/08/26	POOL OPSUPP: PENS/OFFICE FAN	26.04	01	01-17-5222	1
				INVOICE TOTAL	26.04			
145993	1	6/15/26	6/11/26	SUPPLIES: WATER/OFFBUGSPRAY TK	74.57	02	02-60-5299	1
				INVOICE TOTAL	74.57			
				VENDOR TOTAL	174.70			
326518	1	6/15/26	5/28/26	91 FAIRVIEW SERVICE EQUIP EXP: 28.4 TRIMMER W/25-2	304.19	16	16-00-5211	1
				INVOICE TOTAL	304.19			
				VENDOR TOTAL	304.19			
5/31/2026 STMT	1	6/15/26	5/31/26	29 CENTRAL PRAIRIE CO-OP CREDIT FOR VEH GAS TAXES	67.34-	01	01-15-5205	1
	2			CREDIT FOR VEH DIESEL TAXES	87.97-	19	19-00-5205	1
	3			GAS FOR MOWERS	40.70	01	01-15-5205	1
	4			VEHICLE GAS FOR F-550	44.56	19	19-00-5205	1
	5			VEHICLE GAS	28.52	19	19-00-5205	1
	6			TOOLS: 1GAL GAS CAN/EZ POURKIT	24.55	02	02-60-5219	1
	7			VEHICLE DIESEL SM BKT TRK	112.97	03	03-60-5205	1
	8			VEH EXP: SUPER TMS 15W40/QT 2	12.92	19	19-00-5207	1
	9			DIESEL FOR DIGGER	116.00	03	03-60-5205	1
	10			VEHICLE GAS FOR F-450	116.10	19	19-00-5205	1
	11			GAS FOR MOWER	22.14	01	01-15-5205	1
	12			VEHICLE DIESEL	111.54	19	19-00-5205	1
	13			VEHICLE GAS FOR F-350 SERVTRK	88.45	02	02-60-5205	1
	14			VEHICLE GAS FOR JWAGS TRK	114.82	03	03-60-5205	1
	15			MINI EX INDOL VG68/2.5GAL	78.15	19	19-00-5205	1
	16			VEHICLE GAS FOR F-550	57.12	19	19-00-5205	1
	17			OP SUPP: GLOVES AND SAFETY GLS	25.30	03	03-50-5223	1
	18			GAS FOR CANS	10.05	01	01-15-5299	1
	19			VEHICLE GAS FOR CHEVY 2500	80.13	19	19-00-5205	1
	20			VEHICLE GAS FOR F-250	98.02	19	19-00-5205	1
	21			DIESEL FOR LG BKT TRK	84.50	03	03-60-5205	1
	22			VEHICLE GAS	25.64	19	19-00-5205	1
	23			DIESEL FOR SM BKT RTK	142.81	03	03-60-5205	1
	24			VEHICLE GAS FOR F-350 SERV TRK	64.53	02	02-60-5205	1
	25			VEHCILE GAS FOR F-550	47.00	19	19-00-5205	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	26			VEHICLE GAS FOR F-1000LDDUMPTR	66.53	19	19-00-5205	1
	27			DIESEL FOR DIGGER	100.37	03	03-60-5205	1
	28			VEHICLE GAS FOR JWAGS TRK	56.91	03	03-60-5205	1
	29			DIESEL FOR TRACTOR	109.71	19	19-00-5205	1
	30			VEHICLE GAS FOR F-1000LDDMPTRK	16.64	19	19-00-5205	1
	31			VEHICLE GAS FOR F-450	95.11	19	19-00-5205	1
	32			GAS FOR CANS	20.56	16	16-00-5205	1
	33			OP SUPP: GLOVES	15.20	03	03-50-5223	1
	34			GAS FOR MOWER	15.45	01	01-15-5205	1
	35			VEHICLE GAS FPR F350	78.17	19	19-00-5205	1
	36			GAS FOR MOWER	26.99	01	01-15-5205	1
	37			DIESEL FOR SM BKT TRK	116.15	03	03-60-5205	1
	38			GAS FOR MOWER	22.13	16	16-00-5205	1
	39			VEHICLE GAS FOR F250	115.02	19	19-00-5205	1
	40			VEHICLE GAS FOR F550 DUMP TRK	62.48	19	19-00-5205	1
	41			GAS FOR MOWERS	43.59	01	01-15-5205	1
	42			GAS FOR MOWER	26.27	01	01-15-5205	1
	43			DIESEL FOR BACKHOE	130.06	19	19-00-5205	1
	44			GAS FPR CANS	51.60	16	16-00-5205	1
	45			EQUIP EXP: RC12YC SPARK PLUG	4.95	01	01-15-5211	1
	46			VEHICLE GAS FOR CHEVY 2500	94.01	03	03-50-5205	1
	47			GAS FOR MOWERS	22.68	01	01-15-5205	1
	48			VEH EXP: MOTORCRAFT10/30 OILFI	157.40	03	03-60-5207	1
	49			OP SUPP: 2 GLOVES	23.25	03	03-50-5223	1
	50			MISC COMM: BLUGARD 500+/TUBE	58.50	19	19-00-5299	1
	51			GAS FOR CANS/DIESEL FOR CAN	144.78	16	16-00-5205	1
	52			GAS FOR CANS	22.78	16	16-00-5205	1
	53			VEHEXP: SERIVCE WAGS TRK OILFI	74.40	03	03-50-5207	1
	54			VEHICLE GAS FOR JEFF F-250	60.00	19	19-00-5205	1
	55			VEHICLE GAS FOR F-450	91.56	03	03-60-5205	1
	56			VEHICLE GAS F-550	55.45	19	19-00-5205	1
	57			VEHICLE EXP: CRHGDA/CFREONF250	84.20	19	19-00-5207	1
	58			DIESEL FOR SM BKT TRK	89.45	03	03-60-5205	1
	59			VEHICLE GAS FOR F350	88.11	02	02-60-5205	1
	60			OOESEL FOR TANK IN THE BACK	99.85	02	02-60-5205	1
				INVOICE TOTAL	3,731.52			
5/31/2026 STMT PD	1	6/15/26	5/31/26	VEHICLE GAS & OIL	38.31	01	01-01-5205	1
	2			VEHICLE GAS & OIL	40.32	01	01-01-5205	1
	3			VEH EXP: UNIT 2 TIRE REPAIR RT	40.77	01	01-01-5207	1
	4			VEHICLE GAS & OIL	66.03	01	01-01-5205	1
	5			VEHICLE GAS & OIL	44.93	01	01-01-5205	1
	6			VEHICLE GAS & OIL	46.71	01	01-01-5205	1
	7			VEHICLE GAS & OIL	69.49	01	01-01-5205	1
	8			VEHICLE GAS & OIL	73.37	01	01-01-5205	1
	9			VEHICLE GAS & OIL	43.27	01	01-01-5205	1
	10			VEH EXP: UNIT 2 OILCHG/ROT/WAS	118.40	01	01-01-5207	1
	11			VEHICLE GAS & OIL	41.71	01	01-01-5205	1
	12			VEHICLE GAS & OIL	52.76	01	01-01-5205	1
	13			VEHICLE GAS & OIL	61.59	01	01-01-5205	1
	14			VEHICLE GAS & OIL	72.24	01	01-01-5205	1
	15			VEHICLE GAS & OIL	58.10	01	01-01-5205	1
	16			VEHICLE GAS & OIL	70.59	01	01-01-5205	1
	17			VEHICLE GAS & OIL	54.24	01	01-01-5205	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	18			VEHICLE GAS & OIL	66.25	01	01-01-5205	1
	19			VEHICLE GAS & OIL	37.81	01	01-01-5205	1
	20			VEHICLE GAS & OIL	43.85	01	01-01-5205	1
				INVOICE TOTAL	1,140.74			
				VENDOR TOTAL	4,872.26			
911278-202606				1197 FREEDOM CLAIMS MANAGEMENT, INC				
	1	6/15/26	5/29/26	FCMI HEALTH INSURANCE	344.93	0104	01-01-5130 E-PAYMNT 3140374 6/12/26	1
	2			FCMI HEALTH INSURANCE	341.93	0104	01-01-5130 E-PAYMNT 3140374 6/12/26	1
	3			FCMI HEALTH INSURANCE	344.93	0104	01-01-5130 E-PAYMNT 3140374 6/12/26	1
	4			FCMI HEALTH INSURANCE	344.93	0304	03-50-5130 E-PAYMNT 3140374 6/12/26	1
	5			FCMI HEALTH INSURANCE	270.74	02	02-70-5130 E-PAYMNT 3140374 6/12/26	1
	6			FCMI HEALTH INSURANCE	138.37	0304	03-60-5130 E-PAYMNT 3140374 6/12/26	1
	7			FCMI HEALTH INSURANCE	242.50	18	18-42-5130 E-PAYMNT 3140374 6/12/26	1
	8			FCMI HEALTH INSURANCE	141.87	0304	03-60-5130 E-PAYMNT 3140374 6/12/26	1
	9			FCMI HEALTH INSURANCE	138.37	0104	01-00-5130 E-PAYMNT 3140374 6/12/26	1
	10			FCMI HEALTH INSURANCE	172.46	0204	02-60-5130 E-PAYMNT 3140374 6/12/26	1
	11			FCMI HEALTH INSURANCE	172.47	16	16-00-5130 E-PAYMNT 3140374 6/12/26	1
	12			FCMI HEALTH INSURANCE	344.93	0304	03-50-5130 E-PAYMNT 3140374 6/12/26	1
	13			FCMI HEALTH INSURANCE	138.77	1804	18-41-5130 E-PAYMNT 3140374 6/12/26	1
	14			FCMI HEALTH INSURANCE	270.74	0304	03-50-5130 E-PAYMNT 3140374 6/12/26	1
	15			FCMI HEALTH INSURANCE	277.24	0104	01-00-5130 E-PAYMNT 3140374 6/12/26	1
	16			FCMI HEALTH INSURANCE	135.37	0104	01-01-5130 E-PAYMNT 3140374 6/12/26	1
	17			FCMI HEALTH INSURANCE	138.37	0104	01-01-5130 E-PAYMNT 3140374 6/12/26	1
	18			FCMI HEALTH INSURANCE	277.24	0304	03-60-5130 E-PAYMNT 3140374 6/12/26	1
	19			FCMI HEALTH INSURANCE	277.24	19	19-00-5130 E-PAYMNT 3140374 6/12/26	1
	20			FCMI HEALTH INSURANCE	243.40	0304	03-50-5130 E-PAYMNT 3140374 6/12/26	1
	21			FCMI HEALTH INSURANCE	135.37	03	03-70-5130 E-PAYMNT 3140374 6/12/26	1
	22			FCMI HEALTH INS RENEWAL FEE	55.00	0104	01-00-5130 E-PAYMNT 3140374 6/12/26	1
	23			FCMI HEALTH INS RENEWAL FEE	137.50	0104	01-01-5130 E-PAYMNT 3140374 6/12/26	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	24			FCMI HEALTH INS RENEWAL FEE	27.50	0204	02-60-5130 E-PAYMNT 3140374 6/12/26	1
	25			FCMI HEALTH INS RENEWAL FEE	110.00	0304	03-50-5130 E-PAYMNT 3140374 6/12/26	1
	26			FCMI HEALTH INS RENEWAL FEE	82.50	0304	03-60-5130 E-PAYMNT 3140374 6/12/26	1
	27			FCMI HEALTH INS RENEWAL FEE	27.50	16	16-00-5130 E-PAYMNT 3140374 6/12/26	1
	28			FCMI HEALTH INS RENEWAL FEE	27.50	1804	18-41-5130 E-PAYMNT 3140374 6/12/26	1
	29			FCMI HEALTH INS RENEWAL FEE	27.50	18	18-42-5130 E-PAYMNT 3140374 6/12/26	1
	30			FCMI HEALTH INS RENEWAL FEE	27.50	02	02-70-5130 E-PAYMNT 3140374 6/12/26	1
	31			FCMI HEALTH INS RENEWAL FEE	27.50	19	19-00-5130 E-PAYMNT 3140374 6/12/26	1
				INVOICE TOTAL	5,442.17			
				VENDOR TOTAL	5,442.17			
S1156415	1	6/15/26	5/28/26	1152 GODFREY'S UNIFORMREPLACE:STRMSURGJKT JS	104.98	01	01-01-5203	1
				INVOICE TOTAL	104.98			
S1158747	1	6/15/26	6/10/26	CLOTHING ALLOW:V2 TACTPANT RT	194.97	01	01-01-5208	1
				INVOICE TOTAL	194.97			
				VENDOR TOTAL	299.95			
9944018259	1	6/15/26	6/08/26	306 GRAINGER OP SUP: BATT/ALK, FLAGTAPE+MISC	138.68	03	03-60-5223	1
				INVOICE TOTAL	138.68			
9948732608	1	6/15/26	6/11/26	MISC COMM: 12 6' BARRICADE BARS	876.60	19	19-00-5299	1
				INVOICE TOTAL	876.60			
				VENDOR TOTAL	1,015.28			
26-001	1	6/15/26	5/25/26	1530 HERE 2 TEACH LIFEGUARD CERTS 1NEW 2 RECERT	595.00	01	01-17-5399	1
				INVOICE TOTAL	595.00			
				VENDOR TOTAL	595.00			
5/30/26 STMT	1	6/15/26	5/30/26	31 HOME LUMBER & SUPPLY CO. OP SUPP: PVC CMT/PIPCLNR/LEDLI	450.96	02	02-60-5223	1
	2			MISC: STEEL LEAF RAKE	35.99	01	01-15-5299	1
	3			MISC: 1/4" CABLE STAPLE	4.29	01	01-17-5299	1
	4			BLDMAINT:WINDOWFOAM/PINE/PANEL	68.22	02	02-60-5235	1
	5			BLD MAINT: 2X4X8' TREATEDY PIN	6.24	02	02-60-5235	1
	6			TOOLS: 4.5"40G & 5" CUTOFFDISC	71.43	02	02-60-5219	1
	7			MISC COMM: PVC/FILL/DUCT VALVB	64.53	01	01-17-5299	1
	8			POOL MAINT: SRAPER/CEMENT/FILL	96.96	01	01-17-5380	1
	9			POOL MAINT: FLEX TAPE WHITE 4	16.99	01	01-17-5380	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	10			MISC COMM:1/2 GLAV MERCH COUP	2.59	02	02-60-5299	1
	11			POOL MAINT: 9X1-3/4 STAR DECK	11.99	01	01-17-5235	1
	12			POOL MAINT: ONYX ADHESIVE SILI	8.99	01	01-17-5235	1
	13			POOL MAINT: ROCKTITE PATCH CEM	21.99-	01	01-17-5235	1
	14			TOOLS:6",3-1/2,#2PHILDR/FUEL	36.54	03	03-60-5219	1
	15			POOL SLIDE:3FT 1" OD X 50	5.37	01	01-17-5299	1
	16			SIDEWALK BY UNITED:CONCRETEMIX	104.85	19	19-00-5215	1
	17			PARK MISC: COUP/BUSH REDPVC/SC	25.88	01	01-15-5299	1
	18			PARK MINC: BUSH/PVC SCH40 COUP	17.94	01	01-15-5299	1
	19			RETURN CONCRETE MIX BYUNITEDSW	13.98-	19	19-00-5215	1
	20			PARK MAINT: 2*8*8' TREATYELPIN	12.42	01	01-15-5241	1
				INVOICE TOTAL	1,006.21			
				VENDOR TOTAL	1,006.21			
				1305 IMAGINE IT, INC.				
31203530	1	6/15/26	6/01/26	MONTHLY BILLING JUNE-AGMT MANA	507.90	03	03-70-5399	1
				INVOICE TOTAL	507.90			
31203713	1	6/15/26	5/31/26	#14276:MFAonVPN5%PROGLAB95%COM	50.00	01	01-00-5399	1
	2			#14276:MFAonVPN5%PROGLAB95%COM	50.00	02	02-70-5399	1
	3			#14276:MFAonVPN5%PROGLAB95%COM	50.00	03	03-70-5399	1
	4			#14276:MFAonVPN5%PROGLAB95%COM	50.00	18	18-42-5399	1
				INVOICE TOTAL	200.00			
31203714	1	6/15/26	5/31/26	14453:26SW&ACCESSPNT10%PRO35%C	75.00	01	01-00-5399	1
	2			14453:26SW&ACCESSPNT10%PRO35%C	75.00	02	02-70-5399	1
	3			14453:26SW&ACCESSPNT10%PRO35%C	75.00	03	03-70-5399	1
	4			14453:26SW&ACCESSPNT10%PRO35%C	75.00	18	18-42-5399	1
				INVOICE TOTAL	300.00			
31203754	1	6/15/26	6/09/26	1YR RENEWALOGO DADDY DOMAIN	30.15	03	03-70-5399	1
				INVOICE TOTAL	30.15			
				VENDOR TOTAL	1,038.05			
				1394 KANSAS & OKLAHOMA RR, LLC				
6050498	1	6/15/26	5/31/26	EL REGULAR LOCATE FEES SPLIT	37.91	03	03-60-5399	1
	2			PW REGULAR LOCATE FEES SPLIT	37.90	02	02-60-5399	1
				INVOICE TOTAL	75.81			
				VENDOR TOTAL	75.81			
				1531 KANSAS CONCRETE LLC				
25-1185 PAY APP#1	1	6/15/26	6/04/26	5/18-6/2/2026 KMW WA PROJECT	606,214.19	44	44-02-5399	1
				INVOICE TOTAL	606,214.19			
				VENDOR TOTAL	606,214.19			
				118 DEPT OF HEALTH AND ENVIRONMENT				
KS0084905-I-AR85-C01	1	6/15/26	6/01/26	WASTEWATER PERMIT STERLING PP	60.00	18	18-42-5399	1
				INVOICE TOTAL	60.00			
				VENDOR TOTAL	60.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
GRDA-STER-2026-07	1	6/15/26	7/02/26	34 KMEA-GRDA OPERATING ACCOUNT KMEA JUL 2026 SERVICES PURCHPO INVOICE TOTAL	60,659.00 60,659.00	03	03-50-5358	1
				VENDOR TOTAL	60,659.00			
EMP3-STER-2026-05	1	6/15/26	6/22/26	870 KMEA EMP3 OPERATING FUND MAY 2026 SERVICES INVOICE TOTAL	55,296.00 55,296.00	03	03-50-5358	1
				VENDOR TOTAL	55,296.00			
088382	1	6/15/26	6/12/26	138 KROGER - DILLONS CUSTOMER POOL CON:5FUDGESICSANDW6DRUMST INVOICE TOTAL	74.34 74.34	01	01-17-5220	1
794745	1	6/15/26	6/01/26	POOL SUPPLIES: TRASH BAGS/BATT INVOICE TOTAL	13.97 13.97	01	01-17-5222	1
				VENDOR TOTAL	88.31			
63771-6-2026	1	6/15/26	4/06/26	1447 KS STATEBANK 2025 GRASSHOPPER 73BT MOWER INVOICE TOTAL	257.13 257.13	16	16-00-5403 E-PAYMNT 3140375 6/20/26	1
				VENDOR TOTAL	257.13			
PS-INV128426	1	6/15/26	6/01/26	782 LUMINEO SIGNS 10*24 OUTDOOR DISPLAY INVOICE TOTAL	440.00 440.00	03	03-70-5399	1
PS-INV128428	1	6/15/26	6/01/26	11*24 OUTDOOR DISPLAY INVOICE TOTAL	300.00 300.00	03	03-70-5399	1
				VENDOR TOTAL	740.00			
26366	1	6/15/26	6/04/26	1510 MARK-A-HYDRANT, LLC FDGRANT:JACAM HYDROMARKER-BLU 2 FIRE HYDRANTMARKERS:DIFFFRMGNT INVOICE TOTAL	1,500.00 25.90 1,525.90	01 01	01-00-4611 01-11-5211	1 1
				VENDOR TOTAL	1,525.90			
6/1 STMT 2026	1	6/15/26	6/01/26	893 MTC PHONE/FAX/INTERNET	328.76	03	03-70-5301	1
	2			PHONE/FAX/INTERNET	212.72	01	01-01-5301	1
	3			PHONE/FAX/INTERNET	140.29	03	03-50-5301	1
	4			PHONE/FAX/INTERNET	93.07	02	02-60-5301	1
	5			PHONE/FAX/INTERNET	93.08	03	03-60-5301	1
	6			PHONE/FAX/INTERNET	70.90	01	01-01-5301	1
	7			PHONE/FAX/INTERNET	117.90	18	18-41-5399	1
				INVOICE TOTAL	1,056.72			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				VENDOR TOTAL	1,056.72			
430090	1	2/16/26	1/29/26	40 NAPA AUTO PARTS - KC101 VEH EXP:BRANCHED RAD HOSE	115.51-	19	19-00-5207	1
				INVOICE TOTAL	115.51-			
430117	1	2/16/26	1/30/26	VEH EXP:08FD E450 ANTIFRESVCAP	6.56	19	19-00-5207	1
				INVOICE TOTAL	6.56			
432869	1	5/04/26	4/24/26	VEHEXP:FD FLATBED BATT TERMINA	43.61	19	19-00-5207	1
				INVOICE TOTAL	43.61			
434054	1	6/15/26	6/01/26	F450/F350 SERV TRK:BAT TERM CBL	33.07	19	19-00-5207	1
				INVOICE TOTAL	33.07			
				VENDOR TOTAL	32.27-		NO CHECK ISSUING	
6/11/26 NO STMT	1	6/15/26	6/11/26	1473 NEX-TECH WIRELESS EST. JUNE2026 INV 6/20-7/19/26	50.00	01	01-17-5399	1
				INVOICE TOTAL	50.00			
				VENDOR TOTAL	50.00			
6/11/2026	1	6/15/26	6/11/26	908 OFFICE OF THE TREASURER COURT EXP:3/11-6/10/2026	94.00	01	01-00-5307	1
				INVOICE TOTAL	94.00			
				VENDOR TOTAL	94.00			
7659	1	6/15/26	6/02/26	1000 OUTLAW BROTHERS REPAIR, LLC 08 FORD F550SD PWR BRK BOOSTER	501.01	19	19-00-5316	1
				INVOICE TOTAL	501.01			
7681	1	6/15/26	6/09/26	VEH EXP: WAG'S TRUCK A/C SERVI	145.77	03	03-60-5316	1
				INVOICE TOTAL	145.77			
				VENDOR TOTAL	646.78			
5/29/2026 STMT	1	6/01/26	5/29/26	41 CITY OF STERLING-PETTY CASHBOX CAR WASH (JC)	10.00	01	01-01-5207	1
	2			POSTMASTER: LG ENVELOPE TO KBI	3.84	01	01-01-5304	1
	3			FREEZER FOR POOL Z.FARNEY	100.00	01	01-17-5299	1
	4			POSTMASTER: LG ENVELOPE TO KBI	10.20	01	01-01-5304	1
	5			ADD \$131 FROM MISC UBCASHDRAWR	131.00-	01	01-00-5299	1
				INVOICE TOTAL	6.96-			
				VENDOR TOTAL	6.96-		NO CHECK ISSUING	
54171/5	1	6/15/26	6/29/26	936 PRIDE AG RESOURCES PARKS MISC: SPRAYER/LIME REMOV	17.68	01	01-15-5299	1
				INVOICE TOTAL	17.68			
54218/5	1	6/15/26	6/01/26	PARK MISC: EASY FIT TEE 1/2"	5.98	01	01-15-5299	1
				INVOICE TOTAL	5.98			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	23.66			
				44 PRINCIPAL LIFE INSURANCE CO				
6/11/26 NO STMT	1	6/15/26	6/11/26	LIFE INSURANCE	13.36	0103	01-01-5132	1
	2			LIFE INSURANCE	10.01	0103	01-01-5132	1
	3			LIFE INSURANCE	10.01	0103	01-01-5132	1
	4			LIFE INSURANCE	10.01	0303	03-50-5132	1
	5			LIFE INSURANCE	10.01	0203	02-70-5132	1
	6			LIFE INSURANCE	10.01	19	19-00-5132	1
	7			LIFE INSURANCE	10.01	0303	03-60-5132	1
	8			LIFE INSURANCE	10.01	18	18-42-5132	1
	9			LIFE INSURANCE	13.36	0303	03-60-5132	1
	10			LIFE INSURANCE	13.36	0103	01-00-5132	1
	11			LIFE INSURANCE	10.01	1603	16-00-5132	1
	12			LIFE INSURANCE	10.01	0303	03-50-5132	1
	13			LIFE INSURANCE	13.36	1803	18-41-5132	1
	14			LIFE INSURANCE	13.36	0303	03-50-5132	1
	15			LIFE INSURANCE	10.01	0103	01-00-5132	1
	16			LIFE INSURANCE	10.01	0103	01-01-5132	1
	17			LIFE INSURANCE	13.36	0103	01-01-5132	1
	18			LIFE INSURANCE	13.36	0303	03-60-5132	1
	19			LIFE INSURANCE	10.01	19	19-00-5132	1
	20			LIFE INSURANCE	13.36	0303	03-50-5132	1
				INVOICE TOTAL	227.00			
				VENDOR TOTAL	227.00			
				1128 PRIORITY POWER MANAGEMENT, LLC				
49159	1	6/15/26	6/01/26	ENERGY CONSULTING JUN 2026	425.00	03	03-70-5399	1
				INVOICE TOTAL	425.00			
				VENDOR TOTAL	425.00			
				46 SAFETY KLEEN				
100022027	1	6/15/26	6/15/26	PARTS WASHER SERVICE SOLV/FEE	238.06	03	03-50-5399	1
				INVOICE TOTAL	238.06			
				VENDOR TOTAL	238.06			
				928 SCHULTE SUPPLY, INC.				
S1244611.001	1	6/15/26	5/21/26	MISC COMM:RAINJKTS2/2PANTS/BOM	344.79	02	02-60-5299	1
				INVOICE TOTAL	344.79			
S1244611.002	1	6/15/26	6/01/26	MISC COMM: 1 BOMBER JKT	132.99	02	02-60-5299	1
				INVOICE TOTAL	132.99			
				VENDOR TOTAL	477.78			
				5 STANION WHOLESALE ELEC CO INC				
6112392-00	1	6/15/26	6/02/26	OP SUPP: CONDUIT 2-IN ALU	237.00	03	03-60-5223	1
				INVOICE TOTAL	237.00			
6113127-00	1	6/15/26	6/01/26	LIB MAINT: OUTDOOR LIGHT RPLC	255.11	01	01-00-5313	1
	2			OP SUPP: OUTDOOR LIGHT TO STK	255.11	03	03-60-5223	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				INVOICE TOTAL	510.22			
6119139-00	1	6/15/26	6/11/26	OPSUPP:MEDBI-PIN/3MVINYL/WIRE4	1,303.44	03	03-60-5223	1
				INVOICE TOTAL	1,303.44			
6119139-01	1	6/15/26	6/11/26	STREETLIGHTS:METALHALIDEHIDMED	42.30	03	03-60-5236	1
				INVOICE TOTAL	42.30			
6119139-02	1	6/15/26	6/11/26	OP SUPP:PGTAIL/WIRE6/HALID/LTF	1,427.35	03	03-60-5223	1
				INVOICE TOTAL	1,427.35			
6119887-00	1	6/15/26	6/11/26	PARK MAINT:EL REPAIRSFOR4THOFJ	486.82	01	01-15-5241	1
				INVOICE TOTAL	486.82			
6119887-01	1	6/15/26	6/11/26	OP SUPP:1NORDIC BOXPAD/3ALUMAF	1,308.22	03	03-60-5223	1
				INVOICE TOTAL	1,308.22			
				VENDOR TOTAL	5,315.35			
5/31/2026 STMT	1	6/15/26	5/31/26	50 THE BULLETIN - STERLING BUSINESS CARDS JS	40.00	01	01-01-5399	1
	2			CEMETERY RULES	141.75	16	16-00-5399	1
	3			PT CUSTODIAN	11.00	01	01-00-5399	1
	4			SPORTS SPONSOR	11.00	03	03-70-5399	1
	5			CEMETERY RULES	141.75	16	16-00-5399	1
	6			PR CUSTODIAN	11.00	01	01-00-5399	1
	7			SPORTS SPONSOR	11.00	03	03-70-5399	1
	8			CEMETERY RULES	141.75	16	16-00-5399	1
	9			CEMETERY CLEANUP	42.00	16	16-00-5399	1
	10			CEMETERY VETERANS PAGE	630.00	16	16-00-5399	1
	11			PT CUSTODIAN	11.00	01	01-00-5399	1
	12			SPORTS SPONSOR	11.00	03	03-70-5399	1
	13			1/4 PG B&W GRADUATION SPONSOR	150.00	03	03-70-5399	1
	14			CEMETERY CLEANUP	42.00	16	16-00-5399	1
	15			POOL HOURS	63.00	01	01-17-5399	1
	16			SPORTS SPONSOR	11.00	03	03-70-5399	1
	17			MONTHLY CALENDAR	31.00	03	03-70-5399	1
				INVOICE TOTAL	1,500.25			
				VENDOR TOTAL	1,500.25			
06/10/26 NO STMT	1	6/15/26	6/10/26	594 STUTZMAN REFUSE DISPOSAL INC 5/1-5/31 JUN-26 BILL 833CUST	7,398.48	01	01-00-5395	1
				INVOICE TOTAL	7,398.48			
21515446V019 2INVS	1	6/15/26	5/27/26	CITYWIDECLEANUP 12-30YDHL2RENO	1,998.16	01	01-00-5399	1
				INVOICE TOTAL	1,998.16			
				VENDOR TOTAL	9,396.64			
12273	1	6/15/26	5/30/26	746 SUPERIOR SAND & GRAVEL 9.19 ROAD GRAVEL	96.90	19	19-00-5215	1
	2			18.57 AB3	588.53	19	19-00-5215	1
	3			13.42 1'GREY STERLINGLAKE EAST	560.09	19	19-00-5215	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	1,245.52			
				VENDOR TOTAL	1,245.52			
0000862-IN	1	6/15/26	6/10/26	166 UNITED INDUSTRIES INCORPORATED WATER SAMPLE (JW)	41.20	02	02-50-5399	1
				INVOICE TOTAL	41.20			
0077619-IN	1	6/15/26	6/05/26	POOL CHEMICALS: ACID MAGIC	406.00	01	01-17-5250	1
				INVOICE TOTAL	406.00			
				VENDOR TOTAL	447.20			
358000086701	1	6/15/26	6/01/26	1186 VERIZON CONNECT FLEET USA LLC MONTHLY SERVICE MAY 2026	47.85	01	01-01-5301	1
				INVOICE TOTAL	47.85			
				VENDOR TOTAL	47.85			
INV9069480	1	6/15/26	5/26/26	1022 WAGeworks HS-FSA MAY 2026	15.43	01	01-00-5399	1
	2			HS-FSA MAY 2026	15.43	01	01-01-5399	1
	3			HS-FSA MAY 2026	15.43	02	02-60-5399	1
	4			HS-FSA MAY 2026	15.43	02	02-70-5399	1
	5			HS-FSA MAY 2026	15.43	03	03-50-5399	1
	6			HS-FSA MAY 2026	15.43	03	03-60-5399	1
	7			HS-FSA MAY 2026	15.43	16	16-00-5399	1
	8			HS-FSA MAY 2026	15.49	18	18-42-5399	1
				INVOICE TOTAL	123.50			
				VENDOR TOTAL	123.50			
3100261	1	6/15/26	6/01/26	1461 WESTERN CONSULTANTS PARK EQUIP EXP: ELECT VALVANGL	22.71	01	01-15-5211	1
				INVOICE TOTAL	22.71			
				VENDOR TOTAL	22.71			
26-0479	1	6/15/26	6/12/26	1254 WICHITA PUMP & SUPPLY CO., INC LAKESPRINKLERS 20-5004 12-6504	670.92	01	01-15-5299	1
				INVOICE TOTAL	670.92			
				VENDOR TOTAL	670.92			
				FIRST BANK TOTAL	803,204.93			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	6,125.51			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	797,079.42			
				GRAND TOTALS	803,204.93			



City of Sterling Special Event Permit

Special Event Permits are approved by the City Commission, typically at the first Regular Meeting following the date an application is submitted. A base permit fee of **\$30.00** must be remitted with the application, and an additional hourly fee of **\$50.00** per officer must be remitted for events with over 100 attendees for which the Sterling Police Department will provide security. Attendees may provide their own security, and these arrangements must be approved by the Police Chief.

The applicant must submit a certificate of insurance (COI) insured in the name of the organization, and with the City named as an additional insured party. The minimum required limits are \$1,000,000.00 for each occurrence, and a general aggregate of \$2,000,000.00 The applicant agrees to hold the City harmless for any injuries or accidents that occur to any persons at City owned facilities.

Approved permits do not guarantee that public facilities will be available for use. Facilities are available on a first come first serve basis, and it is recommended that patrons arrive ahead to ensure facilities are not in use. The City will not participate in or resolve time conflicts between patrons.

For Applicant

Name of applicant: Sterling Evangelical Bible Church - Pastor Charlie Busch

Organization: Sterling Evangelical Bible Church

Location of event: Pavillion at Sterling Lake Park

Purpose of event: VBS Pre-Registration Cookout with Bounce House - IOF
620960-02
Bounce House
CO.

Date and time of event: June 27, 2026 5-8 pm

Will event have more than 100 attendees? Probably Not at one time

Will the event require street closures? NO

If yes, name and blocks of streets to be closed: _____

Will the event include alcohol sold on public property? NO

If yes, see [Chapter III/Article 1](#) of the City Code for additional requirements.

Applicant signature: Charlie Busch Date: 6-10-26
1-308-207-5441

For Office Use

Permit fee: \$30.00 Date received: 06/10/2026

Date COI received: 06/11/2026

Date of City Commission approval: _____

City Manager signature: _____ Date: _____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Eitzen Agency Inc 102 S MAIN PO Box 300 FAIRVIEW OK 73737	CONTACT NAME: Shannon Ward PHONE (A/C, No, Ext): (580) 227-2553 E-MAIL ADDRESS: sward@eitzenagency.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Sterling Evangelical Bible Church, Inc 3017 N Sterling Rd Sterling KS 67579-9034	INSURER A: Brotherhood Mutual Insurance		13528
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** CL2661000945 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		15M5A0538282	12/29/2025	12/29/2026	EACH OCCURRENCE \$ 1,000,000	
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000							
	MED EXP (Any one person) \$ 5,000							
	PERSONAL & ADV INJURY \$ 1,000,000							
	GENERAL AGGREGATE \$ 3,000,000							
	PRODUCTS - COMP/OP AGG \$ 3,000,000							
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY							COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$							EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Vacation Bible School Block Party. June 22nd through July 3rd. City of Sterling added as additional insured for the dates of the event.

CERTIFICATE HOLDER City of Sterling PO Box 287 Sterling KS 67579	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



City of Sterling Special Event Permit

Special Event Permits are approved by the City Commission, typically at the first Regular Meeting following the date an application is submitted. A base permit fee of \$30.00 must be remitted with the application, and an additional hourly fee of \$50.00 per officer must be remitted for events with over 100 attendees for which the Sterling Police Department will provide security. Attendees may provide their own security, and these arrangements must be approved by the Police Chief.

The applicant must submit a certificate of insurance (COI) insured in the name of the organization, and with the City named as an additional insured party. The minimum required limits are \$1,000,000.00 for each occurrence, and a general aggregate of \$2,000,000.00 The applicant agrees to hold the City harmless for any injuries or accidents that occur to any persons at City owned facilities.

Approved permits do not guarantee that public facilities will be available for use. Facilities are available on a first come first serve basis, and it is recommended that patrons arrive ahead to ensure facilities are not in use. The City will not participate in or resolve time conflicts between patrons.

For Applicant

Name of applicant: Annastacia Miller 324 N 9th St
Sterling KS 67579

Organization: (620) 204-0826

Location of event: Intersection of N 9th & Washington

Purpose of event: Neighborhood BBQ + fireworks

Date and time of event: 6pm - Midnight on July 4th 2026

Will event have more than 100 attendees? NO

Will the event require street closures? Yes (Intersection + 1/2 block each direction)

If yes, name and blocks of streets to be closed: Driveway @ 324 N 9th - North 1/2 block
and west of intersection to
east of intersection allow
(Advanced PT Bldg)

Will the event include alcohol sold on public property? NO

If yes, see [Chapter III, Article 1](#) of the City Code for additional requirements.

Applicant signature: Annastacia Miller Date: 6/10/26

For Office Use

Permit fee: \$30.00 Date received: 06/11/2026

Date COI received: 06/12/2026

Date of City Commission approval: _____

City Manager signature: _____ Date: _____




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

 PRODUCER Gaslamp Insurance Services DBA Event Helper Insurance Services PO Box 1549 Grass Valley CA 95945	CONTACT NAME: Event Helper Customer Service PHONE (A/C. No. Ext): (855) 493-8368 E-MAIL ADDRESS: info@theeventhelper.com	FAX (A/C. No.):
	INSURER(S) AFFORDING COVERAGE	
INSURED Anastacia Miller 324 N 9th St Sterling KS 67579	INSURER A: Lloyds Syndicate 2623 82%	NAIC # AA-1128623
	INSURER B: Lloyds Syndicate 623 18%	NAIC # AA-1126623
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	EH-771326-L4753314	07/04/2026 12:01 AM	07/05/2026 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Coverage Date(s): 07/04/2026 Attendance: 40, Event Type: Block Party/Street Closure/Street Fair. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER**CANCELLATION**

City of Sterling 114 N Broadway Ave Sterling KS 67579	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

<p>Name of Additional Insured Person(s) or Organization(s):</p> <p>City of Sterling 114 N Broadway Ave Sterling, KS 67579</p> <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

- A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. in the performance of your ongoing operations; or
 2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

MAY 11 2026

ALCOHOLIC BEVERAGE CONTROL

Place on
City/County

C52734

**INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGE**

(This form has been prepared by the Attorney General's Office)

5/13/2026

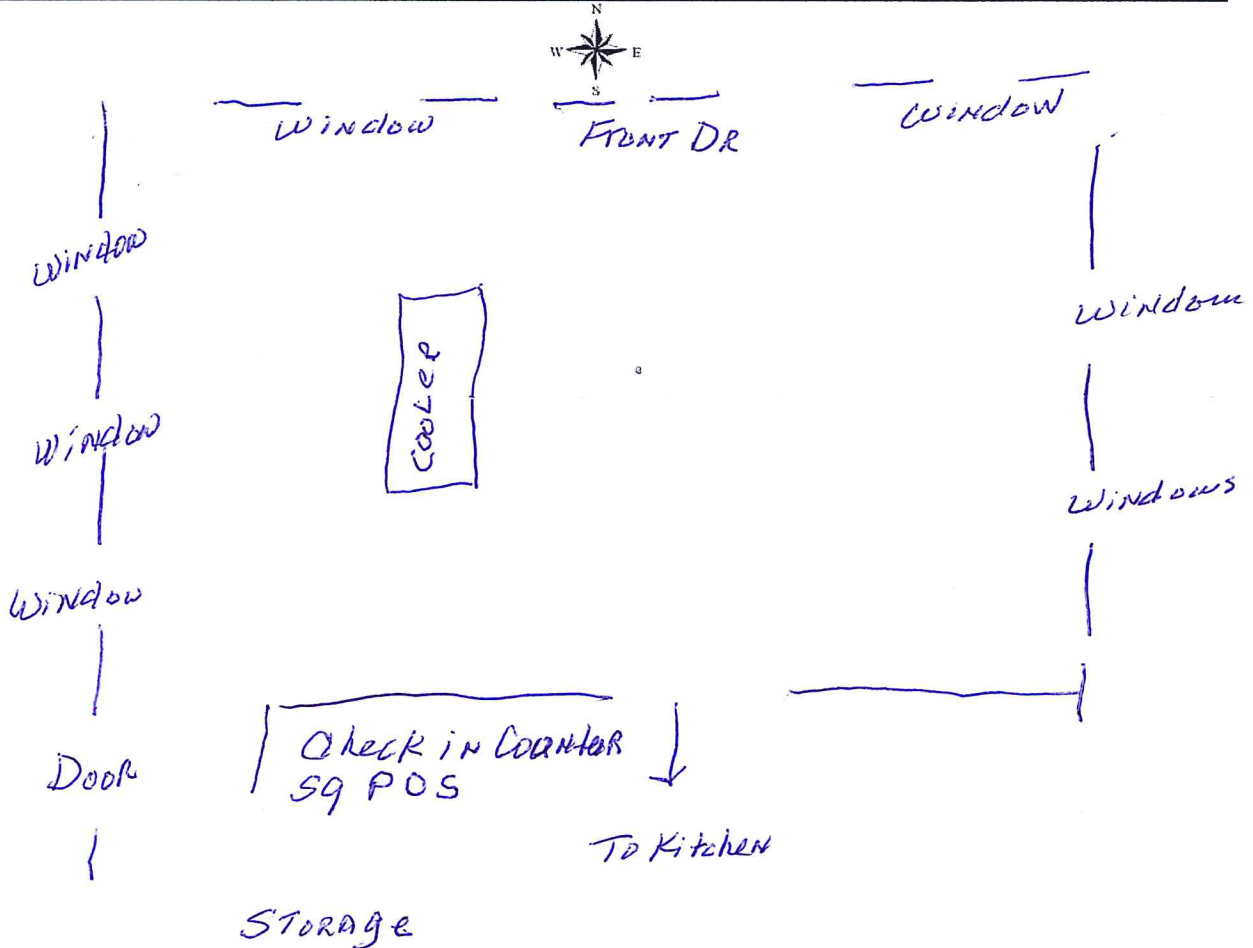
City or County of Sterling, KS

SECTION 1 – LICENSE TYPE			
Check One: <input checked="" type="checkbox"/> New License <input type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit			
Check One: <input checked="" type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensee's premises.			
SECTION 2 – APPLICANT INFORMATION			
Kansas Sales Tax Registration Number (required):			
I have registered as an Alcohol Dealer with the TTB. <input checked="" type="checkbox"/> Yes (required for new application) <i>2026-SDTRREG 013161</i>			
Name	Anthony W. Thompson	Phone No.	352-805-0438 <i>01/08/1947</i>
SSN/EIN	513-48-2808	Drivers' License Number	K04-45-6236
Email Address(es). Please separate values with comma <u>stroker40@icould.com</u>			
Residence Street Address	2 Elliott Dr.	City	Sterling, KS, 67579 Zip Code
Applicant Spousal Information			
Spouse Name		Phone No.	Date of Birth
Residence Street Address		City	State Zip Code
SECTION 3 – LICENSED PREMISE			
DBA Name (Business Location or Location of Special Event)	Licensed Premise Busters	Name (If different from business address)	Mailing Address
Business Location Address	917 N. Broadway	Address	2 Elliott Dr.
City	Sterling, KS ^{State} 67579 Zip	City	Sterling, KS ^{State} 67579 Zip
Business Phone No.	<i>620 904 2982</i>	<input type="checkbox"/> I own the proposed business location. <input checked="" type="checkbox"/> I do not own the proposed business location.	
Business Location Owner Name(s) First Bank 128 S. Broadway Ave. Sterling, KS 67579			
SECTION 4 – APPLICANT QUALIFICATION			
I am a U.S. Citizen		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
I am at least 21 years of age		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
I have had any license issued pursuant to the Kansas Liquor Control Act, Kansas Club and Drinking Establishment Act or Kansas Cereal Malt Beverage Act revoked for a violation of such acts?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I have been a resident of Kansas for at least 2 years prior to the submission of this application.			
Within 2 years immediately preceding the date of this application, neither I nor my spouse* have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
My spouse has previously held a CMB license.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
My spouse has never been convicted of one of the crimes mentioned above while licensed.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

V

SECTION 7 – LICENSED PREMISE

In the space below, draw the area you wish to sell or deliver CMB. Include entrances, exits and storage areas. Do not include areas you do not wish to license. If you wish to attach a drawing, check the box: 8 1/2" by 11" drawing attached.



I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct. (K.S.A. 52-601)

SIGNATURE _____ DATE 2/21/2026

FOR CITY/COUNTY OFFICE USE ONLY:

License Fee Received Amount \$ 50.00 Date 6/9/2026
 (\$25 - \$50 for Off-Premise license or \$25-200 On-Premise license)

\$25 CMB Stamp Fee Received Date 5/11/26

Background Investigation Completed Date 6/12/2026 Qualified Disqualified

Verified applicant has registered with the TTb as an Alcohol Dealer VIA PHONE - VALID PER BRKAN ETTS 6/3/2026 9:43AM JAD

New License Approved Valid From Date _____ to _____ By: _____

License Renewed Valid From Date _____ to _____ By: _____

Special Event Permit Approved Valid From Date _____ to _____ By: _____

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR MONTHLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 109 SW 9TH ST, 5TH FLOOR, PO BOX 3506, TOPEKA, KS 66601.

* Applicant's spouse is not required to meet the citizenship or age requirements. If renewal application, applicant's spouse is not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)

Clear Form



C52734

Place on
State Copy

C52734

City of Sterling / Sterling Police Department

Administrative Background Check Request Form

(Solicitor Permit or CMB License)

To be completed by an authorized city official and submitted to the Sterling Police Department for background check purposes. This form supports the city's solicitor permit and cereal malt beverage (CMB) license screening processes. If submitted electronically, this form must be sent via encrypted email or delivered in person.

SECTION 1 - CITY OFFICIAL REQUEST

Solicitor Permit CMB License

Date of Request:

6/10/2026

Requesting Official Name & Title:

Jessi Dobson, City Clerk

Purpose for Request:

CMB license

Official Email Address:

j.dobson@sterling-ks.com

APPLICANT INFORMATION

Full Name:

Anthony Warren Thompson

Date of Birth (MM/DD/YYYY):

01/08/1947

Type of ID Provided:

Drivers license

ID Number (if applicable):

K04-45-6236

Signature of Requesting Official:

[Signature]

Date: 6/10/2026

SECTION 2 - SPD USE ONLY

Approved

Denied

Unable to Verify

Date Checked: 6-12-26

Officer: AITEBERG

Badge #: 518

Signature: [Signature]

KANSAS

**DRIVER'S
LICENSE**



4d LIC. NO. **K04-45-6236** 4a ISS- **01/30/2024**
3a DOB: **01/08/1947** 4b EXP: **01/08/2028**
1 **THOMPSON**
2 **ANTHONY WARREN**
6 2 **ELLIOTT DR**
STERLING, KS 67579-9544
9 CLASS **C** 9a END **NONE**
12 REST **NONE**
15 SEX **M**
16 HGT **5'-10"**
17 WGT **200 LB** **01/08/1947**
18 EYES **BRO**
5 DD **40301342437** **VETERAN** **TA24030M2808AB** **DONOR**

DEPARTMENT OF REVENUE
KANSAS DRIVER'S LICENSE
M.A. R. H. T.



Jessi Dobson

From: Jessi Dobson
Sent: Wednesday, June 10, 2026 7:17 PM
To: James Smith; Roger Atteberry
Cc: Richard Tommer Jr; Justin Carter; Joshua Blank; Jessi Dobson
Subject: CMB Background Request | Buster's
Attachments: CMB Application Busters 6.15.2026 for 2026.pdf; CMB Background Chk Request Busters CMB License 6.10.2026.pdf

Hello,

Would you please run a background check on Anthony Warren Thompson, Owner of Busters restaurant. He is applying for a CMB License with the Commission on Monday 6.15.2026. The original is in the PD box. Please let me know if you need anything else.

Thank you,

Jessi Dobson, City Clerk
PO Box 287 | 114 N. Broadway
Phone: 620-278-3423
Fax: 620-278-2866
Web: www.sterling-kansas.com



H.1 Receive update from the Municipal Pool Steering Committee on the Municipal Pool and Bathhouse improvement project.

**City of Sterling
City Commission Meeting
June 15, 2026**

TO: City Commission
SUBJECT: Award construction contract for the 2026 street maintenance project to Vance Brothers, estimated cost \$192,474.
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: New Business

Background: The City typically invests in repairing, resurfacing, and/or constructing certain roadways within the City each year. Regular maintenance of street infrastructure is critical to ensure that the condition of roadways does not deteriorate below a certain satisfactory level and that navigating the City in vehicles remains safe and efficient. In recent years, the annual street maintenance projects have typically focused on resurfacing existing roadways. Resurfacing projects are selected with the assistance of the engineering firm Kirkham Michael based on the relative level of traffic a street experiences, and its level of deterioration. Street maintenance is funded from the City’s Special Street Fund, which is dedicated to street and transportation maintenance and improvement projects.

In 2025, the City awarded the annual street resurfacing construction contract to Holland Paving, which performed a scrub seal on W. Main Street from Broadway Avenue to 10th Street, and on 1st Street from E. Jefferson Avenue to E. Jackson Street. The final cost of the 2025 street resurfacing projects was \$235,006, from the \$250,000 which was budgeted in the Special Street Fund for annual street maintenance.

Analysis: Kirkham Michael facilitated the solicitation of bids for the 2026 street resurfacing project. Bids were solicited via an online platform beginning on May 21, 2026 and were due at 2:00pm on June 11. The 2026 resurfacing project proposal consists of the following sub-projects, as presented in Table 1.

Table 1

Sub-Project	Location	Proposed Resurfacing
Base Bid #1	Monroe St. from S. 7 th St. to S. 1 st St.	Scrub seal
Base Bid #2	S. 1 st St. from E. Jackson St. to E. Garfield Ave.	Scrub seal
Add Alternate #1	N. 4 th St. from E. Washington Ave. to E. Adams Ave.	Chip seal
Add Alternate #2	E. Washington Ave. from N. Broadway Ave. to N. 5 th St.	Chip seal
Add Alternate #3	W. Washington Ave. from N. Broadway Ave. to N. 9 th St.	Chip seal

The total engineer's estimate for the two base bid locations and the three add alternate locations is \$294,570. The City received one bid for the 2026 street resurfacing project. The bid tabulation is included in Exhibit A. Vance Brothers submitted a proposal for \$292,541 for the base bid and add alternate locations. The City's 2025 budget for the annual street resurfacing project is \$250,000, and therefore, not each sub-project can be funded this year.

The recommended selection of subprojects is the two base bid locations, which total \$192,474. With the remaining amount of \$57,526 in budget authority within the Special Street Fund from the budget of \$250,000 for maintenance projects, it is further recommended that this budget authority be allocated to resurfacing and curb repair on the in-street parking on the north side of the zero block of W. Adams Avenue, adjacent to the United Presbyterian Church building, which also houses Lil' Cub Daycare. The pavement and curbing in this section are substantially deteriorated, and the parking is heavily utilized by patrons of the church, daycare, and the Sterling Medical Center. Through discussions and research with church members, it was determined that the in-street parking is City right-of-way and is therefore the City's responsibility to maintain. The estimated cost of these repairs is approximately \$40,000 based on preliminary quotes provided by qualified contractors.

The City Commission may decide to either reject the bid or award the construction contract to Vance Brothers. If the contract is awarded, the City Commission can decide which of the add alternates, if any, to fund in addition to the base bid locations. A notice of award for the two base bid locations is included in Exhibit B.

Financial: The total cost of the two base bid subprojects is \$192,474.

Legal Considerations: Kirkham Michael will provide a notice of award to award the contract to the bidder after the selection of projects is made and the final cost is known.

Recommendations/Actions: It is recommended the City Commission:

1. Award the construction contract and for the 2026 street resurfacing project to Vance Brothers, and
2. Approve funding for the base bid #1 and #2 sub-projects, estimated cost \$192,474, and
3. Authorize the Mayor to sign the notice of award **(VOICE)**.

Attachments:

Exhibit A – 2026 Street Maintenance Project bid tabulation (1 page)

Exhibit B – Notice of award for 2026 street maintenance project to Vance Brothers for base bid only (1 page)

City of Sterling 2026 Street Maintenance Project (#10159943)

Owner: City of Sterling

Solicitor: Kirkham Michael & Associates, Inc.

06/11/2026 02:00 PM CDT

KM #2011810 - 014

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		Vance Brothers LLC	
						Unit Price	Extension	Unit Price	Extension
Base Bid							\$161,648.46		\$192,473.66
	1	48	Scrub Seal Monroe Street from 7th to 1st	Lsum	1	\$89,678.50	\$89,678.50	\$106,750.15	\$106,750.15
	2	48	Scrub Seal 1st Street from Jackson to Garfield	Lsum	1	\$71,969.96	\$71,969.96	\$85,723.51	\$85,723.51
Add Alternate #1							\$19,359.74		\$14,043.35
	3	49	Chip Seal 4th Street from Washington to Adams	Lsum	1	\$19,359.74	\$19,359.74	\$14,043.35	\$14,043.35
Add Alternate #2							\$34,259.26		\$27,351.14
	4	49	Chip Seal E. Washington from 5th Street to Broadway	Lsum	1	\$34,259.26	\$34,259.26	\$27,351.14	\$27,351.14
Add Alternate #3							\$79,302.11		\$58,673.08
	5	49	Chip Seal W. Washington from Broadway to 9th Street	Lsum	1	\$79,302.11	\$79,302.11	\$58,673.08	\$58,673.08

Notice of Award

Date:

Project: **City of Sterling 2026 Street Maintenance Project**

Owner: **City of Sterling**

Owner's Contract No.: **2011810 - 014**

Contract: **City of Sterling 2026 Street Maintenance Project**

Engineer's Project No.: **2011810 - 014**

Bidder: **Vance Brothers LLC**

Bidder's Address: **5201 Brighton Ave., Kansas City, MO 64130**

You are notified that your Bid dated **June 11, 2026** for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for **the Base Bid Only**.

The Contract Price of your Contract is **One Hundred Ninety-Two Thousand, Four Hundred Seventy-Three Dollars and Sixty-Six Cents (\$192,473.66)**.

5 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

1 set of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within **15** days of the date you receive this Notice of Award.

1. Deliver to the Owner **5** fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security Bonds as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

City of Sterling

Owner

By: _____

Authorized Signature

Title

Copy to Engineer

**City of Sterling
City Commission Meeting
June 15, 2026**

TO: City Commission
SUBJECT: Approve Change Order No. 1 for the KMW expansion water improvement project, cost \$37,495.
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: New Business

Background: On April 6, 2026, the City awarded a construction contract in the amount of \$1,244,801 to Kansas Concrete to complete the KMW expansion water improvement project. The project consists primarily of the installation of a new 12-inch water main that extends along N. Broadway Avenue from Washington Avenue to the KMW expansion site. Kansas Concrete began construction on May 18, and substantial completion of the improvements is anticipated to occur by October 16.

The methods of installation for the 12-inch water main consists of a combination of trenching and directional boring within the City's right-of-way (ROW) on the east side of N. Broadway Avenue. The N. Broadway ROW contains numerous trees, and initially, three trees were identified for removal, with the understanding that the root systems of additional trees could be damaged and necessitate the removal of additional trees.

Analysis: BG Consultants has submitted Change Order No. 1, which is included in Exhibit A, on behalf of Kansas Concrete which would increase the construction cost by \$37,495. The change order proposes altering the excavation method for the 12-inch water line from trenching to directional boring for certain segments along N. Broadway Avenue located just south of the intersection with Cleveland Avenue and extending north to Forest Avenue. The intention of the change order is to prevent damage to homeowner property and preserve the trees located in the City's ROW, which would likely need to be removed if the area was trenched as was called for in the original engineering design.

With the addition of Change Order No. 1, the current construction cost of the water improvement project is \$1,282,296. The updated cost remains under budget by \$243,804 from the amount of debt issued for the project in the Series 2025 Temporary Improvement Note issuance.

Financial: The cost of Change Order No. 1 is \$37,495. The updated amount of the construction contract for the project with the addition of Change Order No. 1 is \$1,282,296, which is an increase of 3.0% from the original construction cost.

Legal Considerations: Kansas Concrete will have the authority to alter the construction of the project upon the full execution of the change order.

Recommendations/Actions: It is recommended the City Commission: Approve Change Order No. 1 for the KMW expansion water improvement project, cost \$37,495 (**VOICE**).

Attachments:

Exhibit A – KMW expansion water improvement project, Change Order No. 1 (4 pages)

CHANGE ORDER NO.: 1

Owner:	City of Sterling	Owner's Project No.:	
Engineer:	BG Consultants	Engineer's Project No.:	25-1185M
Contractor:	Kansas Concrete	Contractor's Project No.:	
Project:	Industrial Park #1 Water Improvements		
Contract Name:			
Date Issued:	06/10/2026	Effective Date of Change Order:	

The Contract is modified as follows upon execution of this Change Order:

Description:

Kansas Concrete has proposed to bore the proposed 12" waterline at various locations throughout the project to minimize impacts to homeowners' properties and preserve existing trees that could be significantly affected by the proposed open cut. The proposed bore locations are as follows:

- Sta. 107+50 to Sta. 108+75
- Sta. 111+75 to Sta. 112+75
- Sta. 113+75 to Sta. 115+00
- Sta. 116+00 to Sta. 117+50

The proposed change results in the following adjustments:

Decrease:

- 12" C-900 Waterline (In Place) – **(500)** Lin. Ft.
- Various Surfacing within the proposed bore locations

Increase:

- 12" RJ C-900 Waterline (Directional Bore) – **500** Lin. Ft.
- Additional Material Cost for DR14 RJ
- 25% Restocking Fee for Bid item #9

Attachments:

- **Change Order 1 Summary**
- **Restocking Quote**

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>1,244,801.00</u>	Original Contract Times: Substantial Completion: <u>Oct. 16,2026</u> Ready for final payment: <u>Nov. 13,2026</u>
Increase from previously approved Change Orders No. 1 to No.0 \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order] : Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u>
Contract Price prior to this Change Order: \$ <u>1,244,801.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>Oct. 16,2026</u> Ready for final payment: <u>Nov. 13,2026</u>
Increase this Change Order: \$ <u>37,495.00</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u>
Contract Price incorporating this Change Order: \$ <u>\$1,282,296.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>Oct. 16,2026</u> Ready for final payment: <u>Nov. 13,2026</u>

	Recommended by Engineer (if required)	Accepted by Contractor
By:	_____	_____
Title:	_____	_____
Date:	_____	_____
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:	_____	_____
Title:	_____	_____
Date:	_____	_____

INDUSTRIAL PARK #1 WATER IMPROVEMENTS
 CITY OF STERLING
 CHANGE ORDER SUMMARY
 25-1185

No.	Description	Quantity	Units	Unit Price	Contract Price	Change Order 1 Add - (Less)	Current Quantity	Current Price	Change in Price
Base Bid									
1	Mobilization	1	LS	\$125,000.00	\$125,000.00		1	\$ 125,000.00	\$ -
2	Clearing and Grubbing	1	LS	\$10,000.00	\$10,000.00		1	\$ 10,000.00	\$ -
3	Seeding	1	LS	\$17,000.00	\$17,000.00		1	\$ 17,000.00	\$ -
4	Erosion Control	1	LS	\$18,000.00	\$18,000.00		1	\$ 18,000.00	\$ -
5	Contractor Staking	1	LS	\$7,500.00	\$7,500.00		1	\$ 7,500.00	\$ -
6	Traffic Control	1	LS	\$23,000.00	\$23,000.00		1	\$ 23,000.00	\$ -
Sewer Construction - Part A									
7	20" RJ C-900 Casing Pipe (Dirctional Bore)	80	LS	\$240.00	\$19,200.00		80	\$ 19,200.00	\$ -
8	20" Jointless casing	22	LS	\$300.00	\$6,600.00		22	\$ 6,600.00	\$ -
9	12" C-900 Waterline (In place)	4273	LS	\$87.00	\$371,751.00	-500	3773	\$ 328,251.00	\$ (43,500.00)
10	12" RJ C-900 Waterline (Directional Bore)	240	LS	\$150.00	\$36,000.00	500	740	\$ 111,000.00	\$ 75,000.00
11	12" RJ C-900 Carreir Pipe	80	LF	\$150.00	\$12,000.00		80	\$ 12,000.00	\$ -
12	10" C-900 Waterline (In place)	460	EA	\$77.00	\$35,420.00		460	\$ 35,420.00	\$ -
13	10" RJ C-900 Waterline (Directional Bore)	60	EA	\$150.00	\$9,000.00		60	\$ 9,000.00	\$ -
14	6" C-900 Waterline (In place)	105	LF	\$75.00	\$7,875.00		105	\$ 7,875.00	\$ -
15	6" RJ C-900 Waterline (Directional Bore)	253	CY	\$130.00	\$32,890.00		253	\$ 32,890.00	\$ -
16	2" PVC Waterline (In place)	16	SY	\$75.00	\$1,200.00		16	\$ 1,200.00	\$ -
17	2" Service Line (In place)	31	SY	\$75.00	\$2,325.00		31	\$ 2,325.00	\$ -
18	2" Service Line (Directional Bore)	180	LF	\$95.00	\$17,100.00		180	\$ 17,100.00	\$ -
19	1" Service Line (In place)	501	SY	\$25.00	\$12,525.00		501	\$ 12,525.00	\$ -
20	1" Service Line (Directional Bore)	605	EA	\$30.00	\$18,150.00		605	\$ 18,150.00	\$ -
21	3/4" Standard Service Assembly	49	EA	\$850.00	\$41,650.00		49	\$ 41,650.00	\$ -
22	1" Standard Service Assembly	1	EA	\$2,000.00	\$2,000.00		1	\$ 2,000.00	\$ -
23	2" Standard Service Assembly	3	EA	\$3,500.00	\$10,500.00		3	\$ 10,500.00	\$ -
24	12" Gate Valve w/Box	5	EA	\$6,000.00	\$30,000.00		5	\$ 30,000.00	\$ -
25	10" Gate Valve w/Box	4	EA	\$5,500.00	\$22,000.00		4	\$ 22,000.00	\$ -
26	6" Gate Valve w/ Box	8	EA	\$2,000.00	\$16,000.00		8	\$ 16,000.00	\$ -
27	4" Gate Valve w/ Box	1	EA	\$1,300.00	\$1,300.00		1	\$ 1,300.00	\$ -
28	2" Gate Valve w/ Box	1	EA	\$1,000.00	\$1,000.00		1	\$ 1,000.00	\$ -
29	2" Tap	1	EA	\$500.00	\$500.00		1	\$ 500.00	\$ -
30	Connect to Existing Waterline	15	EA	\$3,000.00	\$45,000.00		15	\$ 45,000.00	\$ -
31	5-1/4" Fire Hydrant Assembly	6	EA	\$8,500.00	\$51,000.00		6	\$ 51,000.00	\$ -
32	Flowable Fill	372	CY	\$135.00	\$50,220.00	-19	353	\$ 47,655.00	\$ (2,565.00)
33	Remove and Replace (Ashpalt)	2	SY	\$500.00	\$1,000.00		2	\$ 1,000.00	\$ -
34	Remove and Replace (Gravel)	137	SY	\$65.00	\$8,905.00		137	\$ 8,905.00	\$ -
35	Remove and Replace (Concrete)	602	SY	\$110.00	\$66,220.00	-57.5	544.5	\$ 59,895.00	\$ (6,325.00)
36	Remove and Replace (Conc. Sidewalk)	75	SY	\$120.00	\$9,000.00	-3.5	71.5	\$ 8,580.00	\$ (420.00)
37	Remove and Replace (Curb & Gutter)	135	SY	\$50.00	\$6,750.00	-11	124	\$ 6,200.00	\$ (550.00)
38	Remove and Replace (Handicamp Ramp)	4	EA	\$2,000.00	\$8,000.00	-1	3	\$ 6,000.00	\$ (2,000.00)
39	Remove and Replace Landscaping Rock	25	SY	\$150.00	\$3,750.00	-15	10	\$ 1,500.00	\$ (2,250.00)
Sewer Construction - Part B									
40	12" C-900 Waterline (In place)	957	LF	\$60.00	\$57,420.00		957	\$ 57,420.00	\$ -
41	4" C-900 Service Line (In Place)	20	LF	\$75.00	\$1,500.00		20	\$ 1,500.00	\$ -
42	8" Gate Valve w/Box	1	VF	\$2,800.00	\$2,800.00		1	\$ 2,800.00	\$ -
43	4" Meter Vault	1	EA	\$8,750.00	\$8,750.00		1	\$ 8,750.00	\$ -
44	5-1/4" Fire Hydrant Assembly	2	EA	\$8,500.00	\$17,000.00		2	\$ 17,000.00	\$ -
				Subtotal =	\$1,244,801.00		Subtotal =	\$1,262,191.00	\$17,390.00
Additions									
CO1.1	Additional Material Cost for DR14 RJ	0	LF	\$32.85	\$0.00	500	500	\$ 16,425.00	\$ 16,425.00
CO1.2	25% Restocking Fee for Bid Item #9	0	LF	\$ 7.36	\$0.00	500	500	\$ 3,680.00	\$ 3,680.00
							0	\$ -	\$ -
							0	\$ -	\$ -
							0	\$ -	\$ -
							Subtotal =	\$1,282,296.00	\$ 20,105.00

Original Contract Price **\$1,244,801.00**
 Change Order 1 **\$37,495.00**
 Current Contract Price **\$1,282,296.00**

12:07

LTE

CHANGE ORDER_Kansas Concre...



06/05/2026 - 11:35 AM

Actual taxes may vary

Page 1 of 2



Bid Proposal for Kansas Concrete-Sterling Industrial 12" Rest Jt change

KANSAS CONCRETE LLC
Job Location: Sterling, KS
Bid Date: 06/05/2026 10:00 am
Core & Main Bid #: 4987505

Core & Main
600 Old 81 Highway
McPherson, KS 67460
Phone: 6202413865
Fax: 6202418635

Table with 6 columns: Seq#, Qty, Description, Units, Price, Ext Price. Rows include items like 12" CERTALOK, 12" DR18 CERTALOK AVL 6/29, 12" DR14 CERTALOK IN STOCK- KC, and 398' 12" DR18 GSKTD.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/terms-of-sale/

**City of Sterling
City Commission Meeting
June 15, 2026**

TO: City Commission
SUBJECT: Approve Contract Amendment No. 1 to the Community
Development Block Grant (CDBG) Economic Development Grant
No. 25-IN-002 budget.
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: New Business

Background: On February 16, 2026, an agreement with the Kansas Department of Commerce for Community Development Block Grant (CDBG) Economic Development Grant No. 25-IN-002 was executed. The agreement is included in Exhibit A. The City was awarded \$750,000 towards the cost of the KMW expansion water improvement project. Attachment C of the agreement establishes a project budget of \$1,790,700, which includes \$254,600 in planning and design fees.

Construction on the water improvement project began on May 18, and the Department of Commerce is prepared to release grant proceeds to the City to apply against project costs. Included in the Accounts Payable docket for the June 15, 2026, meeting under item F.2(A) is an invoice from Kansas Concrete for \$606,214.

Analysis: In the interest of expediency, the City incurred most of the planning and design expenses related to the KMW expansion water improvement project prior to the initial release of CDBG grant proceeds. The firm retained by the City to administer Grant No. 25-IN-002, Governmental Assistance Services (GAS), advises that a contract amendment to the original project budget submitted to the Department of Commerce is necessary for the City to receive the grant proceeds. Contract Amendment No. 1, included in Exhibit B, reduces the project budget by \$254,600, which is equal to the planning and design fees for the project. A letter from the Mayor of the City, included in Exhibit C, formally requests that the Department of Commerce amend the project budget.

Financial: Contract Amendment No. 1 does not alter any amount owed by the City related to the water improvement project. It disqualifies the ability of grant funding to be applied to planning and design fees. The City is still able to apply grant proceeds towards construction costs, and since the cost of the construction contract exceeds the \$750,000 in CDBG funding granted to the City, the entirety of the grant award is still able to be applied towards project costs.

Legal Considerations: Contract Amendment No. 1 will be incorporated into the original agreement for Grant No. 25-IN-002.

Recommendations/Actions: It is recommended the City Commission: Approve Amendment No. 1 to the Community Development Block Grant (CDBG) Economic Development Grant No. 25-IN-002 budget (**VOICE**).

Attachments:

Exhibit A – Economic Development grant agreement No. 25-IN-002 with the Kansas Department of Commerce (18 pages)

Exhibit B – CDBG Grant No. 25-IN-002, Contract Amendment No. 1 (1 page)

Exhibit C - Request for budget amendment letter (1 page)

INSTRUCTIONS: SUBMIT TO COMMERCE TWO ORIGINALLY SIGNED COPIES WITH COVER LETTER CONTAINING REASON(S) FOR REQUEST.

CONTRACT AMENDMENT/REQUEST #1

Grantee Name: Sterling, KS Grant #: 25-IN-002
 Address, City, Zip: 114 North Broadway Avenue Sterling, KS 67579

Date of Request: 6/15/26 **Check as Applicable:**
 Contract Award Date: 2/28/26 **Time Extension**
 Current Completion Date: 2/27/28 **Budget Amendment**

If requesting time extension, indicate amount of time needed to complete the project and give explanation below. Additional _____ months needed. New completion date _____.

For budget change(s), enter each line item -- **regardless of whether budget item changed or not.** If approved, this new project budget will supersede any previous budget(s).

No.	Activity Item	Existing Grant Budget	Revised Grant Budget	% Change
2	Engineering	\$254,600	0	(14.2%)
TOTALS				

Explanation of Request (attach additional sheets, if needed):
 Please see attached letter from city.

The amendment shall become effective on _____, 20____. All other terms and conditions of the contract or any amendments thereto, shall remain unchanged. IN WITNESS WHEREOF, the parties hereto execute this agreement.

 Authorized Signature – Chief Elected Official
 Brian Inwood, Mayor
 Typed Name and Title

 Kansas Department of Commerce
 CDBG Program

 Date

 Date

City of Sterling, Kansas
114 North Broadway Avenue
P.O. Box 287
Sterling, Kansas 67579
(620) 278-3423
www.sterling-kansas.com

June 15, 2026

Tim Parks
Kansas Department of Commerce - CDBG
915 SW Harrison St., Ste. 250
Topeka, KS 66612

**RE: Request for Budget Amendment — Sterling, KS Industrial Park #1
Water Improvements CDBG Project
Grant No. 25-IN-002**

Dear Mr. Parks:

On behalf of the City of Sterling, I am writing to request a budget amendment to the above-referenced economic development project funded through the Kansas Department of Commerce Community Development Block Grant (CDBG) program. The City respectfully requests that the Engineering Planning and Design line item be removed from the project budget in its entirety. The City is requesting this amendment because much of the engineering planning and design work for the Industrial Park #1 water improvements was completed prior to the CDBG award. This work had to be performed in advance to meet the timing requirements necessary to keep the overall project on schedule. As a result, there is significantly less engineering planning and design cost to be charged to the overall project cost, and the city is requesting that this line item, in the amount of \$254,600 be removed from the approved project budget.

The City affirms that the required match of 50% of the CDBG grant request will still be fully met, even with the removal of the Engineering Planning and Design line item. The proposed amendment does not reduce or otherwise affect the city's ability to satisfy this requirement.

We respectfully request the Department's review and approval of this budget amendment.

Thank you for your consideration and for your continued support of the City of Sterling and this important economic development project.

Sincerely,

Brian Inwood
Mayor
City of Sterling, Kansas



**City of Sterling
City Commission Meeting
June 15, 2026**

TO: City Commission
SUBJECT: Approve the vendor selection of Caselle for RFP-2026-001
Financial Management / Enterprise Resource Planning (ERP)
Software, estimated cost \$87,170.
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: New Business

Background: An Enterprise Resource Planning (ERP) system is a comprehensive software solution that consolidates many business processes and functions in various operational areas, such as financial management, human resources (HR), procurement, vendor management and more, into a single platform. Since 2004, the City has used SimpleCity Accounting, developed by gWorks, as its ERP system. The City utilizes SimpleCity for business processes related to the cemetery, municipal court, financial management, HR administration and utility billing. The City has not upgraded to the newer cloud-based solution developed by gWorks to replace SimpleCity and is running an older, locally hosted version of the software. Over the next few years, it is anticipated that gWorks will cease to support SimpleCity, at which time the City would either have to upgrade to gWorks' cloud-based solution, or procure another ERP system from a different vendor.

Analysis: To prepare for SimpleCity's end of life, and make the transition to a more modern and efficient ERP system, on April 13, 2026, the City issued RFP-20206-001 for new financial management / ERP software. The RFP document is included in Exhibit A. Bids were due on May 1, and the City received nine proposals from software vendors specializing in producing software for public-sector organizations. Beginning May 2, a review committee composed of City employees reviewed and scored each proposal and conducted interviews and software demonstrations with each firm. On June 2, three finalists (Caselle, Concourse, and i3 Verticals) were selected, and from June 3 – June 12, the review committee conducted further interviews and software demonstrations with the finalist firms to gain a deeper understanding of the proposals and how the functionality of each solution would integrate and improve the City's business processes. On June 12, the review committee selected Caselle as the vendor that would be recommended for selection as the provider for a new ERP system.

Caselle is a software and technology services company founded in 1978 and headquartered in Provo, Utah that supports a client base of over 1,5000 local governments across the United States. In contrast to other software companies which produce solutions for the public-sector more generally, Caselle's client base is exclusively composed of local governments, including municipalities, counties and special districts. Given its longevity and focus on local governments, Caselle is one of the larger and more established

companies in the municipal software market, and its software is widely adopted throughout the country.

Exhibit B contains a table comparing the nine proposals according to various criteria. Caselle's proposal received the third highest score from the RFP review committee among the nine proposals. The reasons why Caselle's solution is recommended for selection are due to its ability to provide the required modules and functionality as described in the RFP, the opportunity it presents to gradually integrate more business processes into the software over time, and the cost of the solution relative to other systems with similar functionality. Caselle's solution is unique among the other systems that were evaluated in that it includes all the required modules in a single-fully integrated cloud environment. Although the cost of these required modules is the third highest among the nine proposals, no other solution offers this degree of seamless functionality. In addition, Caselle's proposal includes a significant 50% discount on all one-time and recurring subscription costs, in an effort by the company to acquire greater market share among Second Class Cities in Kansas, such as Sterling.

It is recommended that the City proceed with implementing only the required modules that are currently used in SimpleCity for the initial contract period. Ideally, as City staff become more proficient at using the software, more business processes will be integrated into the system according to priority and subject to budgetary limitations.

If Caselle is approved as the selected vendor for providing the City's new ERP system, City staff and representatives from the firm will work to develop a contract which will be presented for approval at a subsequent City Commission meeting.

Caselle's proposal is included in Exhibit C, and Exhibits D – K include the other eight proposals that were submitted in response to the RFP.

Financial: The total cost of implementing the required modules in Caselle is an estimated \$87,170, which includes \$19,630 in annual subscription costs, and \$67,540 in one-time implementation costs. Included in the one-time costs is an additional \$20,000 to convert several more years of prior year data into the system that is not priced into the submitted proposal, but which City staff recommend. The total annual subscription cost and 50% of the one-time costs, which equals an estimated \$53,400, are due upon the execution of the contract. Caselle's cost proposal expires after 90 days, which would be July 30. Therefore approximately \$53,400 will be due in the current fiscal year and in fiscal year 2027, when it is anticipated the system would go-live.

Although paying for both the City's current SimpleCity system, which renews January 1, and a portion of the cost to implement Caselle in 2026 is unavoidable, City staff are optimistic that a short term contract extension for SimpleCity can be negotiated with gWorks.

Given that an ERP system produces an organization-wide benefit, all costs associated with the software will be divided out among the seven City-managed funds (the General,

Water, Electric, Community Cemetery, Sewer, Special Street, and Ambulance & Fire Equipment Funds) according to the size of the funds relative to each other.

Legal Considerations: A contract with the selected vendor will be presented to the City Commission at a subsequent date.

Recommendations/Actions: It is recommended the City Commission: Approve the vendor selection of Caselle in response to RFP-2026-001, estimated cost \$87,170, and authorize the City Manager to negotiate a contract with Caselle to be recommended for approval by the City Commission at a subsequent date (**VOICE**).

Attachments:

Exhibit A – RFP-2026-001 Financial Management / ERP Software (8 pages)

Exhibit B – Proposal comparison (2 pages)

Exhibit C – Caselle proposal (Finalist) (53 pages)

Exhibit D – i3 Vertical proposal (Finalist) (28 pages)

Exhibit E - Concourse proposal (Finalist) (32 pages)

Exhibit F – Tyler Technologies proposal (80 pages)

Exhibit G – BS&A proposal (56 pages)

Exhibit H - gWorks proposal (23 pages)

Exhibit I – Edmunds GovTech proposal (66 pages)

Exhibit J – EMC proposal (6 pages)

Exhibit K – Jayhawk Software proposal (15 pages)



**Request for Proposals
For
Financial Management / ERP Software
RFP-2026-001**

City of Sterling
114 N. Broadway Avenue
PO Box 287
Sterling, KS 67579
<https://sterling-kansas.com/>

April 13, 2026



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I. Introduction

The City of Sterling (“the City”) is soliciting proposals from qualified applicants (“Bidders”) for a financial management / Enterprise Resource Planning (ERP) software solution (“Solution”). The successful Bidder will provide most of the major features of financial management software used by local governments, and some combination of modules offered in a more comprehensive ERP system tailored to municipal government organizations. A complete listing of the required and optional features requested is detailed in Section IV. It is expected that the winning Bidder will be able to provide all of the required features and some of the optional features at a cost that is within the parameters of the City’s budget.

Currently, the City is using the SimpleCity Accounting System developed by gWorks as its financial management / ERP system. The City has not upgraded to the newer gWorks Cloud solution and is running an older, locally hosted version of the software. The SimpleCity features and modules currently used by the City include:

- Accounts Payable
- Bank Reconciliation
- Cemetery
- Court Management
- General Ledger
- Payroll
- Receipt Management
- Utility billing

Processes that occur outside of SimpleCity, and that the City would like to explore integrating into a single ERP solution include:

- Asset management
- Budgeting
- Community development, including code enforcement, construction and building inspections, licenses and permitting, and planning and zoning
- Forecasting

The primary objective of the RFP is to acquire a Solution which offers the functionality the City is currently utilizing in SimpleCity, and which also provides the flexibility to integrate additional features and modules in a transition to more comprehensive ERP solution. The leveraging of additional functionality of the Solution will depend on the availability of resources and annual budgetary constraints.

Following negotiation, the successful Bidder will execute a contract with the City for the Solution. The length of that contract is proposed to be three (3) years, renewable for two (2) additional one (1)-year periods.

Agency Background

The City of Sterling is a Home-Rule Municipality governed under a Commission-Manager form of government with a Mayor serving in a five (5)-member City Commission. As of the 2020 Census, Sterling had a population of 2,248. The City’s 2026 adopted budget for all funds was \$10,091,922, with a General Fund budget of \$1,444,747. The City owns and operates its own electric, wastewater and water utilities. The City employs 27 full-time equivalents (FTE), in addition to over 20 volunteer firefighters and around 20 seasonal, part-time workers. Personnel primarily operate out of four main City buildings



(City Hall, Sterling Police Department, the City Shop and the Power Plant), but the City also owns, operates and/or maintains various facilities within the city.

There are currently four (4) licensed users of SimpleCity which comprise the City’s primary administrative staff. However, the City desires the flexibility to add more users as the organization’s workforce grows and as existing staff are trained to leverage the selected solution’s functionality.

II. Contact and Schedule Information

Contact Information

Proposals may be submitted through email, postal mail, in-person or through the Open Bids online platform. Below is the contact information for submitting proposals:

Method	Address
Email	sterlingcity@sterling-kansas.com
Physical address	114 North Broadway Avenue, Sterling, KS 67579
Mailing address	Attn: City Manager, PO Box 287, Sterling, KS 67579
Open Bids	https://www.demandstar.com/app/agencies/kansas/city-of-sterling-ks/procurement-opportunities/38bc4a9b-aafa-4954-a5a4-3d81a47d2433/

RFP Schedule

Below is the schedule of dates for the RFP and bidding process.

Milestone	Date
RFP disseminated	April 13, 2026
Proposals due	May 1 at 5:00pm CST
Interviews with RFP review committee	May 4 – May 13
Software demonstrations with selected Bidders	May 14 – 22
Recommendation of Bidder selection to governing body	June 1
Contract review	June 2 – 12
Recommendation of contract award to governing body	June 15

The interviews with City staff will be conducted virtually over Microsoft Teams. City staff will send invites to those Bidders selected for interviews. These interviews will involve the members of City staff comprising the RFP review committee and will be a time for Bidders to further elaborate on the information presented in their proposals and for City staff to explain the functionality and features the City is seeking in the Solution.

Questions should be addressed to the City Manager, Ian Hutcheson at ihutcheson@sterling-kansas.com / (620) 278-3423. Questions will be accepted until April 29, 2026 at 5:00pm CST.

The City’s timeline for implementing the selected Solution will depend on the chosen Bidder’s recommended implementation schedule. Ideally, the City would prefer to go live with the new system at the beginning of the fiscal year on January 1.

It is the intent of the City to conduct a comprehensive, fair and impartial evaluation of proposals received. The contract award will be made to the Bidder that is believed by staff and the governing body to be the best fit for the City. The City reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the City’s best interest. Bidders are solely responsible for delivery of their proposals to the City before the deadline. This RFP creates no obligation on the part of the City to award a contract or to compensate the Bidder for any costs incurred in competing to provide the Solution to the City.

III. Evaluation Criteria

Proposals will be reviewed by an RFP review committee composed of those members of City staff that will be regular users of the Solution and/or with expertise in evaluating software solutions. Final selection will be based on a combination of relevant experience, available qualified staff, schedule of rates, an interview and overall and ability to meet the City’s needs. Specifically, the evaluation committee will score proposals according to the following criteria and weighting:

Criteria	Description	Weight
Required Features and Modules	The amount and quality of the required features and modules as described in the RFP that the Solution provides.	30%
Optional Features and Modules	The amount and quality of the optional features and modules as described in the RFP that the Solution provides.	10%
Cost Proposal	The competitiveness of the total one-time and recurring costs to implement the Solution.	20%
Firm Qualifications	The relevant experience of the Bidder’s organization to provide the City’s requested services.	15%
Staff Qualifications	The relevant experience of the staff members assigned by the Bidder to provide the City’s requested services.	15%
Quality of Proposal	The clarity and specificity of the proposal in communicating how the Bidder will provide the City’s requested services.	10%

The Bidders scoring highest according to the above criteria will proceed to the interview stage of the process. The interviews will help to inform the final decision on the offer of contract award; the Bidder with the highest scoring proposal will not necessarily be the Bidder who is extended the offer of contract award. approach

IV. Scope of Services

Required Features and Modules

Below are listings of the required functionalities the City is seeking in the Solution. Proposals that do not meet all of the required items of functionality will still be considered by the City and evaluated by the RFP review committee.

Required Modules

1. Cemetery
2. Court Management
 - a. Conviction Reporting
3. Financial Management

- a. Accounts Payable
- b. Bank Reconciliation
- c. Contract/Vendor Management
- d. General Ledger
- e. Receipt Management
- 4. Human Resource Administration
 - a. Employee/position history
 - b. Payroll
- 5. Utility Billing
 - a. ACH and electronic billing and payment
 - b. Customer self-service portal

Required Features

- 1. Financial Management
 - a. Ability to enter budget authority and code expenses to multiple funds within the same department
 - b. Ability to make payments using City purchasing cards
 - c. Ability to write-off accounts receivable
 - d. ACH payments
 - e. Budget-check verifications for all expenditures
 - f. Cash receipts integrated with general ledger and bank reconciliation
 - g. Cash register functionality
 - h. Financial reports which at a minimum display prior-year actuals, current year budget, and year-to-date actuals
 - i. Financial summary dashboards or reports displaying totals by all account code segments utilized in the City's accounting structure (currently fund, department and account)
- 2. Human Resource Administration
 - a. Ability to generate pension information suitable for submission pension plan actuaries
 - b. Ability to track employee base pay separately from other compensation factors e.g. incentives, longevity, overtime, etc.
 - c. Direct deposit for payroll
 - d. Employee compensation history from hire date to the present
 - e. Employee overtime time and compensation tracking
 - f. Employee paid-time-off tracking and calculations based on merit, longevity, etc.
 - g. Pension and retirement plan wage tracking and calculations
 - h. Third-party health plan benefits management
- 3. Utility Billing
 - a. Budget/flat option for utility billing
 - b. Customer deposits with interest accrual
 - c. Estimated utility meter reading using prior period consumption, previous period averages
 - d. Integration with utility meter reading systems (currently manual read through Itron, but City is in the process of procuring an automatic meter reading solution)
 - e. Unlimited number of charges, fees, rates and penalties comprising customer utility bills
- 4. General
 - a. Drill-down functionality
 - b. Export data to Excel and Adobe Acrobat (.csv, .xlsx, .pdf file formats)
 - c. Features that generally promote a transition to paperless processes
 - d. Five (5) years of historical data
 - e. Internal document management with ability to attach documents to records e.g. general ledger line items, utility customers, vendors, etc.



- f. Printing functionality
- g. Updates to purchased software included in annual support fees
- h. Query/report builder

Optional Features and Modules

Optional Modules

1. Community Development
 - a. Code enforcement
 - b. Construction and building inspections
 - c. Licenses and permitting
 - d. Planning and zoning
2. Financial Management
 - a. Asset management
 - b. Budgeting
 - c. Forecasting
 - d. Performance management
3. Human Resource Administration
 - a. Employee self-service portal
 - b. Job posting and applicant tracking

Optional Features

1. Community Development
 - a. Work order generation for field employees
2. Financial Management
 - a. Electronic payment option for all standard charges, fees, and penalties
 - b. Invoice tracking, including notifications on past due invoices and auto-generated customer notices and bills
3. General
 - a. 10 years of historical data
 - b. Customizable dashboards
 - c. Data visualization tools
 - d. Excel-based query/report builder

V. Proposal Requirements

Proposals must address the scope of services with a focus on clearly identifying the Bidder's experience and competencies relative to the evaluation criteria. The City desires proposals that are thorough yet concise.

At a minimum, proposals must contain the following information.

1. **Cover Sheet:** Bidder contact information and person with binding authority to enter into contracts.
2. **Company Profile:** Highlight history, Bidder expertise and customer service approach relative to the city's scope of services and compliance with industry standards as evidenced by audits. Include the length of time the Bidder has provided the proposed services, number of clients, and location of office which would serve this account.



3. Customer Account Team: A listing of the positions and/or individuals who would service the City's relationship. Include qualifications, experience, expertise, and an relevant certifications for each position or individual.
4. Statement of Understanding: Briefly outline the company's understanding of the services to be provided and make a positive commitment to providing the services specified.
5. Scope of Services: Address the modules, features and functionality of the software in reference to the scope of services provided in Section IV of the RFP. Include a description of the approach for providing such services and the methodology for providing ongoing support.
6. Implementation Process: Describe the process for system implementation, including the estimated timeline from the beginning of implementation until the go-live date.
7. Pricing Structure and Cost: For all items described in the scope of services and additional services provided that may be of value to the City.
8. Client References: Individuals or companies who can speak to similar work performed by the Bidder for equivalent size/scope clients; public sector client references are preferred.
9. Evidence of Insurance: Proof of insurance related to services provided.

The Bidder is welcome to include any other information not specifically mentioned in the proposal requirements that may be useful to the City's evaluation.

Bidder	Review Committee Score	Proposal Score Rank	Opportunities	Risks	All Required Modules	All Optional Modules
Finalists						
Caselle	14.9	3	All modules fully integrated in single cloud-based environment; significantly decreased cost proposal; established firm with extensive experience with municipalities	Multipile "hidden fees", no cap on annual price escalator; older, legacy based technology; relatively high cost; longer implementation	Yes	Most (no Asset Mgmt, Forecasting, Performance Mgmt)
i3 Verticals	14.1	4	Most modules (except Court) are fully integrated in a single cloud-based environment; all required and optional modules (Cemetery would need to be built); established firm with extensive experience with municipalities; fast implementation	Can be confusing to navigate; Court module is separate, but integrated app; Cemetery module would need to be built	Yes (Court is separate app, Cemetery would be built)	Yes
Concourse	14.1	5	Extremely low cost; all required and optional modules included; customizable to client; system easy to navigate with elegant design; rapid implementation	Newer company; no experience providing ERP systems to small municipalities; Cemetery module would need to be built; no cap on annual price escalator	Yes (Cemetery would be built)	Yes (not all included, some may need to be built)
Tyler Technologies	16.0	1	Most modules (except Court and Cemetery) are fully integrated in a single cloud-based environment; all required and optional modules; established firm and largest provider of public-sector software in the US	High cost; Courts and Cemetery are separate, but integrated apps; older, legacy based technology	Yes	Yes
BS&A	15.5	2	Most modules (except Cemetery) are fully integrated in a single cloud-based environment; nearly all required and optional modules; highly customizable and informative dashboards; powerful universal search feature; well-designed system; high customer retention rate;	No Court module, cost becomes less competitive when third-party required module is included; relatively high cost; potential for high annual cost escalator when CPI is high	No (No Court, cloud-based Cemetery not available yet)	Nearly all (no Asset Mgmt)
gWorks	13.4	6	Most modules (except Cemetery) are fully integrated in a single cloud-based environment; familiarity with the City as current provider; low required cost; rapid implementation	No Court module, Cemetery not cloud-based; limited optional modules; it is well-known that their transition to a cloud-based platform has been significantly flawed	No (Court not available yet, cloud-based Cemetery not available yet)	Little (missing most Financial Mgmt and HR modules)
Edmunds GovTech	13.2	7	All modules fully integrated in single cloud-based environment; informative dashboards; well-designed interface; extensive experience with onboarding gWorks clients; established firm with extensive experience with municipalities	No Court or Cemetery modules, cost becomes less competitive when third-party required modules are included	No (No Court or Cemetery)	Nearly all (no Job Application and Hiring)
EMC	12.5	8	Familiar with small municipalities in Kansas; customizable to client; zero one-time costs; rapid implementation	Fixed 5% annual price escalator would result in high annual costs in the future; small staff may have limited capacity to support; uncertain timelines for customizations	Yes	Little (no Asset Mgmt, Budget, Forecasting); can build modules for clients
Jayhawk Software	11.9	9	Familiar with small municipalities in Kansas; low recurring and one-time costs; rapid implementation	No optional modules; modules not all integrated into a single environment; small staff may have limited capacity to support	Yes	No

Legend
Highest Rank
Lowest Rank

Bidder	Review Committee Score	Proposal Score Rank	Implementation, Required (Max Months)	Annual Cost, Required	One-Time Cost, Required	Total Cost, Required	Annual Cost, Optional	One-Time Costs, Optional	Total Cost, Optional	Grand Total Cost (Required + Optional)	Annual Price Escalator (Typical Max)	Annual Price Escalator Type
Finalists												
Caselle	14.9	3	12	\$ 19,630	\$ 67,540	\$ 87,170	\$ 4,200	\$ 8,292	\$ 12,492	\$ 99,662	7%	Variable
i3 Verticals	14.1	4	6	\$ 19,770	\$ 41,500	\$ 61,270	\$ 3,960	\$ 7,600	\$ 11,560	\$ 72,830	5%	Capped
Concourse	14.1	5	5	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ 24,000	5%	Variable
Tyler Technologies	16.0	1	17	\$ 45,864	\$ 123,415	\$ 169,279	\$ 70,857	\$ 138,363	\$ 209,220	\$ 378,499	2%	Variable, 2% based in indep research
BS&A	15.5	2	10	\$ 15,275	\$ 88,390	\$ 103,665	\$ 5,790	\$ 45,790	\$ 51,580	\$ 155,245	8%	Variable, higher of 5% or CPI for Urban Consumers (10-yr high 8% in 2022)
gWorks	13.4	6	3	\$ 27,000	\$ 5,000	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000	7%	Variable
Edmunds GovTech	13.2	7	14	\$ 19,650	\$ 25,000	\$ 44,650	\$ 11,500	\$ 8,750	\$ 20,250	\$ 64,900	4%	Variable, may be tied to CPI
EMC	12.5	8	4	\$ 33,600	\$ -	\$ 33,600	\$ 8,400	\$ -	\$ 8,400	\$ 42,000	5%	Fixed
Jayhawk Software	11.9	9	3	\$ 15,743	\$ 15,470	\$ 31,213	N/A	N/A	\$ -	\$ 31,213	Unknown	Variable (assumed)

Legend

Highest Rank
Lowest Rank



CASELLE

City of Sterling, KS

Financial Management/ ERP Software

May 1, 2026 - 5:00 PM CST

Caselle, LLC

1656 S. East Bay Blvd

Provo, UT 84604

(800) 228-9851

(801) 836-8051

pww@caselle.com

Wade Walker, Territory Manager

Original

May 1, 2026

City of Sterling
Attn: Ian Hutcheson
City Manager
114N. Broadway Avenue
PO Box 287
Sterling, KS 67579

Dear Ian:

Caselle, LLC. is pleased to have the opportunity to respond to the City of Sterling's request for Financial Management Software. Our proposal is based on your request and our prior experience in providing these services to clients with similar needs.

Caselle is uniquely qualified to provide the City with innovative yet practical solutions to maximize resources and address the City's software needs. In addition, we have the experience and resources necessary to meet your needs and assist you with this very important project. As you consider which firm is best able to provide the software and services, there are several factors which distinguish our team.

Full Service Firm

Caselle provides a full range of software services specifically developed for cities, counties, and special service districts to approximately 1,500 clients in 32 states. These services include total turnkey software solutions. We are committed to enabling our clients to print accounts payable checks, payroll checks, and monthly reports immediately after our training. This process eliminates the need to run parallel systems.

Experience

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with our customers throughout the United States. Our team includes CPAs, trainers, and developers with over thirty years of training experience, and quality help desk analysts ready and waiting to answer your every question. With our years of service we have great success in converting data from all types of legacy software and implementing it into Caselle software.

Depth of Resources

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your constituents.

Commitment

Caselle has a long-standing tradition and solid reputation for providing high quality services to municipal government. Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

We appreciate the opportunity to respond to your request for proposal and would welcome the opportunity to meet with you to discuss and demonstrate specific aspects of it with you. This proposal represents a valid offer for ninety (90) days from the proposal due date. I have authority to bind Caselle, however; Wade Walker will be your contact during the period of proposal evaluation.

If you have any questions or need additional information, feel free to contact either Wade Walker or myself at (608) 240-2372. We look forward to further discussing our solutions with you.

Sincerely,



Chad Jarvi
President

Firm Name:

Caselle, LLC
1656 S. East Bay Blvd.
Ste. 100
Provo, UT 84606
www.caselle.com

Primary Contact:

Wade Walker, Territory Manager
(800) 228-9851
(801) 836-8051 direct
pww@caselle.com

Secondary Contact:

Chad Jarvi, President
(800) 228-9851
(608) 240-2372 direct
cjarvi@caselle.com

CERTIFICATE *of* SIGNATURE

REF. NUMBER
FNKYV-EXPCK-OH2SZ-DTYDA

DOCUMENT COMPLETED BY ALL PARTIES ON
01 MAY 2026 20:46:43
UTC

SIGNER

CHAD JARVI

EMAIL
CJARVI@CASELLE.COM

TIMESTAMP

SENT
01 MAY 2026 16:20:24

VIEWED
01 MAY 2026 20:46:19

SIGNED
01 MAY 2026 20:46:43

SIGNATURE



IP ADDRESS
69.130.249.153

LOCATION
WAUNAKEE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
01 MAY 2026 20:46:19



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2. COMPANY PROFILE

For over forty-eight years Caselle has been providing software and services to local government. Our government customer base consists of over **1,500** satisfied municipalities, counties and service districts throughout the United States. Our clients have provided valuable product enhancement suggestions to us over the years. This has enabled Caselle to offer mature, feature-rich products to meet the needs of our growing and diverse clients.

All of our business (100%) is in local government. Our primary market exposure has been through direct sales, trade shows, and client referrals. Caselle appreciates the positive references and recommendations our customers give to their peers and business associates and are pleased that our customer retention, since 1983, exceeds 95%.

Caselle enjoys steady and manageable growth. This is attributed to several significant factors:

- Feature rich software
- Comprehensive training classes and materials
- Accurate data conversion
- Friendly, knowledgeable support personnel
- Sound financial and company management
- Highly skilled employees
- Continuous improvements to software

Company Headquarters

Caselle, LLC.
1656 S. East Bay Blvd. Suite 100
Provo, UT 84606

Caselle's training center, customer support and implementation services are located at the above address. This same location would service the City of Sterling.

Financial Information

Caselle is a privately held company and considers financial information proprietary. Caselle has been a consistently profitable company for over 48 years. You may refer to Dun & Bradstreet for more information. D-U-N-S #: 10-688-4851.

Date & State of Incorporation

February 25, 1991
Utah

Research & Development

Our Research & Development team consists of three managers, fifteen software engineers, three product owners, five business testers and a Publications Writer. Approximately 20 – 25% of our annual revenue is invested in application development and existing software upgrades and enhancements.

Organizational Structure

Development	<u>25</u>
Support	<u>43</u>
Implementation	<u>31</u>
Marketing & Sales	<u>11</u>
Network Services	<u>1</u>
Accounting/Administration	<u>3</u>
Product Quality	<u>7</u>
Services	<u>10</u>
TOTAL	<u>131</u>

Banking Contact

Auston Belka
Wells Fargo Bank
86 N. University Ave.
Provo, UT 84601
(801) 793-7203

Independent Accountant

James A. Gilbert, CPA
Gilbert & Stewart, P.C.
190 W. 800 N.
Provo, UT 84601
(801) 377-5300

Corporate Counsel

McKay M. Pearson, Attorney at Law
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3. IMPLEMENTATION STAFF BIOS

EXECUTIVE VICE PRESIDENT, IMPLEMENTATION

David S. Longhurst

David has been with Caselle since 1994. For over 18 years he has consistently supervised the accurate conversion, setup and training of over 1,000 Caselle customer implementations. With his knowledge and experience, David assists our clients in developing project plans and timelines to ensure successful turn-key software implementations. Prior to 1994, he worked with two separate municipalities in Utah, gaining valuable knowledge in local government policies and procedures. David received a bachelor's degree in sociology from Brigham Young University as well as a master's degree in public administration from Brigham Young University. He is committed to the successful implementation and satisfaction of our many clients.

PROJECT MANAGER

Connie Averett

Connie joined Caselle's Implementation team in 2012. Previously she worked for Nature's Way and Adobe in various capacities including customer service, event coordinator and as an executive assistant. She has worked hard to organize and schedule upgrades while working with the add-ons and new customer conversions. She has recently moved into the Project Manager position and is collaborating with David Longhurst on all new conversion projects as well as the many other types of projects included in implementation.

ADMINISTRATIVE ASSISTANT

Jill Frost

Jill Frost currently works on the Implementation team as the Administrative Assistant. Jill is a graduate of Utah Valley University with her bachelor's degree in Business Management. She also held her Professional in Human Resources Certification earlier in her career. Jill has worked for Sears, Franklin Covey, Alpine School District and most recently for ApplicantPro in their accounting office. Outside of work Jill enjoys spending time with her family. She and her husband have three children. Jill enjoys putting together puzzles, playing games, spending time with friends and neighbors.

TECHNICAL CONSULTANTS

Randy Critchfield

Randy received his bachelor's degree in computer science from Stevens-Henager College. Prior to joining the Caselle team, he worked as a system and database administrator in telecommunications, specifically telephony. He is currently enjoying his role as a technical consultant on the Implementation team.

Gary Davis

Gary graduated from Weber State University with a bachelor's degree in computer science. Gary has experience in SQL and SQL Server Management Studio. Gary started working as a technical consultant at Caselle on utility management and cemetery projects. Gary is now expanding his knowledge in additional Caselle applications.

David Dye

David has been with Caselle since 2001. He received a bachelor's degree in accounting from Weber State University. His prior experience with government accounting makes him a valuable resource for Caselle clients. He has previously worked as treasurer, recorder and city manager for two separate Utah municipalities. David helps ensure the accurate and timely conversion of customer data to facilitate smooth software implementations.

David Hutchings

David joined Caselle in 1997 and has proven to be invaluable when it comes to testing and identifying program problems. David graduated from Utah State University with a bachelor's degree in accounting. He has worked with accounts payable, payroll, check writing and government reporting. Additionally, David is an expert when it comes to forms layout. He works with the Technical Consultant's team and is known throughout the company for his willingness to help.

Andrew Richards

Andrew joined Caselle in 2010. He is known for his proficiency in the utility applications. Andrew joined Caselle after graduating from Brigham Young University with a bachelor's degree in business management (corporate finance emphasis). While earning his degree, he taught the Czech language to over 60 young adults in a local language training institution. Andrew uses the teaching skills he obtained during this period to help both new and experienced customers better understand Caselle applications and functions. Since joining Caselle, Andrew has been expanding his knowledge base of Caselle applications to include accounts receivable, backflow management, cash receipting, payroll and system management.

SYSTEM CONSULTANTS**Richard Case**

Richard has been with Caselle for over 22 years. During his first few years at Caselle he handled utility forms and worked on upgrades. He then moved to customer service, working with and training our customers. Richard took an extended break to have heart valve surgery and now works with the Implementation team as a system consultant.

Sam Critchfield

Sam has been with the Caselle Team since May 2018. Sam spent 2 years with the Customer Support team working with the Utility Team before transitioning onto the Implementation Team as a System Consultant in 2020. Sam works primarily with Utility Management and Cash Receipting setups along with other modules within Caselle. Sam received a bachelor's degree in Business Management from Utah Valley University.

Chase Hutchings

Chase received his bachelor's degree in accounting from Utah Valley University in 2016. When he began working at Caselle, Chase was in the customer support department specializing in Caselle's financial applications with an emphasis in general ledger and miExcel. After three years on the support team, including time as the Finance team lead, Chase moved to the Implementation Department as a System Consultant. Before joining Caselle Chase worked as a case manager for a law firm as well as a finance assistant manager for a call center.

Spencer Lamb

Spencer received his bachelor's degree in accounting from Utah Valley University. He spent a few years doing accounting before starting at Caselle. Initially, Spencer worked in the customer service department specializing in utilities, backflow and cash receipting. He continues to focus on utilities and cash receipting for the Implementation team and has added general ledger to his skill set.

Taylor Longhurst

Taylor began his career at Caselle as a support representative specializing in the utility applications. Taylor graduated from Utah Valley University with a bachelor's degree in 2018 before transitioning to the Implementation team. Taylor is an excellent trainer and enjoys assisting new customers as they learn to use Caselle software.

Cortlen Nielsen

Cortlen has been with Caselle since January of 2018. Cortlen spent three years on the Customer Service Team working with the finance team before transitioning over to a System Consultant on the Implementation Finance Team in 2021. Cortlen works with all financial applications such as General Ledger, Accounts Payable, Accounts Receivable, Check on Demand and miExcel. Cortlen received his bachelor's degree from Dixie State University (now Utah Tech University).

Carol Pearson

Carol received her associate degree in computer science from Salt Lake Community College. She has over twelve years of municipal court experience, working previously for two justice courts in Utah. Since coming to Caselle in 2008, she has worked in customer service and with the development department to enhance and update the court application. Her knowledge of the court, payroll and cash receipting applications has proven to be invaluable to the Implementation team.

Terri Renner

Terri previously worked for an accounting firm and then as finance supervisor for a City in Arizona. She has experience in all utility applications, cash receipting, general ledger, accounts payable, cemetery and property improvements. Terri knows what it takes to implement a new client. Her experience with and knowledge of Caselle applications make her a valuable asset to the Implementation team.

Kay Rohmer

Kay is an expert when it comes to general ledger, payroll, accounts payable and cash receipting. This expertise comes from three years of rigorous on the job training at the City of West Wendover, Utah and four years as clerk for two justice courts, also in Utah. Kay studied at Northern Nevada College, Utah Valley University and the University of Utah.

Leslie West

Raised in Virginia, Leslie graduated from Rick's College with an arts and sciences degree. She joined Caselle in 1997, assisting with data entry in all areas of conversion, printing customer reports and providing support information. Leslie's ability to learn quickly has expanded her responsibilities to helping with implementation and forms design. Always happy to help, Leslie is truly an asset to Caselle. As Leslie is hearing impaired, she is an expert lip reader.

Jamie White

Jamie received his bachelor's degree in business management from the University of Phoenix. He has worked in the mining, manufacturing, service and software industries. Previous positions include accountant and fleet coordinator with Boart Longyear, expense analyst with Prudential Relocation Services and accountant with Infinity, Inc. Since joining Caselle, Jamie has worked in the Customer Service, Implementation and training departments. His focus is on the payroll applications and Caselle Document Management.

PRODUCT OWNERS

Payroll, HR, Property Improvements, Property Tax Collection

Ronn Gilson

At Caselle, Ronns name is synonymous with payroll. He has a talent for resolving complex payroll issues such as unions, bargaining units and employee benefits. Ronn graduated from the College of Eastern Utah with a communications degree. Prior to joining Caselle over twenty years ago, Ronn worked as a general manager and in product development.

Utilities, Cash Receipting, Court, Community Development

Blake Longhurst

Blake received his bachelor's degree in accounting from Utah Valley University in 2015. Initially, he worked with the Implementation team focusing on financial reports. Blake was instrumental in the design of Caselle's Community Development module and continues to work closely with the development team to maximize the value of this product as well as all utility, cash receipting and court applications.

General Ledger, Accounts Payable, Accounts Receivable, Asset Management, Document Management

Brett Preston

Brett received his bachelor's degree in accounting from Utah Valley University in 2004. Prior to joining Caselle, he worked for Draper City in the finance department, using and maintaining Caselle software applications. Brett has worked in the customer service and implementation departments and excelled as a software trainer at Caselle for many years. He enjoys his new role working in conjunction with the development team to continually enhance and improve the financial applications.

Statement of Understanding

Caselle, LLC • City of Sterling, KS • RFP-2026 • May 1, 2026

01 UNDERSTANDING OF THE CITY'S NEEDS

Caselle understands that Sterling seeks a modern ERP solution to replace its current (gWorks) platform — preserving all existing functionality while building a foundation for future growth. Sterling's team of four administrative users requires an intuitive, fully integrated system backed by reliable support. Caselle's modular, cloud-hosted platform is purpose-built for this type of municipal transition, and readily accommodates the City's longer-term goals in asset management, budgeting, forecasting, and community development as resources allow.

02 REQUIRED & OPTIONAL FEATURES — ADDRESSED

Caselle meets all required features: multi-fund coding with budget-check verification; integrated cash receipting and bank reconciliation; ACH across AP, Payroll, and Utility Billing; AR write-offs; meter reading estimation, Excel/PDF export, document attachment, and a query/report builder — software updates included in annual fees.

03 OUR APPROACH

With 48+ years serving municipal governments and a 95%+ client retention rate, Caselle knows that a smooth transition and dependable support matter as much as the software. Our implementation includes full data conversion from your current system, checklist-driven training, and a structured go-live plan.

05 FORMAL COMMITMENT

■	A fully integrated hosted ERP solution meeting all RFP-2026-001 requirements.
■	Transparent, fixed pricing — no hidden fees, no open-ended cost structures.
■	Dedicated Team assigned from day one.
■	U.S.- based support staffed by accounting professionals averaging 10+ years of Caselle experience.
■	A long-term partnership that grows with the City of Sterling's needs and budget.

Wade Walker | Territory Manager, Caselle LLC | pww@caselle.com | (801) 836-8051

5. PROPOSED APPLICATION SOFTWARE & COMPUTING ENVIRONMENT

The software quoted in this RFP document for the City of Sterling includes the following applications:

General Ledger

The Caselle General Ledger system integrates with a multitude of other Caselle applications. This allows for optimal control and balancing capability. The Chart of Accounts allows up to 25 different segments that can be defined by the organization. This is a true “fund accounting” application. It allows for journal entries, budget integration, bank reconciliation as well as recurring entries.

The General Ledger application allows for 14 distinct accounting periods in a fiscal year. It allows for prior periods to be “locked” which prevents modifying that data without proper authorization. Users can post entries to the next fiscal year while the current fiscal year is still open or in the process of being closed.

The budgeting function with General Ledger allows for budgets to be entered, reviewed and approved at multiple levels. Integration with Excel gives additional functionality of providing what-if scenarios and allowing department managers to submit budgets using a tool they are familiar with. In addition to Excel, the budget module also provides the ability to populate the new budget based on data from the current or previous fiscal years.

miExcel General Ledger

This Excel integration module provides access to the General Ledger data without the need to import from or export to an Excel worksheet.

Caselle Advantage

Caselle Advantage is a robust budgeting and reporting program that will streamline the planning and analysis process to help you produce your working budget and simplify the complex, time consuming position/employee based budget. This is the tool your budgeting manager has been waiting for.

When the responsibility for determining the budgeted costs for your payroll (including wage, budgeted wage increases, detailed employee benefits with estimated increase, and accounting for new or vacant positions) becomes too complex and time consuming, Caselle Advantage is the answer. It will help you to easily deliver complete budget amounts. Department managers can easily access their individual budgets and enter their requested budget. Custom and pre-defined reporting will allow your managers the financial details they need to make informed decisions.

GL Interest Allocation

This allows you to track, allocate, and create automatic interest allocations to selected funds.

GL Investment Management

A great time saving tool to track purchases and redemptions for your investments, with built in system alerts to notify you that your investments have been redeemed automatically.

Payroll/Direct Deposit

Caselle's Payroll provides easy payroll processing and complete fund and departmental allocations. Printed checks, direct deposit advises and multiple deposit accounts are all supported. EFT files are available and all check programs can create a Positive Pay file.

The Payroll application utilizes pay codes to organize and report on various types of gross pay, taxes, other deductions, reimbursements, garnishments, etc. A variety of reports are available including reports that are compatible with CALPers as well as state and federal reports such as 941, Workers Comp, W2s, etc. Payroll interfaces with General Ledger, Timekeeping, Human Resources, Check on Demand and Project Accounting.

Electronic W2/1099

This module will keep you in compliance with the IRS. Electronically transfer all employee and employer W2 information eliminating manual printing and mailing to IRS.

Human Resources

Track sensitive employee information, reduce hiring costs, increase productivity, and generate on-demand reports and cost scenarios all in an electronic format. Employee events, including benefits, pay history, grievances, disciplinary action and time off can be tracked with individual task checklists. Through several user-defined fields and actions, Caselle Human Resources is scalable to fit perfectly to your organization. Human Resources interfaces with Payroll and Timekeeping.

miExcel Payroll

This Excel integration module provides access to the Payroll data without the need to import from or export to an Excel worksheet.

Accounts Payable/AP Direct Pay

The Accounts Payable application provides an easy and efficient way to track invoices. Multiple invoices from a single vendor can be combined into one check or multiple checks if desired. If a remittance advice is needed, it can automatically be generated to accommodate invoice detail overflow.

Invoice entry allows invoices to be entered using existing detail from a corresponding Purchase Order. This can save the operator time by reducing duplicate entry of the details. A budget warning can prompt when budget levels are exceeded.

Attaching documents can be accomplished using the built in "attachments" function or by utilizing the Caselle Document Management application.

Vendor Maintenance has full security and management tracking for any changes or deletions. Multiple remittance addresses and emails can be stored. Vendor terms including discounts can be setup by individual vendor. The Accounts Payable application also provides for 1099 reporting. Add the AP Direct Pay application to accommodate requests from vendors for payment as an ACH transaction instead of a printed check. Accounts Payable interfaces with General Ledger, Asset Management, Materials Management, Project Accounting and Document Management.

Purchases & Requisitions

With this module, you can effectively manage the entire purchasing process from requisitions to receiving. To ensure that purchases comply with company standards, a warning message will display if a purchase exceeds the budgeted amount. You can also enter requisitions for approval before creating an actual purchase order. Once a purchase order has been approved, it can be sent directly to the vendor, and then you can keep track of both requisitions and purchase orders with easy-to-generate reports and powerful search options. Purchases & Requisitions interfaces seamlessly to the General Ledger, Accounts Payable and Materials Management.

miExcel Accounts Payable

This Excel integration module provides access to the Accounts Payable data without the need to import from or export to an Excel worksheet.

Accounts Receivable

Accounts Receivable allows you to track, maintain and manage all of your accounts receivable billings. Use detailed invoices or combined statements to assist your collection and information tracking processes. Additionally, record payments, calculate penalties or late fees, and print statements, invoices and pay net reminder notices to keep yourself and your customers on track. Embrace flexibility with the option to enter invoices manually or set up recurring invoice updates.

Utility Management

This robust application is designed for any organization that deals directly with customers and needs an efficient way to keep track of billings and metered services.

Track customers, meters, and services by location and customize your billings and payment arrangements to meet the unique needs of your organization. Send out bills while reporting all the necessary information. Additional interface options like Service Orders and Backflow Management help expand your capacity to accomplish more with less effort by synchronizing work throughout your organization. Additional interfaces include Utility Tax Certification, Utility Energy Assistance and Utility Water Conservation as well as the General Ledger, Cash Receipting, Check on Demand and Maintenance Orders.

Utility Electronic Reading Interface

Designed for billing clerks and meter readers, this module simplifies meter reading by interfacing directly with software and collecting previously handwritten data electronically. Import and export customizable reading files to a vast number of software providers and use captured data to update meter information.

Utility Direct Pay

Utility Direct Pay allows customers the capability to set up automatic withdrawal from their bank account by creating an ACH file that your bank will use to collect customer payments.

Utility Tax Certification

With this module, you can collect amounts through a customer's taxes instead of writing off the unpaid amounts. Certify past due amounts and provide them to the county for collection when you are unable to shutoff services. This module also gives you the flexibility to create the necessary certification fees as fixed amounts or percentages.

Utility Energy Assistance

Simplify your billing process when you have accepted assistance payments. Display applied assistance amounts and any remaining balance on customer notices. Exclude customers from shutoff and penalty once you receive notice that they have been approved for assistance.

Utility Service Orders

You can create, print, edit, and complete service orders with information that can be easily accessed later using Customer or Service Order Inquiry. You can also make billing changes to update services and send final bills to customers. As a powerful addition to the Caselle Utility Management application, this flexible module makes it easy to meet the unique needs of your customers.

miExcel Utilities

This Excel integration module provides access to the Utility data without the need to import from or export to an Excel worksheet.

Cash Receipting

Record all payments in one central location, then print and balance deposits. Push a button, sit back, and watch payment information update to the General Ledger and other Caselle applications. Master contacts make this process more efficient by displaying outstanding charges for all applications when helping customers make payments. A miscellaneous category allows you to collect customer payments for convenience fees and other miscellaneous charges that do not apply to other Caselle applications, sending that information directly to General Ledger. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due, and account balance.

Fixed Assets

This software allows you to track the capitalization or depreciation of an organization's assets in an effective way that makes the year-end financial report simple and stress-free. Track assets by department and classification, and easily update information to General Ledger for seamless reporting. The Asset Management application also supports multiple depreciation methods, allowing you to tailor the software to your organization's unique needs. Give your company the power to grow through an increased ability to monitor the strength of your assets. Asset Management interfaces with General Ledger, Payroll, Accounts Payable, Project Accounting and Document Management.

Cemetery Management

This module helps you manage sold, occupied and vacant burial lots as well as perpetual fees. The controls and accurate tracking tools help you manage these tasks in a comprehensive database.

Court Management

Streamline your unique court needs with user-friendly custom options. Generate all of your letters. Print all monetary and non-monetary reports, and use the built-in automatic follow-up capabilities to make tracking defendant progress quick and painless.

Caselle Document Management

Powered by Revver[®], this product is an easy-to-use, affordable document management system that makes going paperless easy. Simplify the process of scanning paper documents, archiving email and managing critical files in a secure database repository.

5.1 ONGOING SUPPORT & MAINTENANCE

During the first 90 days following training, you are welcome to contact your classroom trainer for software support. This helps create a smooth transition, since your trainer will be aware of any unique issues discussed during training. After 90 days, our experienced customer support representatives will be able to effectively handle any and all support issues.

The Caselle Support Center prides itself on timely and accurate support. Friendly, helpful representatives facilitate prompt issue resolution so your operations are not interrupted. They can be reached during normal hours of operation at our Toll Free Number: (800) 243-8275.

Support Center Objectives

The Support Center's number one objective is responsive issue resolution. Every call is tracked and prioritized, based on urgency. Our general goal is to respond to all calls within 40 minutes or less. Through our Customer Support Portal, which is accessible via the Internet, customers can view the status of a ticket at anytime, seven days a week.

Methods for Requesting Service

You may contact the Caselle support center by phone, fax, email, or through the Caselle Incident Management System (CIMS). CIMS allows you to submit an incident, view the status of an incident or the history, and access our Knowledge Base that may enable you to resolve some issues on your own. This service is available 24 hours a day, seven days a week. You will receive an email confirmation when an incident is submitted, when the incident is assigned to an analyst, and when it is resolved. If the incident you submitted requires a more in-depth look, we have the capability to access your system using GoToMeeting or a VPN connection to remotely diagnose or troubleshoot the issue. You also have the ability to provide feedback or suggestions on the usefulness of our knowledge base.

Caselle Support Center Hours

Standard hours are Monday through Friday from 7:30 am – 5:30 pm Mountain Standard Time. However, arrangements can be made for additional support outside of the posted hours. On weekends, you may leave a voice message for processing on Monday morning.

Software Assurance

With Software Assurance, you have access to unlimited telephone and email support. Software Assurance also provides for future upgrades and product enhancements to existing software at no additional cost. This includes training and conversion! Software Assurance is “software for life” and has been included in the price quote for the City of Sterling.

Updates

Updates (enhancements and fixes to existing applications) are issued quarterly. They are installed by downloading from our secure FTP site. Updates or enhancements are prioritized by the number of customer requests and review by the product owner. Caselle also surveys customers and hosts panels to determine specific needs.

Documentation

Electronic Operating Manuals are included with each application. They are accessed from within the application via the “Help” button.

User Groups

We are involved with a number of User Group Meetings where product owners are tasked with facilitating discussions with groups of regional Caselle users to discuss best practices and future software enhancements. We also hold an annual user conference every October in Salt Lake City, UT. Forty classes are taught by Caselle staff creating opportunities for you to achieve and grow as a professional. This meeting also allows customers to network and meet vendors that provide products that interface with Caselle to help efficiency.

6. IMPLEMENTATION METHODOLOGY

The overall focus of our implementation methodology is to segment the project into manageable pieces, developing specific deliverables and checkpoints for each phase to evaluate progress, risk and business drivers. Therefore, we have divided this project into six (6) segments. The approach is inherently iterative and incremental, where each segment builds upon the work done in the prior segment and drills deeper into the details. The six (6) segments of our proposed approach are:

1. Establish Timeline / Information Gathering
2. Data Load Tables Configuration
3. Conversion – determine which applications need mock / parallel testing
4. Deployment
5. Go Live
6. Final Acceptance

1. ESTABLISH TIMELINE / INFORMATION GATHERING

The objective of this segment is to conduct a kick-off meeting with the necessary parties to define the appropriate strategy and timeline to implement the applications purchased.

The success of any project usually depends on adequate up front planning. Software conversion is no different. From the first meeting until the last total is tested, an in-depth timeline and action plan will guide our progress.

Since planning is such a key element in the success of your conversion, an in-depth, pre-conversion working session will be held at your site, if necessary, to identify key individuals, discuss current processes and procedures, assess potential risks and establish a project timeline. The timeline established will document our process, assist with staff availability planning, and minimize your staff's duplication of effort.

Activities:

- Set project timeline.
- Identify project members and responsibilities.
- Prepare / finalize implementation plan.
- Identify phasing, if appropriate.
- Discuss unique business processes.
- Review and complete kick-off checklist.

2. DATA LOAD TABLES CONFIGURATION

This segment is used to setup all Caselle organizational files within the system. Caselle's knowledgeable staff will also work with the City, using your own data, to create the reports that you need to do your job efficiently.

Activities specific to some of the Caselle application software is provided below.

General Ledger Activities:

- Set up the control table in the General Ledger and account masks with the appropriate segments for funds, departments, revenue sources, object codes and other account classifications.

- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements: Balance Sheet with Revenue/Expenditures Compared to Budget, Allocation Reconciliation, Income Statement (all funds), Balance Sheet (all funds) and a Fund Summary Income Statement.
- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the GL.
- Create a checklist to document your organizations daily, monthly and fiscal year-end steps, as well as budget procedures.

Payroll / Direct Deposit Activities:

- Set up the necessary pay codes for gross pay, deductions, taxes and benefits.
- Set up check formats for the employee payroll check and vendor remittance for applicable deductions.
- Create a checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including transmittals and standard state and federal reporting.
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher.

Accounts Payable / Purchases & Requisitions Activities:

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a checklist to document all accounts payable procedures, including the printing of 1099's.
- Format one purchase order form.
- Create a checklist to document purchase order procedures.

Accounts Receivable Activities:

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one statement, one invoice and one delinquent notice.
- Create a checklist to document accounts receivable procedures.

Utility Management Activities:

- Set up services, taxes, rate tables and other fees for billing.
- Format one utility bill, one delinquent notice and one shut-off notice.
- 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 checklist to document daily, monthly and billing procedures.

Cash Receipting Activities:

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types such as check, cash and credit card as well as associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a checklist to document procedures for daily cash receipting transactions, updates and posting of receipts.

Asset Management Activities:

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications and asset types.
- Create a checklist to document procedures including the asset creation and GL updates.

Court Management Activities:

- Use the court information you provide to structure all codes. Codes will cross-reference surcharge, state assessment and so on.
- Format up to six (6) follow-up letters. Docket information will accurately default into all correspondence.
- Set cross-reference flags for witness letters, jury letters, pre-trial hearings, failure to comply notices, change of trial dates and/or hearings, appeals, non-appearance, bench warrants, etc.
- Set up special codes to handle collections, community service, jail time, jail credits, DUI School, counseling, etc.
- Create a checklist to document daily, monthly and year-end procedures.

3. CONVERSION

This segment is used to take the data from the organizations legacy systems and convert it into our system. There are three specific steps in this process. The first step is to assist the customer with data load tables and determine the case of the legacy data. In the second step, we perform the data conversion from the data received in the load tables and then troubleshoot any errors. We also run several parallel software checks and routines to compare back to the legacy data to ensure the accuracy of the converted data. The third step involves Caselle performing a final conversion of the data.

Our approach is to create a conversion program for each and every different legacy system. Once complete, this conversion program is then utilized to take a snapshot of the data at any point in time and run it through the conversion program. This minimizes the amount of time it takes for us to retrieve a final set of data and produce an end product for the organization.

Activities:

- Determine method for obtaining raw data from the legacy system.
- Analyze data with assistance from City personnel and assist with load tables.
- Begin conversion program to map legacy data to match our data layouts.
- Perform parallel bill runs in Utilities and Payroll to compare against legacy system.
- Make appropriate changes to conversion program.
- Obtain final set of data and pass the data through the conversion program.
- Begin setup routines and process review.

4. DEPLOYMENT

The deployment segment is used to provide end user training and to deploy the accepted version of the Caselle systems into a “live” situation.

Caselle’s Educational Services include individualized, hands-on instruction in our high-tech training classrooms in Provo, Utah or on-site. Our thorough, patient instructors will guide you through all the software features necessary for effective use. At completion, you will immediately be able to begin using the software.

Our structured training curriculum clearly outlines course objectives and goals to help you maximize your learning experience. We will train you on the City’s actual data, to ensure that exercises are applicable to you. Group sessions and one-on-one instruction aid in the learning experience.

Activities:

- Train the client.
- Setup on-line steps checklist walking the organization through its daily, billing and monthly processes for all Caselle applications.

5. GO LIVE

The “go live” segment occurs after successful training of the client. We commit to being onsite, if needed to assist with processes for the first several days, weeks, etc. after “go live”.

During the first weeks following training, you are welcome to contact your project manager or trainer for support. This helps create a smooth transition, since your trainer will be aware of any unique issues discussed during training. Our experienced customer support representatives will be able to effectively handle any and all support issues after that.

6. FINAL ACCEPTANCE

Final acceptance occurs after all outstanding issues have been resolved.

DELIVERABLES

	Description	Completion Date
1.	Project Plan and Timeline	
2.	Install Caselle applications and complete load tables	
3.	Initial conversion program complete using load tables	
4.	Results of processes / testing	
5.	Forms complete (i.e. Financial Statements, checks, direct deposit, utility bill, etc.)	
6.	Final conversion program complete	
7.	Training outline and agenda	
8.	Final data converted	
9.	Live version of applications running at customer site	
10.	Additional hand-off call (To introduce Customer Support Manager and team, discuss any outstanding issues and assign them to a System Consultant or support representative)	

MILESTONES

	Description	Date
1.	Deposit payment received	
2.	Kick-off meeting complete	
3.	Project plan complete	
4.	Preliminary data received	
5.	Initial configuration approved	
6.	Forms approved	
7.	Initial conversion program complete	
8.	Hardware and applications installed	
9.	Training outline and agenda complete	
10.	Parallel testing within 99% accuracy	
11.	Final conversion program complete	
12.	Final data received	
13.	Final data converted	
14.	Training complete	
15.	Go Live	
16.	Final acceptance and remaining 50% balance invoiced	

PROJECT ASSUMPTIONS

1. The City has a project manager to help coordinate required tasks and provide resources.
2. Project management staff from Caselle and the City will work directly with each other and make a good faith effort such that the customer needs are met.
3. Once this project begins, changes in scope may be necessary. The project managers from Caselle and the City will maintain adequate control over project scope.
4. Resources from the City will be available to help Caselle define and formulate business processes.
5. The City and Caselle need to prepare the schedules of all stakeholders and the user community to devote the necessary time and energy into appropriate training of all applications.

PROJECT CONSTRAINTS

1. Absences by team members, whether planned or unplanned, whether from Caselle or the City team, may impact the project timing.
2. The servers for the project need to be purchased, received and configured prior to the software being installed.
3. Successful completion and replication of load tables.

PROJECT ORGANIZATION

1. Project Lead: The person or group providing financial resources for the project.
2. Account Executive: Individuals responsible for the project scope (Sales Rep.)
3. System Consultant: Individuals with expertise about the system being implemented.
4. Project Manager: The person managing the project and its successful, on-time completion.
5. Technical Consultant: Individuals who will assist the organization in successful data gathering and give instruction regarding load tables.

6. Stakeholders: Individuals and organizations actively involved in the project, or whose interests may be affected as a result of project execution or project completion.
7. Subject Matter Experts: Individuals with expertise about systems or processes required to complete the project and / or make it successful.

COMMUNICATION

1. Day to Day Communications on non-urgent items that affect the project should be by email, with all team members on the distribution list, including Caselle team members. If an item is identified as an issue, it will be entered on the Issue Log for the project.
2. **Note:** Email is *NOT* to be used for messages of any urgency. Critical or time-sensitive items must be communicated immediately by telephone, followed by a summation email to keep everyone apprised.
3. Weekly Status Call will occur on a regular basis on _____ at __:__ AM/PM MST with appropriate team members in attendance, either in person or by telephone. This meeting will recap the week's activities, with each team member reporting on their own progress and issues, including schedule variance and explanations, and activities scheduled for the next reporting period.
4. Project Status Reports serve two functions. They provide feedback to the project organization and they serve as a historical record of the project progress, decisions, success, achievements, and shortcomings. Project Status Reports are accomplished through a bottom-up approach. Team members will report to their Project Manager on a weekly basis in the Project Team Meetings. Information gathered during the Project Team Meetings will be incorporated into a Project Status Report that will be distributed to all team members and to the Steering Committee.

RISK AND ASSET MANAGEMENT

Risk is an uncertain event or condition that, if it occurs, may have a positive or negative effect on a project's objectives.

Risk management endeavors to optimize the likelihood of meeting project objectives and maximize the opportunities representing "positive" risk. Risk management also endeavors to minimize the occurrence of threatening conditions and events, and the impacts to project objectives that result. Identification of risks up front reduces the amount of surprises, crisis management, disappointment, workarounds, re-work and waste.

Project risks will be categorized as follows:

1. Scope, Technical or Quality Risks
Project changes or additions, required customizations, technical design issues
2. Management Risks
Lack of proper management, resource issues, sponsorship

3. Organizational Risks
Slow decision-making, interruption of funding, changes in corporate goals or strategy, labor issues, end-user buy-in
4. External Risks
Delivery of equipment, environment issues

When project risks are identified, project management will discuss ways to mitigate the risk, agree on a contingency plan and decide the trigger points for action.

ISSUES / CHANGE MANAGEMENT

An issue is a concern that may impede the progress of the project if not resolved. Issues require a decision and a resolution. The resolution may require concurrence from many people.

Issue resolution may drive changes to the project's scope. As stakeholders identify an issue, the project managers will identify the issue as a show-stopper, work-around, or nice-to-have. To ensure the health of the project, all issues and changes must be documented to their conclusion.

Issue definitions:

1. Show-stopper: This type of issue is mission critical to the project and the user community cannot move forward unless the project team resolves it.
2. Work-around: This issue is a feature of function of the Caselle application "out of the box" that does not fit the model of how the user visualizes the product should be. It can also be a malfunction of the product that needs to be addressed (a bug). Work can continue forward with either adjustment on the part of the end user or minor changes in the application design.
3. Nice-to-have: This issue is a special request for Caselle to provide to the customer. This issue helps drive new features and functions of the product.
4. The Change Process:
 - a. The City's project lead contacts the Caselle project manager to discuss how the change will be handled.
 - b. The project managers from the City and Caselle agree on how the change impacts the scope of work. They agree if the change can be incorporated as part of a release, handled as part of the original project scope or may require additional cost.
 - c. The City and Caselle project managers will then work together to establish a technical specification if they agree it is needed.
 - d. Caselle project manager will work with their internal development group to understand the requirement.
 - e. Caselle project manager will then report back to the City's project lead of what the change requires for implementation.
 - f. A change order form is used to communicate the required change, if necessary, and adapted into the project plan.

Note: Any change in scope will require approval and formal signoff by all parties.

Significant changes in scope will be subject to the City's formal change management process. Any modifications resulting in the delay of project completion or addition of resources (money, people, hardware, software, etc.) will be subject to additional approval by the City.

PROJECT DECISIONS

During the course of the project when technical, procedural, or operational decisions are made they will be documented in the weekly status report prepared by Caselle. The Weekly Status Report is a document maintained by the Caselle Project Manager.

Report Development

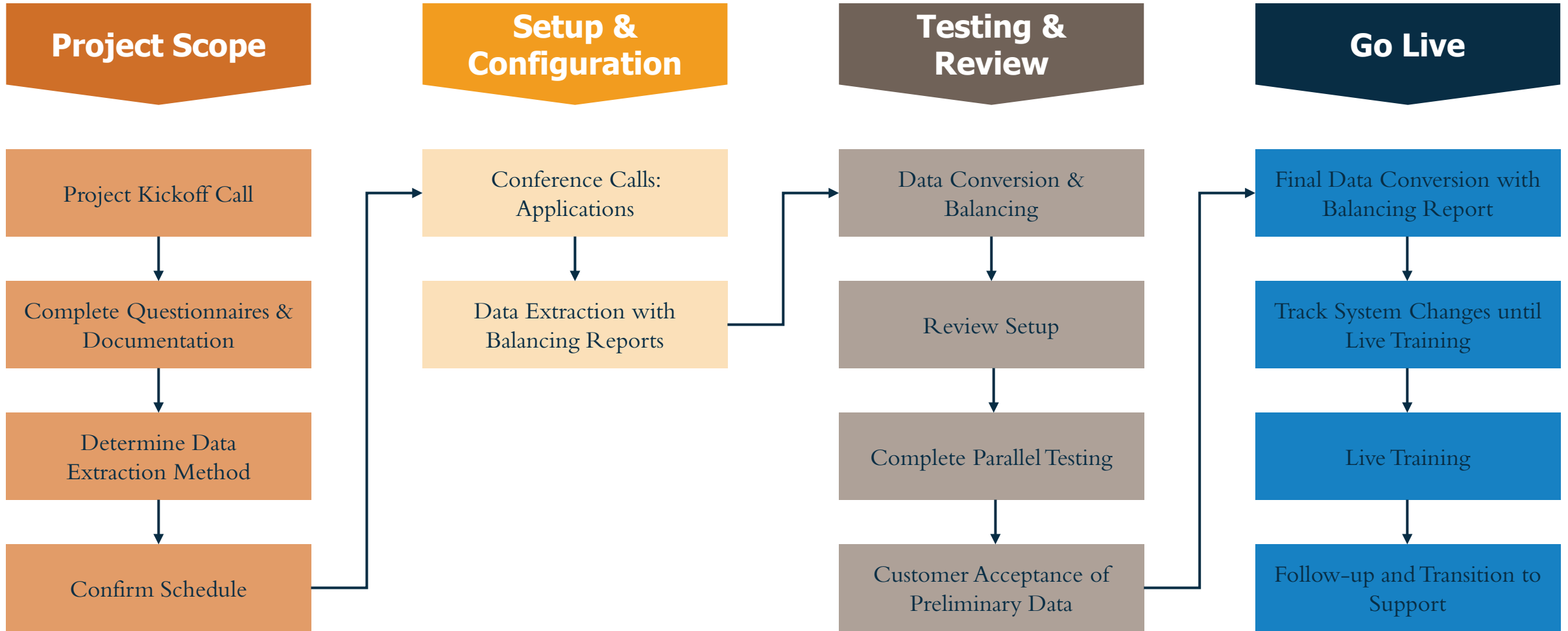
During the conversion, training and on-site assistance phases of your project, Caselle's implementation staff will work with the City employees, using your own data, to create the reports that you need to do your job efficiently. As part of the report training, Caselle's staff will also make recommendations for new reports that will help make your staff more efficient.


Users truly have access to all data contained in the system. The system has a report writer with numerous "canned reports" contained within each module. These reports can all be altered by the user adding or selecting selection criteria and report order of fields within the database (including user-defined fields). If there is an instance where the user needs a report that is not already available, they have the ability to create a table list (report, mail merge, labels or export file). The table list report writer gives access to every table and its subsequent data within the system. The user needs to identify which table columns and fields to pull out on the report and then save it so it does not have to be recreated. All reports can be printed to a file, network printer, PDF, etc. The only additional costs associated with this feature would be if the City requested our staff to generate such a custom report rather than performing the duties themselves. If so, Caselle would bill the City on a time-and-materials basis.

Integrations and Interfaces

It is expected that information would be entered once into the system. Modules within the system should be integrated in real-time with each other such that batch processes are not required to transfer information from one area of the system to another, unless that is the preference of the municipality. Caselle is expected to assist the City with required integrations and interfaces.

Casele Implementation Process





Caselle® Hosted Software & Services Proposal

City of Sterling, KS

May 1, 2026

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle® Hosted Software & Services Proposal
City of Sterling, KS
May 1, 2026

Proposal Summary

Annual Platform Fee **\$21,630**

One Time Investment

Total Training \$28,620

Total Setup 31,470

Total Conversion 23,240

Project Management Fee 11,750

Subtotal **\$95,080**

Discount (47,540)

Total One Time Investment **\$47,540**

I have read and agree to all terms & conditions proposed herein. I understand if the City of Sterling is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date



General Conditions

- This Proposal is governed by and subject to the Master Services Agreement between Customer and Caselle (“MSA”). Capitalized terms used in this Proposal and not defined herein have the meanings provided in the MSA.
- Caselle has made efforts to ensure the information contained within this Proposal is complete and accurate. However, Caselle reserves the right to correct any error or omission related to fees, product description or availability.
- Fees quoted in this Proposal do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof; such taxes are Customer’s responsibility. Customer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. Caselle will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.
- **New Customers** will be billed for all annual platform fees (includes product updates and enhancements, support, and hosting when applicable) upon commitment (receipt of this signed proposal or agreement). This will also determine the annual renewal date of this proposal. Caselle will also bill Customer for 50% (fifty percent) of the one-time fees and costs (implementation fees and conversion fees) to reserve a spot on Caselle’s implementation schedule. Caselle will bill Customer for the remaining 50% (fifty percent) of the one-time fees and costs once the live training for the first application has been completed. Payment is due upon receipt.
- **Existing Customers** purchasing additional modules will be billed upon commitment the full amount for one-time fees and the annual platform fees prorated to coincide with the Customer's annual renewal date. Payment is due upon receipt.

Caselle® Hosted Software & Services Proposal
City of Sterling, KS
May 1, 2026

Proposal Detail

Annual Platform Fee

General Ledger	\$7,000
Cash Receipting	2,500
Accounts Payable	8,500
Accounts Receivable	3,000
Fixed Assets	2,000
Payroll	9,100
Human Resources	2,500
Utility Management	10,400
Cemetery Management	1,500
Court Management	4,500
<u>Sub Total</u>	<u>\$51,000</u>
Population Adjustment	(15,300)
Five (5) Concurrent User Licenses	5,160
Two (2) Revver User Licenses	2,400
<u>Sub Total</u>	<u>\$43,260</u>
Additional Requested Discount	(21,630)
<u>Total Annual Platform Fee</u>	<u>\$21,630</u>

One Time Investment

Financial Management

General Ledger Bundle

- miExcel Connector
- Department Dashboard (miViewpoint)
- Cash Receipting Reporting
- Cash Receipting Web Services

Accounts Payable Bundle

- AP ACH
- Electronic W2/1099
- AP Connector
- Purchase Orders & Requisitions
- Accounts Payable Workflow

Accounts Receivable Bundle

- Community Connect

Fixed Assets

Personnel Management

Payroll Bundle

- Direct Deposit
- Electronic W2/1099
- miPay (Online Pay Stubs)
- PR Excel Connector

miTime

- Online Time Entry
- Punch In and Out

Human Resources (HR Module)

Utility Management

Utility Billing Bundle

- Electronic Reading Interface
- Tax Certification
- UM Excel Connector
- Utility Mgmt/Service Orders Web Services
- Community Connect

Service Orders

- Connect Online
- Mobile Service Orders
- Online Mapping (incl.)

Direct Pay

Energy Assistance

Court Management & Cemetery

Court Management Bundle

- Court Citation Import
- Court Web Services

Cemetery Management

Document Management & Concurrent User Licenses

Document Management through Revver

Concurrent User Licenses

- Five (5) Concurrent User Licenses

Caselle® Hosted Software & Services Proposal
City of Sterling, KS
May 1, 2026

Notes:

1. Training will take place at Caselle. We offer several options for training: at our location in Provo Utah, Onsite and Online. We offer a significant discount to come to our location for training and have found that taking you out of your environment helps avoid interruptions and can be the most beneficial. Some sites request a combination of all three. We encourage training at Caselle but are more than happy to do what works best for you and your staff.

2. The subscription based Revver Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), two (2) Concurrent User Licenses, two (2) Advanced Workflow Licenses and the Caselle Integration.

Please review the Revver SaaS agreement included with this proposal. Accepting this proposal indicates that you have reviewed and agree to the Revver SaaS agreement.

3. If during the Implementation the Pre-Live and Go-Live needs to be re-scheduled you may be subject to additional charges up to \$10,000 depending on frequency and reason.

Caselle allocates resources and staffing to accomplish your implementation in a timely manner. When hard dates are set and missed it affects multiple projects and requires more time and resources.

4. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Optional On-site Training

Travel expenses will be invoiced when training is complete and include actual airfare, hotel, and car expenses, plus Caselle's food per diem of \$55.00 per day. These are not included in the total proposal price.

On-site Training Requirements

In order to receive the full benefit and value of our software products, it is imperative that the on-site training be conducted in an organized, professional and uninterrupted manner. To ensure this, Caselle Inc. requires the following conditions:

- Training class size will be limited to the number of workstations available in the training area.
- Each training area will have one workstation for each student and one workstation for the instructor or data conversion specialist. Each training workstation must have access to a common network.
- Each training room must have a dedicated printer networked to all the training workstations.
- Training rooms must be set up and completely functional before the first day of training.
- Training rooms should provide an education environment and be free from interruptions or distractions for students. Equipment such as a whiteboard or easel, three-hole punch, and stapler should be available in the training room.
- Key personnel must be available before and after normal working hours to discuss data conversion issues, assist with implementation, or if a "live" run of Accounts Payable, Utility Billing or Payroll etc., is to be done.

Caselle will be in contact with the customer prior to scheduling the training to ensure the above conditions can be met. If delays result from the above conditions not being met during on-site training, additional training fees may apply.

Implementation 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 the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- 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 or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

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

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.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

Bank Reconciliation Data Conversion

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

Caselle® Hosted Software & Services Proposal
City of Sterling, KS
May 1, 2026

Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

Timekeeping Setup

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts.

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

Caselle[®] Hosted Software & Services Proposal
City of Sterling, KS
May 1, 2026

AP ACH Setup

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up vendors with necessary routing and account numbers.
- Format one direct pay voucher.

Purchases & Requisitions Setup

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Accounts Receivable Setup

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: 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 Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, 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.

Caselle® Hosted Software & Services Proposal
City of Sterling, KS
May 1, 2026

Utility Electronic Reading Interface Setup

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

Utility Direct Pay Setup

- Set up header and batch information with the appropriate information for the direct payment file.
- Set up bank options with bank account and routing information.

Service Orders Setup

- Set up the Service Order options (including user, department, and actions).
- Customize Service Order data entry screens.
- Format three Service Order form layouts.
- Set up the Utility Management interface.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

Fixed Assets Setup

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.

Cemetery Management Data Conversion

- The Lot Location format will be set up.
- The lot, owner, and deceased information will be converted.
- A cemetery deed form will be set up.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Caselle® Hosted Software & Services Proposal
City of Sterling, KS
May 1, 2026

**Court Management
Setup**

- Use the court information you provide to structure all codes. Codes will cross-reference surcharge, state assessment, and so on.
- Format up to six Follow-up letters. Docket information will accurately default into all correspondence.
- Set cross-reference flags for witness letters, jury letters, pre-trial hearings, failure to comply notices, change of trial dates and/or hearings, appeals, non-appearance, bench warrants, etc.
- Set up special codes to handle collections, community service, jail time, jail credits, DUI School, counseling, etc.
- Create a Checklist to document daily, monthly, and year-end procedures.
- Additional Follow-up letters will be billed at the rate of \$100 per letter. Letters that have multiple pages will be billed \$100 for each additional page included in the form.



Caselle® Community Development Proposal

City of Sterling, KS

May 1, 2026

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Proposal Summary

Annual Platform Fee	\$4,200
<hr/>	
<u>One Time Investment</u>	
Total Training	\$3,920
Total Setup	7,700
Total Conversion	2,800
Project Management Fee	2,163
<hr/>	
Subtotal	\$16,583
Discount	(8,291)
Total One Time Investment	\$8,292

I have read and agree to all terms & conditions proposed herein. I understand if the City of Sterling is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Community Development Proposal
City of Sterling, KS
May 1, 2026

General Conditions

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- Caselle has made efforts to ensure the information contained within this Proposal is complete and accurate. However, Caselle reserves the right to correct any error or omission related to fees, product description or availability.
- Fees quoted in this Proposal do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof; such taxes are Customer’s responsibility. Customer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. Caselle will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.
- **New Customers** will be billed for all annual platform fees (includes product updates and enhancements, support, and hosting when applicable) upon commitment (receipt of this signed proposal or agreement). This will also determine the annual renewal date of this proposal. Caselle will also bill Customer for 50% (fifty percent) of the one-time fees and costs (implementation fees and conversion fees) to reserve a spot on Caselle’s implementation schedule. Caselle will bill Customer for the remaining 50% (fifty percent) of the one-time fees and costs once the live training for the first application has been completed. Payment is due upon receipt.
- **Existing Customers** purchasing additional modules will be billed upon commitment the full amount for one-time fees and the annual platform fees prorated to coincide with the Customer's annual renewal date. Payment is due upon receipt.

Proposal Detail

Annual Platform Fee

Community Development	\$12,000
<u>Sub Total</u>	<u>\$12,000</u>
Population Adjustment	(3,600)
<u>Sub Total</u>	<u>\$8,400</u>
Additional Requested Discount	(4,200)
<u>Total Annual Platform Fee</u>	<u>\$4,200</u>

One Time Investment

Community Development

Building Permits

Code Enforcement
Planning and Zoning

Notes:

1. Training will take place at Caselle. We offer several options for training: at our location in Provo Utah, Onsite and Online. We offer a significant discount to come to our location for training and have found that taking you out of your environment helps avoid interruptions and can be the most beneficial. Some sites request a combination of all three. We encourage training at Caselle but are more than happy to do what works best for you and your staff.
2. If during the Implementation the Pre-Live and Go-Live needs to be re-scheduled you may be subject to additional charges up to \$10,000 depending on frequency and reason.

Caselle allocates resources and staffing to accomplish your implementation in a timely manner. When hard dates are set and missed it affects multiple projects and requires more time and resources.
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Optional On-site Training

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Implementation Services

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Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

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

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.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

Community Development Setup

- Setup services will assist customers in initial software configuration such as codes, rates, permit types, fees, etc. A representative will provide consulting and software setup via telephone and email prior to product shipping. All parcel data and current owner information will be entered when submitted in the requested format. Property Parcel Data does not include data export from any other system or custom conversion.

Data Conversion

- All property and owner parcel data will be entered when submitted in the requested format.
- All Open Permits will be entered when submitted in the requested format.
- Contractor information will be entered when submitted in the requested format.
- If historical data needs to be converted, data will be loaded into a Caselle Archive History Table as read only and can be exported or viewed in Property Inquiry and Table List reports. Historical data from existing system will not be converted as Caselle transactions.
- Caselle Load Tables will need to be populated by the customer.
- All needed forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

8. REFERENCES

Agency Name:	McPherson, KS
Population:	14,000
Contact Name & Title:	Richard Miller, Finance Director
Contact Address:	400 E Kansas Ave McPherson, KS 67460
Contact Phone Number:	(620) 245-2535 ext 707
Contact Email Address:	richardm@mcpcity.com
Project Description:	<i>Connect Version – 15 Concurrent User Licenses</i> AP, AR, Advantage (Position Based Budgeting), Asset Management, Business License, CR, Online Electronic Payment Xpress Bill Pay, Community Development Suite w/Approvals, Code Violations, Permitting, Planning & Zoning, Document Management, Electronic w2/1099, miExcel GL & AP, GL, Online Paystubs/W2s, Online Maps, Payroll, Payroll Direct Deposit, HR, Timekeeping, Project Accounting.

Agency Name:	Phillipsburg, KS
Population:	2,300
Contact Name & Title:	Brandi Spray, City Clerk
Contact Address:	945 2 nd St. Phillipsburg, KS 67661
Contact Phone Number:	(785) 543-5234
Contact Email Address:	cityclerk@cityofphillipsburg.com
Project Description:	<i>Connect Version – 3 Concurrent User Licenses</i> AP, CR, Cemetery, Court, Document Management, Electronic w2/1099, miExcel GL, GL, Payroll, Payroll Direct Deposit, Timekeeping, Utility Management, Utility Electronic Read

Agency Name:	Sabetha, KS
Population:	2,519
Contact Name & Title:	Steve Compo, City Clerk
Contact Address:	50 Nelson St. Cartersville, GA 30120
Contact Phone Number:	(785) 284-2158 ext 209
Contact Email Address:	scompo@cityofsabetha.com
Project Description:	<i>Connect Version – 5 Concurrent User Licenses</i> AP, PO/Req, CR, Online Electronic Payments Xpress Bill Pay, miExcel GL, GL, Payroll, Payroll Direct Deposit, Utility Management, Utility Management Direct Pay, Utility Management Electronic Read.

Sites we've signed contracts within Kansas over that past year that are in implementation

- Blue Rapids, KS (gWorks)
- Holton, KS (gWorks)
- Cimarron, KS (gWorks)
- Hanover, KS (Enable My City)
- Harper, KS (gWorks)
- Valley Center, KS (Tyler)
- Anthony, KS (gWorks)

Client Name:	City of Montrose, CO (We have 150+ sites in CO)
Population:	20,291
Contact Name & Title:	Shani Wittenberg, Finance Director
Contact Address:	400 E Main St. Montrose, CO 81401
Contact Phone Number:	(970) 240-1462
Contact Email Address:	swittenberg@ci.montrose.co.us
Project Description:	<i>Connect Version – 18 Concurrent User Licenses</i> GL, miExcel GL, Payroll, Direct Deposit, Electronic W2/1099, Timekeeping, Human Resources, Online Pay Stubs/W2's, miExcel PR, Accounts Payable, AP Direct Pay, Purchases & Requisitions, miExcel AP, Accounts Receivable, Utility Management, Electronic Reading Interface, Utility Direct Pay, Utility Service Orders, Utility Tax Certification, Utility Backflow Management, miExcel UM, Cash Receipting, Online/Electronic Payments (Xpress Bill Pay), Check Endorsement, Asset Management, Business License, Cemetery Management, Property Improvements, Materials Management, Project Accounting.

Client Name:	City of Moberly, MO
Population:	13,904
Contact Name & Title:	Matt Douglas, Assistant Finance Director
Contact Address:	101 W Reed St, Moberly, MO 65270
Contact Phone Number:	(660) 269-7601
Contact Email Address:	mattd@cityofmoberly.com
Project Description:	<i>Connect Hosted Version – 16 Concurrent User Licenses</i> AP, PO/Req, AR, Business License, CR, Online Electronic Payments, Check on Demand, Community Development Permitting, Document Management, MiExcel GL & UM, GL, Online Maps, Project Accounting, Utility Management, Backflow, Utility Electronic Read, Utility Mobile Service Orders, Web Services for CR and UM.

Agency Name:	City of Sallisaw, OK
Population:	8,489
Contact Name & Title:	Keith Skellton, Finance Director
Contact Address:	115 E Choctaw Sallisaw, OK 74955
Contact Phone Number:	(918) 775-6241 X306
Contact Email Address:	kskelton@sallisawok.org
Project Description:	<i>Connect Version – 12 Concurrent References</i> General Ledger, miExcel GL, Payroll, Direct Deposit, Timekeeping, Electronic Pay Stubs, Human Resources, Accounts Payable, Purchases & Requisitions, Utility Management, Electronic Reading Interface, Utility Direct Pay, Utility Service Orders, Maintenance Orders, Cash Receipting, Online/Electronic Payments, Animal License, Asset Mgt., Advantage, Cemetery Mgt., Permitting & Code Enforcement, Electronic W2s

Agency Name:	Beatrice, NE
Population:	12,209
Contact Name & Title:	Hannah Bell, Finance Director
Contact Address:	400 Ella St. Beatrice, NE 68310
Contact Phone Number:	(402) 228-5225
Contact Email Address:	hbell@beatrice.ne.gov
Project Description:	<p><i>Connect Version – 16 Concurrent User Licenses</i></p> <p>AP, AP Direct Pay, PO/Req, AR, Animal License, Asset Management, CR, Online Electronic Payments Xpress Bill Pay, Document Management, Electronic W2/1099, miExcel GL & Payroll, GL, Materials Management, Online Paystubs/W2s, Payroll, Payroll Direct Deposit, HR, Timekeeping, Project Accounting, Utility Management, Backflow, Utility Electronic Read, Utility Service Orders, Web Services for CR, Utility Management.</p>

*We have over 1500 customers nationwide. We’ve also had almost 50 sites sign contracts in 2025 that were using gWorks.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/1/2027

1/7/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS:	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED 1534336 GOVINEER SOLUTIONS, LLC 110 MAIN ST, SUITE 3 POLSON MT 59860	INSURER A: Chubb National Insurance Company		10052
	INSURER B: Federal Insurance Company		20281
	INSURER C: Liberty Surplus Insurance Corporation		10725
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 20332205 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	D02796223	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	73647890	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	5672-61-62	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7184-3705	1/1/2026	1/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	CYBER LIABILITY	N	N	EO5CADF666001	1/1/2026	1/1/2027	\$5,000,000 AGG LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION** See Attachment

20332205
PROOF OF COVERAGE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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NAMED INSURED SCHEDULE:

RELAY RIDGE CAPITAL LLC

GOVINEER SOLUTIONS LLC

BLACK MOUNTAIN SOFTWARE LLC

CASCADE SOFTWARE SYSTEMS LLC

FISCALSOFT LLC

CIVIC SYSTEMS LLC

CASELLE LLC

DALLAS DATA SYSTEMS, LLC

TRUEBILL SOLUTIONS, LLC (DE)



Financial Management / ERP Software RFP

City of Sterling
May 1, 2026

Mark Lynch
mlynch@i3verticals.com
(800) 203-7981





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Cover Sheet

Bidder contact information and person with binding authority to enter into contracts.

May 1, 2026

City of Sterling
114 N. Broadway Avenue
PO Box 287
Sterling, KS 67579

Dear City of Sterling,

On behalf of **i3 Verticals, LLC**, we are pleased to submit our comprehensive response to the **Financial Management / ERP Software City of Sterling, Kansas** Request for Proposal (RFP). We acknowledge receipt of all RFP amendments and have included all required attachments in this submission.

i3 Verticals is uniquely positioned to *hit the ground running* as the City's selected partner for this important modernization effort. Having successfully implemented **AccuFund Anywhere** for organizations across the country, our team brings deep expertise, proven implementation methodologies, and a strong track record of delivering transformative government solutions. Our highly flexible platform consistently enhances employee efficiency, strengthens data reporting, improves information sharing, and consolidates core functionality into a single, streamlined system designed to best serve stakeholders.

Our configurable, rules-driven solution aligns directly with the City's vision for a unified system capable of managing the full lifecycle of a modern government agency. With our team's extensive experience configuring, deploying, and supporting AccuFund Anywhere, The City's will benefit from a partner who not only understands your operational challenges but is committed to helping you exceed your strategic goals.

Since 2001, **AccuFund, Inc.** has been dedicated to delivering robust, reliable financial management systems that empower public sector organizations to better serve their communities. Our solution addresses the City's current needs while also positioning the organization for long-term success through:

1. A comprehensive, integrated financial management software suite
2. Robust and flexible reporting tools
3. Significant reduction in manual processes to increase productivity
4. Enhanced decision-making supported by real-time dashboard metrics

Thank you for the opportunity to present this proposal. We look forward to continuing our conversations and to the possibility of partnering with City of Sterling, KS to build a modern, efficient, and future-ready ERP environment.

The bidder contact information and person with binding authority to enter into contracts is Mr. Chris Laisure, President, Public Sector. He can be reached at claisure@i3verticals.com. The address is 40 Burton Hills Blvd., Ste. 415, Nashville, TN 37215.

Sincerely,
Mark Lynch
i3 Verticals, LLC
AccuFund Division, ERP Public Sector

Company Profile

Highlight history, Bidder expertise and customer service approach relative to the city's scope of services and compliance with industry standards as evidenced by audits. Include the length of time the Bidder has provided the proposed services, number of clients, and location of office which would serve this account.

AccuFund, Inc. was founded in 2001 to provide robust fund accounting software for governments and nonprofits. In 2023, AccuFund joined i3 Verticals, LLC – a publicly traded government technology company based in Nashville, TN (Nasdaq: IIIV) – becoming the dedicated Public Sector ERP division of i3 Verticals. Today, AccuFund is the flagship financial management solution offered by i3 Verticals' Public Sector vertical. This partnership combines AccuFund's two decades of public-sector experience with i3 Verticals' extensive resources and scale.

Size & Stability: i3 Verticals employs over 1,000 professionals across the United States, including software developers, implementation consultants, project managers, and support engineers specializing in government finance. The company is financially strong, with annual revenues exceeding \$300 million and a diversified portfolio of solutions serving state, county, and local governments. As a public company, i3 Verticals provides transparent financial reporting (SEC filings available) and the stability needed for long-term partnerships. AccuFund's operations are headquartered in Castle Rock, Colorado (the legacy home of AccuFund, Inc.), with additional offices and staff in Tennessee (i3's HQ), Texas, and other regions to support clients nationwide. All product development, implementation, and support are handled by in-house U.S.-based teams – we do not outsource these critical functions. The City of Sterling can be confident in our staying power and commitment; many of AccuFund's earliest municipal clients from the early 2000s remain on our platform today, continually supported and upgraded with the latest technology.

Public Sector Focus & Expertise: AccuFund is 100% focused on the public and nonprofit sector – it's all we do. Our software is engineered to meet government accounting standards and regulatory requirements. For example, AccuFund is fully GASB-compliant, supports fund accounting with self-balancing funds, and comes with built-in reports and templates for Annual Comprehensive

Financial Reports (ACFR) and other government filings. We stay current with evolving rules (e.g., updated payroll tax tables, new GASB statements) and ensure our clients remain in compliance through regular software updates (included in the subscription). Our team includes CPAs, former finance directors, and IT professionals with decades of municipal experience. This depth of knowledge enables us to understand and support the unique needs of towns like Durham – from handling complex utility billing cycles to ensuring internal controls and auditability. We have a strong track record of successful ERP implementations for municipalities of all sizes.

Current Client Base: AccuFund is used by over 1,100 organizations across all 50 states, including more than 500 local governments (cities, counties, towns, villages, utility districts) and 600+ nonprofit agencies. We have multiple municipal users in the Northeast and nationwide that can speak to our successful deployments. Below is a brief snapshot of our company and solution "at a glance".

Customer Account Team

A listing of the positions and/or individuals who would service the City's relationship. Include qualifications, experience, expertise, and an relevant certifications for each position or individual.

Account Team / Service Model Supporting the City

AccuFund assigns a dedicated team to ensure successful implementation, ongoing support, and long-term system optimization. The City would be supported by a combination of implementation consultants, support specialists, and account management personnel with experience serving public sector finance organizations.

1. Account Executive / Client Relationship Manager

Role: Primary point of contact for the City for ongoing relationship management, contract coordination, and escalation support.

Qualifications & Experience:

- Experience working with municipal and public sector finance software clients
- Background in ERP and fund accounting solutions
- Strong understanding of government procurement and RFP processes
- Typically 5–10+ years in public sector software/account management roles

Expertise:

- Public sector financial operations
- Client success and relationship management
- Contract and renewal coordination
- Coordination across implementation and support teams

Certifications:

- No formal industry certification required; team members typically hold business, finance, or public administration degrees and vendor-specific product training certifications.

2. Implementation Consultant

Role: Leads system implementation, configuration, data conversion, and go-live readiness.

Qualifications & Experience:

- Extensive experience implementing ERP and fund accounting systems for municipalities, counties, and special districts
- Prior experience with AccuFund financial modules and public sector workflows
- Typically 7–15+ years of implementation experience in government or nonprofit software environments

Expertise:

- General Ledger, Accounts Payable/Receivable, Payroll configuration
- Fund accounting structure design and chart of accounts setup
- Data conversion, testing, and system validation
- Workflow configuration and user training

Certifications:

- Vendor-specific AccuFund implementation training certification

- Background in accounting or finance (often supported by CPA-track or equivalent experience, though not required)

3. Technical Support Specialist

Role: Provides post-go-live support, troubleshooting, and system maintenance assistance.

Qualifications & Experience:

- Experience supporting financial management software in public sector environments
- Strong understanding of accounting workflows and system integrations
- Typically 3–10+ years in software support or technical service roles

Expertise:

- Application troubleshooting and issue resolution
- Database and system configuration support
- Integration support with third-party systems (banking, payroll, HR, etc.)
- User support and issue escalation management

Certifications:

- Internal AccuFund product support certification and ongoing technical training
- General IT or accounting background preferred but not required

4. Training and Product Specialist

Role: Provides end-user training, documentation, and ongoing system education.

Qualifications & Experience:

- Experience training municipal finance staff on ERP or accounting systems
- Strong knowledge of public sector accounting practices and workflows
- Typically 5+ years in software training, consulting, or public finance systems

Expertise:

- End-user training (in-person and virtual)
- Curriculum development and training documentation
- Role-based system instruction (AP, AR, GL, Payroll users)
- Change management and adoption support

Certifications:

- AccuFund product training certification
- Adult learning or instructional design experience (preferred)

5. Customer Support Organization (Tiered Support Model)

Role: Ongoing help desk support for system issues, questions, and enhancements.

Qualifications & Experience:

- Staff trained specifically on AccuFund modules and public sector accounting workflows
- Experience supporting municipalities, counties, and special districts
- Tiered support structure (Level 1–3 escalation path)

Expertise:

- Financial system troubleshooting and functional support
- Issue resolution and escalation management
- Knowledge of fund accounting and municipal reporting requirements

Certifications:

- Internal AccuFund support certification and continuous product training program



Summary

AccuFund provides the City with a structured, experienced service organization combining implementation expertise, public sector financial knowledge, and long-term support resources. While formal external certifications vary by role, all team members are trained on AccuFund's platform and supported by ongoing product education to ensure alignment with evolving public sector requirements.



Statement of Understanding

Briefly outline the company's understanding of the services to be provided and make a positive commitment to providing the services specified.

Our company understands the services to be provided as the implementation and ongoing support of a comprehensive customer self-service portal, administrative module, and notifications module for the City of Sterling, KS. We are committed to delivering a seamless, easy-to-use system that enhances customer engagement, streamlines business processes, and provides real-time access and automation for both administrative users and customers. Our team brings over 22 years of experience in optimizing customer experiences for municipalities and utilities, and we have assembled a dedicated team of experts to ensure the success of this project. We pledge to provide all required software, licensing, and support for the term of the contract, and to deliver the highest level of service, reliability, and innovation throughout the engagement. Our commitment extends to post-implementation support, including 24x7 managed services, designated support resources, and ongoing collaboration to ensure the continued success and satisfaction of the City of Sterling, KS and its customers.

Scope of Services

Address the modules, features and functionality of the software in reference to the scope of services provided in Section IV of the RFP. Include a description of the approach for providing such services and the methodology for providing ongoing support.

Response to Section IV – Scope of Services

Our proposed solution delivers a fully integrated, cloud-hosted ERP platform that meets the City of Sterling’s required and optional modules, features, and functionality. The system is designed specifically for local governments, providing real-time data access, strong financial controls, and streamlined workflows across all departments.

Modules, Features & Functionality

Financial Management

The system provides comprehensive fund-based accounting with support for multi-fund transactions within a single department, real-time budget-check verification, and full audit controls. Key features include Accounts Payable, General Ledger, bank reconciliation, contract/vendor management, and cash receipting with register functionality. The solution supports ACH and purchasing card payments, accounts receivable write-offs, and fully integrated cash receipts. Financial reporting includes prior-year actuals, current budget, and year-to-date actuals, along with configurable dashboards by fund, department, and account.

Human Resource Administration & Payroll

The HR/Payroll module manages the full employee lifecycle, including position and compensation history, payroll processing with direct deposit, and detailed tracking of base pay, overtime, and supplemental compensation. The system supports PTO accruals, pension and retirement wage tracking, actuarial reporting, and third-party benefits administration.

Utility Billing

The Utility Billing module supports flexible rate structures, including flat/budget billing, and allows for unlimited charges, fees, and penalties. It includes ACH and electronic payments, a customer self-service portal, deposit tracking with interest accrual, and estimated billing based on consumption history. The system integrates with current manual meter reads (Itron) and is compatible with future automated meter reading solutions.

Court Management (Archon NetData)

The Court module supports ticket entry for citations and complaints, including multiple offenses, with configurable offense, action, and fee codes. It includes electronic case notes, case reassignment, and the ability to combine cases. Additional functionality includes disposition entry, sentencing guidelines, and defendant history inquiry. The system manages officers, attorneys, and bond payers, supports electronic reporting of Kansas traffic convictions to the DMV, and provides capability for future electronic reporting of non-traffic convictions to the FBI. Automated document generation includes Failure to Appear notices and warrants.

Cemetery Management

The Cemetery module manages plot ownership, interments, and records, with integrated billing, document attachment, and reporting capabilities.

General System Features

The system includes drill-down functionality, configurable reporting and query tools, document management with record-level attachments, and export to standard formats (.csv, .xlsx, .pdf). It

supports paperless workflows, includes a minimum of five years of historical data (expandable), and provides regular updates as part of annual support.

Optional Modules & Enhancements

Available modules include Community Development (permitting, inspections, code enforcement), advanced financial tools (asset management, budgeting, forecasting, performance management), and HR enhancements such as employee self-service and applicant tracking. Additional features include electronic payments, invoice tracking with automated notifications, customizable dashboards, and data visualization tools.

Ongoing Support Methodology

We provide comprehensive, long-term support to ensure continued success:

- **Dedicated Support Team** with municipal expertise
- **Help Desk Services** via phone, email, and online portal with defined response times
- **Regular Software Updates** including enhancements and regulatory compliance
- **Ongoing Training & Resources** including documentation and webinars
- **Account Management & System Reviews** to support continuous improvement
- **Optional Managed Services** for extended administrative and reporting support

This approach provides the City of Sterling with a modern, scalable solution that meets current requirements while improving efficiency, reducing manual processes, and supporting future growth.

Implementation Approach

Our structured implementation methodology ensures a smooth and efficient transition:

- **Discovery & Planning:** Validate requirements, review workflows, and finalize project plan
- **Configuration & Data Conversion:** Configure system to City requirements and migrate historical data
- **Testing:** Conduct system and user acceptance testing to ensure accuracy and performance
- **Training:** Deliver role-based training and provide user documentation
- **Go-Live & Stabilization:** Deploy system with dedicated support and post-go-live optimization

Estimated Timeline: 6–9 months depending on scope, data complexity, and resource availability



Implementation Process

Describe the process for system implementation, including the estimated timeline from the beginning of implementation until the go-live date.

System Implementation Process and Estimated Timeline

The implementation of the AccuFund Accounting Suite follows a structured, phased methodology designed to ensure a smooth transition with minimal disruption to City operations. The estimated timeline from project kickoff to go-live is **approximately 6 months (24 weeks)**, allowing for thorough configuration, data validation, and user readiness.

Phase 1: Project Initiation & Planning (Weeks 1–4)

The project begins with a formal kickoff to confirm objectives, scope, timeline, and stakeholders. A comprehensive project plan is developed, including detailed milestones, resource assignments, and communication protocols.

Phase 2: System Configuration & Design (Weeks 5–10)

AccuFund configures the system to align with the City's chart of accounts, fund structure, utility billing requirements, payroll/HR needs, and internal workflows. Security roles and approval processes are also established.

Phase 3: Data Conversion & Validation (Weeks 8–16, overlapping)

Historical and current data (e.g., general ledger balances, vendors, customers, utility accounts, employee records) are migrated. Multiple validation cycles are conducted to ensure data accuracy, completeness, and reconciliation.

Phase 4: Integration Development (Weeks 12–18)

Integrations with third-party systems (e.g., meter reading solutions, banking/ACH providers, benefits platforms) are configured, tested, and refined.

Phase 5: Training & User Acceptance Testing (Weeks 16–20)

Role-based training is delivered to all user groups. The City performs user acceptance testing (UAT) using real-world scenarios to validate system performance and confirm readiness.

Phase 6: Go-Live Preparation & Deployment (Weeks 21–22)

Final data conversion, system checks, and cutover planning are completed. AccuFund provides hands-on support during go-live to ensure a successful transition.

Phase 7: Post-Go-Live Support & Optimization (Weeks 23–24 and ongoing)

Post-go-live support includes issue resolution, workflow optimization, and additional training as needed to ensure full adoption and long-term success.

Pricing Structure and Cost

For all items described in the scope of services and additional services provided that may be of value to the City.

Scope of Services and Value-Added Capabilities

AccuFund Accounting Suite provides a comprehensive suite of modules and services that fully address the functional requirements outlined in the Scope of Services, including Financial Management, Utility Billing, Human Resources/Payroll, and General system capabilities. The platform's integrated architecture ensures seamless data flow across all departments, supporting accurate financial management, operational efficiency, and regulatory compliance.

All core requirements are supported, including multi-fund accounting, budgetary controls, cash management, ACH and electronic payments, utility billing with flexible rate structures, payroll and HR administration, and robust reporting with drill-down capabilities. The system also includes document management, audit trails, and configurable dashboards to enhance transparency and decision-making.

Approach to Delivering Services

AccuFund delivers these capabilities through a combination of configurable core modules and targeted integrations with third-party solutions where appropriate (e.g., meter reading systems, benefits providers, and payment processors). This approach allows the City to maintain flexibility while leveraging best-in-class tools for specialized functions.

The system is designed to align with the City's existing workflows while also enabling process improvements, particularly in transitioning to paperless operations, automating manual tasks, and strengthening internal controls.

Additional Value-Added Services

In addition to the core scope, AccuFund offers several value-added capabilities, including:

- Scalable, modular architecture that supports future growth and additional departments or services
- Open integration framework to accommodate evolving technology needs (e.g., advanced metering infrastructure)
- Advanced reporting and ad hoc query tools for improved financial insight and transparency
- Secure, role-based access and audit controls to strengthen governance and compliance
- Ongoing software updates and enhancements included with annual support
- Flexible deployment options and system configurability to adapt to changing operational requirements

These combined capabilities ensure that the City not only meets its current requirements but is also well-positioned for future operational, technological, and regulatory needs.



Client References

Individuals or companies who can speak to similar work performed by the Bidder for equivalent size/scope clients; public sector client references are preferred.

Relevant Client References

We are proud to provide strong references from municipalities and public agencies currently using AccuFund. The following clients are comparable in scope and requirements and have agreed to discuss their experience with AccuFund's software capabilities and support services:

1. **City of Lewisburg, WV**
Treasurer: Susan Honaker
Phone: (304) 645-3776 ext. 113
Email: shonaker@lewisburg-wv.com
2. **Township of Mt. Lebanon, PA**
Finance Director: Andrew McCreery
Phone: (412) 440-2049
Email: amccreery@mtlebanon.org
3. **Town of Stratham, NH**
Finance Administrator: Lori Ruest
Phone: (603) 772-7391 ext. 183
Email: lruest@StrathamNH.gov
4. **City of Petal, MS**
City Clerk: Melissa Martin
Address: 119 W Eighth St, Petal, MS 39465
Email: mmartin@cityofpetal.com
5. **City of Ozawkie, KS**
City Clerk: Mazi Barnes
Email: cityclerk@ozawkie.org
6. **City of Mission Hills, KS**
Assistant City Administrator: Jennifer Lee
Email: jlee@missionhillks.gov
7. **Waukegan Township, IL**
Contact: Jeremy Andrykowski
Phone: (847) 244-4900
Email: jandrykowski@waukegantownship.com



Evidence of Insurance

Proof of insurance related to services provided.

Evidence of Insurance

AccuFund maintains standard insurance coverage consistent with industry requirements for public sector software providers. Coverage typically includes Commercial General Liability, Professional Liability (Errors & Omissions), Cyber Liability, Workers' Compensation, and Automobile Liability where applicable.

Certificates of Insurance (COI) can be provided upon request and during contract execution, including naming the client as an additional insured when required. Coverage levels and documentation are subject to standard policy terms and underwriting conditions.



Required Modules

1. Cemetery

Cemetery Management

AccuFund provides financial management and accounts receivable capabilities that can support cemetery operations, with the ability to incorporate site-level information into customer account and billing processes. While AccuFund is not a dedicated cemetery management or GIS-based plot mapping system, it can serve as the financial system of record and support structured tracking of burial site and interment-related data for billing and reporting purposes.

a. Burial Plot Sales and Interment Records

AccuFund does not provide native GIS-based cemetery mapping, plot visualization, or spatial burial record management. However, the system can capture and maintain **site-level identifiers (e.g., section, block, lot, and grave information)** within the Accounts Receivable and customer account structure. This enables organizations to associate specific burial plots and interment locations with invoices, customer records, and payment history.

This structured site information can be used to support billing accuracy, inventory tracking at a financial level, and reporting of plot sales and usage. All associated transactions—including plot purchases, interment fees, and related services—are fully integrated with Accounts Receivable and the General Ledger for real-time financial posting and auditability.

b. Perpetual Care and Endowment Tracking

The system supports the establishment and management of perpetual care funds and endowment accounts within its fund accounting structure. Contributions and allocations can be linked to specific cemetery sites or contracts through account-level coding or reference fields, enabling clear tracking of funds associated with individual plots or cemetery sections. This supports compliance with reporting requirements and ensures proper segregation of restricted funds.

c. Customer Accounts and Billing (Including Site-Level Tracking)

AccuFund's Accounts Receivable functionality enables organizations to manage cemetery customer accounts with the ability to attach **site-specific information** directly to invoices and billing records. This includes linking services such as plot sales, opening/closing fees, and interment services to defined cemetery locations (e.g., section/lot/grave identifiers).

Customers can be billed for multiple site-related services under a single account, with full visibility into historical transactions tied to each location. This provides improved traceability of cemetery assets from a financial perspective and supports accurate billing, customer inquiries, and historical recordkeeping.

d. Reporting and Compliance

AccuFund provides configurable financial reporting that can incorporate site-level cemetery data stored within Accounts Receivable and related modules. Reports can be generated to show revenue by cemetery section, plot sales history, interment activity, and perpetual care balances. This supports internal management reporting, audit requirements, and regulatory compliance.

Summary

AccuFund functions as the financial system of record for cemetery operations, supporting Accounts Receivable, fund accounting, billing, and reporting. While it does not provide GIS-based cemetery mapping or burial plot visualization, it enables organizations to incorporate **site-**

level cemetery data within financial records, allowing for structured tracking of plots, interments, and related services. Operational cemetery management functions are typically handled in specialized cemetery software solutions, which may integrate with AccuFund for financial processing and reporting.

2. Court Management a. Conviction Reporting

Court Management – Archon NetData

The proposed solution utilizes the **Archon NetData Court Management System**, providing a comprehensive and efficient platform aligned with the City of Sterling’s requirements.

Case Management

- Ticket entry for citations and complaints, including **multiple offenses per case**
- Configurable **offense, action, and fee codes**
- Electronic notepad for case tracking
- Case reassignment with audit trail and ability to **combine cases**
- Disposition entry with configurable sentencing guidelines
- Defendant history inquiry

Stakeholder Setup

- Management of **officers/badges, attorneys, and bond payers**

Conviction Reporting

- Electronic submission of **Kansas traffic convictions to DMV**
- Capability to support future **electronic reporting of non-traffic convictions to the FBI**, reducing paper processes

Financial & Reporting

- Integrated payment processing and **payment distribution reporting**
- Full integration with financial systems

Document Automation

- Automatic generation of **Failure to Appear notices and Warrants**
- Configurable templates for additional letters and forms

3. Financial Management a. Accounts Payable b. Bank Reconciliation c. Contract/Vendor Management d. General Ledger e. Receipt Management

3. Financial Management

AccuFund provides a comprehensive financial management suite designed to support core accounting operations, improve internal controls, and streamline financial processes for public sector organizations.

a. Accounts Payable

The system provides full Accounts Payable functionality, including invoice entry, approval workflows, and payment processing. Organizations can configure multi-level approvals, apply budget controls, and ensure proper coding of expenses prior to payment. The solution supports check, ACH, and electronic payment processing, with full audit tracking and integration to the general ledger for real-time financial posting.

b. Bank Reconciliation

AccuFund includes robust bank reconciliation tools that streamline the matching of bank statements to internal accounting records. Transactions can be imported electronically, automatically matched where possible, and manually reconciled as needed. The system provides clear exception tracking, reconciliation reporting, and audit trails to ensure accuracy and transparency in cash management processes.

c. Contract/Vendor Management

The platform supports vendor and contract management functionality to help organizations track vendor relationships, contractual obligations, and spending activity. Vendor records can include detailed profile information, compliance documentation, and payment history. Contract tracking enables monitoring of key terms, expiration dates, and financial commitments, improving oversight and supporting procurement compliance.

d. General Ledger

AccuFund's General Ledger serves as the core of the financial system, providing a flexible, fund-based accounting structure designed for governmental and nonprofit entities. It supports multi-fund accounting, chart of accounts configuration, journal entries, allocations, and real-time financial reporting. All subsidiary modules integrate directly with the General Ledger to ensure accuracy and consistency across the financial system.

e. Receipt Management

The system includes receipt management capabilities that allow organizations to record and track incoming funds from multiple sources. Receipts can be applied to customer accounts, deposits, or specific revenue categories and are automatically reflected in the general ledger. The solution supports cash, check, and electronic receipt processing, with strong audit controls and reporting capabilities to ensure proper revenue tracking and reconciliation.

4. Human Resource Administration a. Employee/position history b. Payroll

4. Human Resource Administration

AccuFund provides core Human Resource Administration functionality focused on supporting personnel record management and payroll processing within an integrated financial system. Certain advanced HR lifecycle capabilities may be supported through third-party solutions integrated with AccuFund where required.

a. Employee/Position History

AccuFund maintains comprehensive employee and position-related records within the system, including employment details, position assignments, compensation history, and related personnel actions as they are recorded through payroll and HR workflows. The system supports historical tracking of changes over time, enabling organizations to maintain audit-ready records of employee compensation and position activity. While AccuFund supports core historical tracking tied to payroll and HR transactions, it is not a full human capital management (HCM) system and does not provide advanced talent management, performance history tracking, or full employee lifecycle workflow automation.

b. Payroll

AccuFund provides fully integrated payroll processing capabilities, including earnings calculation, tax withholding, benefit deductions, direct deposit processing, and payroll reporting. The system supports configurable pay rules, multiple earning types, and compliance with federal and state payroll requirements. Payroll transactions are automatically posted to the general ledger, ensuring real-time financial integration and accurate reporting. AccuFund is



designed to function as the organization's core payroll engine, while advanced HRIS functions beyond payroll processing may be supported through integrated third-party solutions where applicable.

5. Utility Billing a. ACH and electronic billing and payment b. Customer self-service portal

5. Utility Billing

AccuFund provides integrated utility billing capabilities designed to support billing, payment processing, and customer account access. The system supports secure electronic transactions and self-service functionality to improve customer experience and operational efficiency.

a. ACH and Electronic Billing and Payment

AccuFund supports electronic billing and payment processing, including ACH transactions and credit/debit card payments through integrated payment gateways. Customers can receive electronic bills and make payments through secure channels, with transactions automatically posted to the appropriate accounts. The system supports configurable billing cycles, payment rules, and automated reconciliation to the general ledger, ensuring accurate and timely financial reporting.

b. Customer Self-Service Portal

AccuFund includes a customer self-service portal that enables customers to view account information, review billing history, and make payments online. The portal provides access to current and historical bills, payment status, and account balances, reducing the need for direct staff interaction for routine inquiries. This functionality improves transparency, enhances customer convenience, and supports more efficient utility billing operations.

Required Features

1. Financial Management a. Ability to enter budget authority and code expenses to multiple funds within the same department b. Ability to make payments using City purchasing cards c. Ability to write-off accounts receivable d. ACH payments e. Budget-check verifications for all expenditures f. Cash receipts integrated with general ledger and bank reconciliation g. Cash register functionality h. Financial reports which at a minimum display prior-year actuals, current year budget, and year-to-date actuals i. Financial summary dashboards or reports displaying totals by all account code segments utilized in the City's accounting structure (currently fund, department and account)

Financial Management – Required Features

Our Financial Management solution fully supports the City's required functionality through a robust, fund-based accounting structure, real-time processing, and configurable controls.

a. Multi-Fund Budget Authority & Expense Coding

The system enables entry and management of budget authority at multiple levels and allows a single transaction to be allocated across multiple funds within the same department. This supports complex municipal accounting structures while maintaining full audit traceability.

b. Purchasing Card (P-Card) Payments

Integrated purchasing card functionality allows the City to process, reconcile, and track P-card transactions. Transactions can be imported, matched to receipts, and coded directly to the General Ledger with appropriate approvals and controls.

c. Accounts Receivable Write-Offs

Authorized users can process write-offs of outstanding receivables with configurable approval workflows. All adjustments are fully audited and automatically reflected in the General Ledger.

d. ACH Payments

The system supports ACH payments for vendors and other disbursements, including file generation, bank integration, and secure processing protocols.

e. Budget-Check Verification

Real-time budget checking is enforced at the point of transaction entry. The system can be configured to warn or prevent transactions that exceed available budget, ensuring fiscal control and compliance.

f. Integrated Cash Receipts

Cash receipting is fully integrated with Accounts Receivable, General Ledger, and Bank Reconciliation. Transactions post in real time, ensuring accurate cash positions and streamlined reconciliation processes.

g. Cash Register Functionality

The solution includes point-of-sale (POS) style cash receipting capabilities, supporting multiple payment types (cash, check, credit card) with drawer balancing, receipt printing, and audit controls.

h. Financial Reporting

Standard and customizable financial reports include, at a minimum:

- Prior-year actuals
- Current year adopted budget

- Year-to-date actuals
Reports can be generated on demand or scheduled, with export options to Excel and PDF.

i. Financial Dashboards & Summary Reporting

Interactive dashboards and summary reports provide real-time visibility into financial performance. Users can view totals and drill down by all account code segments, including fund, department, and account, supporting informed decision-making.

This functionality ensures the City has strong financial controls, transparency, and flexibility to manage current operations and future growth.

2. Human Resource Administration a. Ability to generate pension information suitable for submission pension plan actuaries b. Ability to track employee base pay separately from other compensation factors e.g. incentives, longevity, overtime, etc. c. Direct deposit for payroll d. Employee compensation history from hire date to the present e. Employee overtime time and compensation tracking f. Employee paid-time-off tracking and calculations based on merit, longevity, etc. g. Pension and retirement plan wage tracking and calculations h. Third-party health plan benefits management

2. Human Resource Administration

- a. AccuFund Accounting Suite supports payroll and reporting capabilities that enable generation of pension-related data suitable for submission to actuaries.
- b. Tracks employee base pay separately from additional compensation components (e.g., incentives, longevity, overtime).
- c. Provides direct deposit functionality for payroll processing.
- d. Maintains comprehensive employee compensation history from hire date through current employment.
- e. Tracks employee overtime hours and associated compensation within payroll processing.
- f. Supports paid-time-off (PTO) tracking and accrual calculations based on configurable policies (e.g., tenure, merit).
- g. Tracks pension and retirement-eligible wages and supports related calculations and reporting.
- h. Integrates with third-party benefits providers for health plan administration and related payroll deductions.

3. Utility Billing a. Budget/flat option for utility billing b. Customer deposits with interest accrual c. Estimated utility meter reading using prior period consumption, previous period averages d. Integration with utility meter reading systems (currently manual read through Itron, but City is in the process of procuring an automatic meter reading solution) e. Unlimited number of charges, fees, rates and penalties comprising customer utility bills

3. Utility Billing

- a. AccuFund Accounting Suite supports configurable billing structures, including budget/flat-rate billing options.
- b. Tracks customer deposits with the ability to calculate and apply interest accruals in accordance with policy.
- c. Supports estimated billing using prior consumption and historical averages when actual meter reads are unavailable.
- d. Integrates with third-party meter reading systems (e.g., Itron), with flexibility to support both manual and automated meter reading solutions.

e. Allows for a flexible and scalable rate structure, supporting unlimited charges, fees, rates, and penalties within customer utility bills.

4. General a. Drill-down functionality b. Export data to Excel and Adobe Acrobat (.csv, .xlsx, .pdf file formats) c. Features that generally promote a transition to paperless processes d. Five (5) years of historical data e. Internal document management with ability to attach documents to records e.g. general ledger line items, utility customers, vendors, etc. f. Printing functionality g. Updates to purchased software included in annual support fees h. Query/report builder

4. General

a. AccuFund Accounting Suite provides drill-down functionality from summary reports to detailed transaction-level data.

b. Supports exporting data to multiple formats, including .csv, .xlsx, and .pdf (compatible with Microsoft Excel and Adobe Acrobat).

c. Includes features that promote paperless operations, such as electronic workflows, document attachments, and digital reporting.

d. Supports multi-year data retention, with the ability to maintain and report on at least five (5) years of historical data.

e. Provides integrated document management, allowing users to attach and store documents at the transaction and master record level (e.g., GL entries, utility customers, vendors).

f. Offers flexible printing capabilities for reports, invoices, checks, and other system-generated documents.

g. Includes ongoing software updates and enhancements as part of the annual support and maintenance program.

h. Features an ad hoc query and report builder for user-defined reporting and data analysis.

Optional Modules

1. Community Development a. Code enforcement b. Construction and building inspections c. Licenses and permitting d. Planning and zoning

1. Community Development

AccuFund provides financial management and related administrative support for community development operations. While AccuFund is not a full-featured permitting, inspection, or land-use case management system, it does include specialized modules—**Permits and Inspections** and **Fees, Taxes, and Licenses**—that support key financial and tracking components of these processes. Full operational case management, GIS-based workflows, and field inspection functionality are typically handled through dedicated third-party community development systems with integration to AccuFund for financial processing and reporting.

a. Code Enforcement

AccuFund does not provide native code enforcement case management functionality (e.g., complaint intake, violation case workflows, or mobile field enforcement tools). However, through its **Fees, Taxes, and Licenses module**, the system supports the assessment, billing, and collection of fines and related charges associated with code enforcement activities. Financial transactions can be recorded, tracked, and reported within the general ledger, ensuring proper revenue recognition and auditability.

b. Construction and Building Inspections

AccuFund's **Permits and Inspections module** supports the financial and administrative tracking associated with permitting and inspection activities. While the system does not provide full inspection scheduling, mobile inspection tools, or field workflow management, it does allow organizations to associate inspection-related fees, deposits, and payments with permits and projects. Financial outcomes of inspections can be recorded and managed within the integrated accounting structure.

c. Licenses and Permitting

AccuFund's **Fees, Taxes, and Licenses module** supports the financial administration of licensing and permitting processes, including fee calculation, billing, invoicing, and payment processing. The system enables organizations to manage revenue associated with licenses and permits and maintain financial records tied to issuance and renewal activities. However, AccuFund does not function as a full permitting system and does not provide application intake, workflow routing, or permit issuance processing.

d. Planning and Zoning

AccuFund does not provide native planning and zoning case management, application review workflows, or land-use decisioning functionality. These processes are typically managed in specialized community development systems. AccuFund supports the associated financial components, including application fees, administrative charges, and related revenue tracking through its core financial system and **Fees, Taxes, and Licenses module**, ensuring proper accounting, reporting, and audit control.

2. Financial Management a. Asset management b. Budgeting c. Forecasting d. Performance management

2. Financial Management

a. AccuFund Accounting Suite includes Fixed Assets functionality to track, manage, and

- depreciate capital assets with full audit history and reporting.
- b. Provides comprehensive budgeting capabilities, including multi-year budgets, departmental input, and fund-level control.
- c. Supports financial forecasting through budget-to-actual analysis, trend reporting, and exportable data for advanced scenario planning.
- d. Enables performance management through configurable financial reports, dashboards, and key metric tracking across funds, departments, and account segments.

3. Human Resource Administration a. Employee self-service portal b. Job posting and applicant tracking

3. Human Resource Administration

AccuFund provides core Human Resource Administration functionality focused on employee access to key HR and payroll-related information, with additional capabilities available through a partnered HRIS solution for expanded HR needs.

a. Employee Self-Service Portal

AccuFund includes an employee self-service portal that allows employees to securely access and manage their personal and employment-related information. Through the portal, employees can view pay history, tax documents, and benefits-related information, as well as review leave balances and submit certain employee service requests electronically. This functionality reduces administrative burden on HR staff, improves data accuracy, and provides employees with convenient, real-time access to essential HR information.

b. Job Posting and Applicant Tracking

AccuFund's standard HR capabilities do not include native job posting or applicant tracking functionality. However, these capabilities are fully supported through a strategic business partnership with **HR Cloud**, which provides a comprehensive Human Resource Information System (HRIS) solution. HR Cloud delivers a full suite of HR functionality, including Applicant Tracking System (ATS), job posting, benefits administration, performance management, and end-to-end employee onboarding workflows. This integrated approach enables organizations to extend beyond core HR administration and support the full employee lifecycle from recruitment through onboarding and ongoing performance management.



Optional Features

1. Community Development a. Work order generation for field employees

1. Community Development

a. Work Order Generation for Field Employees

AccuFund supports efficient work order creation and management functionality to assist community development and field operations staff in tracking, assigning, and completing service-related tasks. The system enables users to generate work orders directly within the platform, capturing relevant details such as location, description of work, priority level, assigned personnel, and required completion timelines.

Work orders can be routed electronically to field employees or departments based on configurable workflows, ensuring timely assignment and accountability. Field staff can update status, record time and materials, and document completion details in real time, improving visibility and operational coordination. The system also maintains a full audit trail of all work order activity, supporting reporting, performance tracking, and historical analysis of community development activities.

2. Financial Management a. Electronic payment option for all standard charges, fees, and penalties b. Invoice tracking, including notifications on past due invoices and auto-generated customer notices and bills

2. Financial Management

AccuFund provides a comprehensive financial management platform designed to streamline billing, payment processing, and customer account visibility while improving efficiency and reducing manual effort.

a. Electronic Payment Options

AccuFund supports secure electronic payment processing for all standard charges, fees, and penalties. The system integrates with leading payment gateways to enable multiple payment methods, including ACH, credit and debit cards, and other electronic payment options. Payments are automatically posted to the appropriate customer accounts and reflected in real time within the financial system. The solution supports automated reconciliation to the general ledger, configurable convenience fees, and full compliance with PCI security standards, ensuring secure and efficient transactions.

b. Invoice Tracking and Notifications

The platform provides full invoice lifecycle tracking, giving staff and customers real-time visibility into invoice status, balances, and payment history. Built-in aging reports and dashboards support proactive account management and collections oversight. The system includes automated billing workflows that generate and distribute invoices, statements, and customer notices through email, print, and/or self-service portals. Configurable notification rules enable automated reminders for past due invoices, escalation sequencing, and customer communication tracking, improving collections efficiency and reducing delinquency rates.

3. General a. 10 years of historical data b. Customizable dashboards c. Data visualization tools d. Excel-based query/report builder

3. General

AccuFund provides robust general system capabilities designed to support long-term data retention, flexible reporting, and advanced analytics to meet the operational and decision-making needs of public sector organizations.

a. 10 Years of Historical Data

AccuFund is capable of supporting up to 10 years of historical financial and operational data. However, in practice, organizations often consider the time, cost, and system performance implications associated with maintaining full detailed transaction history within the live environment. As a result, many entities choose a hybrid approach in which detailed legacy data is archived or stored separately, while key financial history is retained in-system through summarized or trial balance-level detail. This approach preserves long-term financial visibility while optimizing system performance, storage efficiency, and implementation cost.

b. Customizable Dashboards

AccuFund includes configurable dashboards that allow users to tailor views based on role, department, or functional responsibility. Dashboards can display key performance indicators (KPIs), financial summaries, workload metrics, and real-time system data, enabling users to quickly assess organizational performance and prioritize activities.

c. Data Visualization Tools

The platform offers built-in data visualization capabilities that transform financial and operational data into intuitive charts, graphs, and graphical summaries. These tools support trend analysis, comparative reporting, and exception identification, helping users better interpret complex datasets and make informed decisions.

d. Excel-Based Query/Report Builder

AccuFund provides flexible reporting tools, including Excel-based query and report-building functionality. Users can create, customize, and export reports using familiar spreadsheet interfaces, enabling advanced data manipulation, ad hoc analysis, and seamless integration into existing workflows. Reports can be saved, shared, and scheduled for automated delivery to support ongoing operational and compliance needs.

Quote for: Sterling, KS (RFP Required Modules)

**Monthly Online Standard Edition -
Anywhere**

	Qty.	Monthly	Annual
	Block of up		
AccuFund Anywhere Core	to 5 Users	\$445	\$5,340
Court Management	1	\$638	\$7,650
Cemetary Solution (A/R with Site Locations & Automations Workbench)	1	\$135	\$1,620
Utility Billing	1	\$125	\$1,500
Pay Portal (Included with Core)	1	n/a	\$0
Payroll with HR Suite	1	\$125	\$1,500
	Up to 50		
Employee Portal	Employees	\$60	\$720
Time Entry (ability to submit electronic time sheets through Employee Portal)	1	\$60	\$720
Self Service (Ability to see employee payroll information on the Employee Web Portal)	1	\$60	\$720
Total AccuFund Software Components		\$1,648	\$19,770
AccuFund Maintainence, Enhancements & Support (Included)			\$0
*Total Annual Software Cost			\$19,770

***The online terms of service will be provided by AccuFund and are listed on the web website. All online services are billed on a quarterly basis. The initial billing will be for 3-6 months to prorate to the next full calendar quarter. To provide cost certainty we have capped any annual price increase at 3% on contracts between 3-5 years**

Implementation Estimate- Sterling, KS

Setup, Training, and Implementation Estimate	Hours	Estimated Cost
Implementation Planning	8	\$1,400
**Data Conversion/Import - 5 years of GL detail	50	\$8,750
Core System	20	\$3,500
Court Management	57	\$11,400

Cemetary Solution (A/R with Sites & Automations Workbench	10	\$1,750
Utility Billing	40	\$7,000
Pay Portal	6	\$1,050
Payroll & HR	30	\$5,250
Employee Portal with Access Module, Time Entry Self Service	8	\$1,400
****Total Implementation Estimate	229	\$41,500

****The data conversion estimate assumes that the client will assist in preparing the data for import in the templates provided by AccuFund. Variables such as data integrity, the number of years being imported, the complexity of the data mapping due to changes in the chart of accounts, and the amount of assistance with data preparation can greatly impact the time required to complete data conversion and import. The cost above is an approximate estimate based on preliminary information shared. Additional data can be brought into AccuFund at a cost of \$200 per hour.**

*****Any additional time needed to configure, map fields and setup integrations or calculations utilizing Automations Workbench would be billed out at a cost of \$200 per hour**

******Please note this proposal is an estimate based on the initial needs analysis and is valid for 90 days. Implementation is not to exceed the above hours/cost unless a change order is agreed upon due to specific circumstances. During implementation, the client and AccuFund's professional services team will have access to the software to design, configure, and train users. During this time period for a period of 90 days the subscription fees will be reduced by 50%.**

Quote for: Sterling, KS (RFP Optional Modules)

Additional Modules Reviewed

Monthly Online Standard Edition-

Anywhere	Qty.	Monthly	Annual
Fixed Assets	1	\$60	\$720
Work Orders	1	\$60	\$720
Budget Development Module	1	\$60	\$720
Fees, Taxes, and Licenses	1	\$75	\$900
Permits & Inspections	1	\$75	\$900

***Implementation Estimate	Hours	Estimated Cost
Setup, data import, and Training- Fixed Assets	6	\$1,200
Setup & Training Work Orders	4	\$800
Setup & Training Budget Development Module	8	\$1,600
Setup & Training Fees, Taxes and Licenses	10	\$2,000
Setup & Trainig Permits & Inspections	10	\$2,000

*****Please note this proposal is an estimate based on the initial needs analysis and is valid for 90 days. Implementation is not to exceed the above hours/cost unless a change order is agreed upon due to specific circumstances. During implementation, the client and AccuFund's professional services team will have access to the software to design, configure, and train users. During this time period for a period of 90 days the subscription fees will be reduced by 50%.**

Concourse

Financial Management and ERP Software

RFP-2026-001

City of Sterling, Kansas

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April 2026

Dear Evaluation Committee,

We are pleased to submit this proposal on behalf of Concourse Tech Inc. Thank you for the opportunity to be considered by City of Sterling, Kansas.

Sterling's move off a locally-hosted SimpleCity system into a modern, cloud-native ERP is exactly the kind of transition Concourse is built to deliver, and we have read your RFP closely: five required modules (Cemetery, Court Management with Conviction Reporting, Financial Management, HR/Payroll with KPERS tracking, and Utility Billing with Itron integration), a target go-live aligned to your January 1 fiscal year, and a preference to grow into optional modules like Community Development and Budgeting as resources allow. We have structured this proposal, our pricing, and our implementation plan around those specific realities, not a generic municipal ERP template.

Concourse's platform is cloud-native on AWS GovCloud, API-first, and purpose-built for public sector operations, with a multi-protocol migration engine that handles SimpleCity exports via API, SFTP, and direct database extracts. Our pricing is deliberately structured as a single all-inclusive annual subscription: every required module, every optional module, SimpleCity data migration, Itron integration, training, and ongoing support are bundled, with no separate implementation fee and a price locked flat across the full initial term and both renewal years.

Our awarded project with the Town of Windsor, Colorado delivers court case management with automated DMV conviction reporting and ERP integration, a direct match for Sterling's court module requirements, and our awarded project with Snyderville Basin replaces a legacy financial system with cloud fund accounting, payroll integration, and state reporting, directly analogous to your SimpleCity replacement. We look forward to partnering with the City of Sterling.

Sincerely,

A handwritten signature in black ink that reads "Thomas Smyth". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Thomas Smyth

Chief Executive Officer, Concourse Tech Inc.

Executive Summary

The City of Sterling has a clear objective: retire the aging, locally-hosted SimpleCity Accounting System and move to a modern, cloud-based ERP that preserves everything your four administrative users rely on today while creating room to grow into community development, budgeting, asset management, and other modules as resources allow. Concourse's platform delivers exactly that, configured around Sterling's existing chart of accounts (fund, department, account), your electric/water/wastewater utility operations, your KPERS pension reporting, your municipal court with conviction reporting, and your cemetery records.

Our proposal is structured to directly address the three things Sterling told us matter most: functional coverage of all five required modules, a price that fits a \$1.4M General Fund, and a path to January 1, 2027 go-live. Concourse provides all required modules, all required features, and every optional module and feature listed in the RFP, bundled into a single annual subscription of \$24,000 with no separate implementation fee, no data migration charge, and no per-user license cap as your workforce grows.

Key Highlights

- **Total Functional Coverage** All 5 required modules, all required features, and all optional modules/features included
- **All-Inclusive Annual Price** \$24,000/year, flat across the 3-year initial term and both 1-year renewal options
- **No Separate Implementation Fee** SimpleCity data migration, Itron integration, training, and support are included
- **January 1, 2027 Go-Live** 18-week implementation, deliberately paced for a clean fiscal year cutover
- **Unlimited User Licensing** Grow from your current 4 users to the full 27-FTE organization without added fees
- **Cloud-Native on AWS GovCloud** SOC 2 Type II certified, TX-RAMP Level 1, AES-256 at rest, TLS 1.2+ in transit

Statement of Understanding

Concourse understands that the City of Sterling is replacing an older, locally-hosted version of gWorks SimpleCity Accounting System with a modern, cloud-based financial management and ERP platform. We commit to delivering a solution that covers the full current scope of SimpleCity usage (Accounts Payable, Bank Reconciliation, Cemetery, Court Management, General Ledger, Payroll, Receipt Management, and Utility Billing) and provides Sterling the flexibility to integrate additional processes (Asset Management, Budgeting, Community Development, and Forecasting) as staff and budget allow.

Sterling's context is specific and shapes our approach. You are a home-rule municipality of 2,248 residents with 27 FTEs, governed by a five-member Commission with a City Manager. You own and operate electric, water, and wastewater utilities. You have four current licensed users who are your primary administrative staff, and you want licensing flexibility as the organization grows. You prefer a January 1 fiscal-year cutover, and you are budget-conscious: the RFP explicitly ties leveraging additional functionality to resource and budget availability.

What We Heard Between the Lines

Beyond the explicit requirements, Sterling is describing a transition that carries several practical risks no RFP line item can fully capture. Concourse has delivered enough municipal ERP replacements to know where the hard parts actually live:

- **Data migration integrity:** SimpleCity contains years of AP history, vendor records, utility customer accounts with deposits and consumption history, payroll records, court dockets, and cemetery plots. A migration that loses fidelity on any of this creates operational pain for months after go-live.
- **Chart of accounts preservation:** Sterling's fund/department/account structure is core to how your financial reports are understood. Any new system must respect that structure, not force a reorganization.
- **KPERS and Kansas-specific reporting:** Kansas municipalities have particular pension (KPERS) and state reporting obligations that off-the-shelf ERPs often handle poorly. Getting pension wage tracking and actuarial reporting right is non-negotiable.

- Utility billing continuity: You are mid-transition from manual Itron meter reads to an automatic meter reading (AMR) solution. The ERP needs to work with your current Itron workflow and be ready to integrate with whichever AMR system you select.
- Year-end/year-begin cutover: A January 1 go-live is operationally elegant but unforgiving. Miss it and you either push six months or manage a mid-year cutover that complicates financial reporting.
- Small-team change management: With four primary users, training and adoption are not a question of scale, they are a question of individual confidence. Every user matters.

Our commitment to Sterling is straightforward. Concourse will deliver a solution that covers every required module and feature listed in Section IV, preserves your operational continuity through careful SimpleCity migration, meets the January 1, 2027 fiscal-year go-live target, and does all of this at a price that fits within Sterling's budget parameters with room to activate optional modules without renegotiation.

Scope of Services: Functional Coverage

This section maps Concourse's platform against every required and optional module and feature listed in RFP Section IV. All items below are included in the single annual subscription.

Required Modules

REQUIRED MODULE	CONCOURSE COVERAGE
Cemetery	Full module: plot management, interment records, ownership transfers, genealogy search, map integration, document attachments for deeds and contracts.
Court Management (with Conviction Reporting)	Full module: case tracking, docket scheduling, fine/fee assessment, payment processing, document management, and automated conviction reporting to the Kansas Department of Revenue Division of Vehicles. Proven in our awarded project with the Town of Windsor, Colorado.

Financial Management: AP, Bank Rec, Contract/Vendor, GL, Receipt Management	Full module: multi-fund general ledger, accounts payable with P-card support, bank reconciliation with imported statements, vendor/contract management with renewal tracking, integrated cash receipts.
HR Administration: Employee/position history, Payroll	Full module: position control, compensation history from hire date, direct deposit, tax filing, overtime tracking, PTO accrual, KPERS pension wage tracking and actuarial reporting, third-party health benefits administration.
Utility Billing (ACH, electronic billing, self-service portal)	Full module: electric, water, and wastewater billing on one platform, unlimited rate structures, customer deposits with interest accrual, ACH and card payments, electronic delivery, full self-service resident portal, Itron integration and AMR-ready.

Required Features Compliance Matrix

REQUIRED FEATURE	INCLUDED
Budget authority entry with multi-fund expense coding in same department	Yes
P-card payment support	Yes
Accounts receivable write-off	Yes
ACH payments	Yes
Budget-check verifications on all expenditures	Yes
Cash receipts integrated with GL and bank reconciliation	Yes
Cash register functionality	Yes

Financial reports (prior-year actuals, current budget, YTD actuals)	Yes
Dashboards/reports by fund, department, account segments	Yes
Pension info suitable for actuarial submission (KPERS)	Yes
Base pay tracked separately from incentives, longevity, overtime	Yes
Direct deposit for payroll	Yes
Employee compensation history from hire date	Yes
Overtime time and compensation tracking	Yes
PTO tracking and calculations (merit, longevity, etc.)	Yes
Pension and retirement wage tracking and calculations	Yes
Third-party health plan benefits management	Yes
Budget/flat utility billing option	Yes
Customer deposits with interest accrual	Yes
Estimated meter reads from prior period consumption/averages	Yes
Itron integration (current) and AMR-ready	Yes
Unlimited charges, fees, rates, and penalties on utility bills	Yes
Drill-down functionality	Yes
Export to .csv, .xlsx, .pdf	Yes
Paperless process features (e-approvals, e-signatures, doc mgmt)	Yes

5 years of historical data retained	Yes (10 years available)
Internal document management (attach docs to GL, customers, vendors)	Yes
Printing functionality	Yes
Software updates included in annual fees	Yes
Query/report builder	Yes

Optional Modules and Features (All Included)

Every optional module and feature listed in RFP Section IV is included in the annual subscription at no additional cost. Sterling can activate any of these on your own timeline without contract renegotiation.

- Community Development** Code enforcement, building inspections, licenses and permitting, planning and zoning, work order generation for field employees
- Financial Management Optional** Asset management, budgeting, forecasting, performance management, electronic payment for all standard fees, invoice tracking with past-due notifications
- HR Optional** Employee self-service portal, job posting and applicant tracking
- General Optional** 10 years of historical data, customizable dashboards, data visualization tools, Excel-based query/report builder

Why We Include Every Optional Module

- Sterling's RFP is explicit that activating optional functionality depends on resources and annual budget. Rather than force you into a module-by-module pricing conversation every time you want to turn something on, Concourse includes everything up front. You decide the pace; the platform is ready when you are.

Technical Approach

Concourse's platform is cloud-native, deployed on AWS GovCloud (US), and built API-first. The architecture is modular: each module (Financials, Utility Billing, Payroll, Court, Cemetery, Community Development) is a configurable component on a unified data model, which means Sterling's data stays consistent across modules and drill-down works across the full platform.

Hosting, Security, and Reliability

- **Cloud Hosting** AWS GovCloud (US), FedRAMP High authorized at the infrastructure layer
- **Access Control** Role-based access, SSO-capable (SAML/OIDC), multi-factor authentication available
- **Compliance Posture** Concourse is SOC 2 Type II certified and TX-RAMP (Level 1) certified
- **Availability Design** High-availability architecture with automated backups and disaster recovery
- **Encryption** AES-256 at rest, TLS 1.2+ in transit
- **Audit Trail** Full system audit logging for financial transactions, user actions, and data changes

SimpleCity Data Migration

We approach the migration from SimpleCity as the single highest-risk element of the implementation and we treat it that way. Our multi-protocol migration engine handles SimpleCity exports via API, SFTP, CSV, and direct database extracts, depending on what SimpleCity and gWorks will provide. Our standard migration scope from SimpleCity includes:

- General Ledger: full chart of accounts preserving Sterling's fund/department/account segments, five years of transaction history
- Accounts Payable: vendor master, open invoices, historical payments, 1099 history
- Bank Reconciliation: historical reconciliations and cleared transaction records
- Payroll: employee master, compensation history from hire date, YTD balances, pension wage history
- Utility Billing: customer master, service locations, deposits with accrued interest, consumption history, billing history, open balances
- Receipt Management: historical cash receipts tied to GL accounts
- Court Management: open and historical cases, docket records, payment history, conviction records
- Cemetery: plot records, interment history, ownership, deed documents

Itron and AMR Integration

Sterling currently reads meters manually through Itron and is procuring an AMR solution. Concourse integrates with Itron via standard file-based exchange in the current workflow. When Sterling selects an AMR vendor, Concourse will integrate via the AMR system's available APIs or file-exchange methods at no additional cost. We have delivered a comparable multi-utility (electric, water, steam) metering and billing platform for Iowa State University.

Integrations and Extensibility

Beyond meter reading, Concourse supports integration with payment processors (for ACH and card processing), banking systems (for positive pay and bank reconciliation imports), state reporting endpoints (including Kansas Department of Revenue for court conviction reporting and KPERS for pension reporting), and third-party benefits providers. All integrations use documented APIs, SFTP, or webhook patterns depending on the target system's capabilities.

Implementation Process and Timeline

Based on the RFP schedule (contract award June 15, 2026) and Sterling's stated preference to go live at the beginning of the fiscal year on January 1, we propose an 18-week structured implementation targeting a January 1, 2027 go-live. The schedule below uses the extra weeks

between a typical 18-week completion and January 1 for additional parallel testing, month-end close validation, and user confidence-building, ensuring a clean fiscal-year cutover.

PHASE	WEEKS	KEY DELIVERABLES
1. Discovery & Planning	Weeks 1-3 (Jul)	Kickoff with City Manager and admin staff; requirements confirmation across all 5 required modules; SimpleCity data audit and migration plan; chart of accounts review; Itron integration planning; project plan and cadence
2. Configuration & Data Migration	Weeks 4-11 (Jul-Sep)	All 5 required modules configured; KPERS pension setup; utility billing rate structures for electric/water/wastewater; court conviction reporting to KDOR; 5 years of historical data migrated from SimpleCity; Itron integration live; optional modules activated per City selection
3. Testing & Validation	Weeks 12-14 (Oct)	Parallel running with SimpleCity; User Acceptance Testing with all 4 admin users; financial report validation; payroll test runs with pension calculations; full utility billing test cycle; issue resolution
4. Training & Go-Live Prep	Weeks 15-17 (Oct-Nov)	Role-based training for all licensed users; administrator training; documentation and quick-reference guides; final data migration and cutover plan; go-live readiness review
5. Buffer & Cutover Prep	Weeks 18+ (Nov-Dec)	Extended parallel testing through December month-end and year-end close in SimpleCity; final cutover rehearsal; January 1 cutover plan finalized
6. Go-Live & Hypercare	January 1, 2027 +30 days	Production cutover on January 1, 2027; 30-day hypercare with daily check-ins; first month-end close support; transition to standard support

Risks and Mitigation

Every ERP replacement of this scope carries real risks. Naming them and planning for them up front is how we protect the January 1 target.

RISK	LIKELIHOOD	MITIGATION
SimpleCity data export fidelity (legacy locally-hosted version may have limited export tooling)	Medium	Early SimpleCity data audit in Weeks 1-3; multi-protocol migration engine supports API, SFTP, CSV, and direct DB extracts; validation checkpoints after each migration pass
Chart of accounts translation errors affecting financial reports	Medium	Dedicated chart-of-accounts review session; test report runs (prior-year actuals, YTD, budget) against SimpleCity output before sign-off
KPERS pension wage calculations not matching legacy outputs	Medium	Parallel payroll runs for 2-3 cycles before cutover; direct validation against SimpleCity pension reports
AMR vendor selection delayed or changed mid-implementation	Medium	Current Itron workflow remains functional; AMR integration built post-go-live via platform's standard integration engine at no cost
User adoption friction with a 4-person admin team where each user matters	Low-Medium	Role-based training scheduled per user; hypercare with daily check-ins for first 30 days; named support contact
January 1 cutover slip forcing mid-year go-live	Low	18-week plan completes by mid-November, leaving 6+ weeks of buffer for parallel testing and year-end close rehearsal in SimpleCity

Ongoing Support Methodology

- Named customer success contact for Sterling for the duration of the contract
- Support ticketing with response targets tiered by severity (critical, high, normal)
- Regular platform updates included in the annual subscription with no separate upgrade fees
- Quarterly check-ins with Sterling's administrative team to review usage, surface issues, and plan optional module activations
- Year-end and year-begin support including close assistance and new-year setup

Pricing

Concourse's pricing for the City of Sterling is a single, all-inclusive annual subscription of \$24,000. All required modules, all optional modules, all required and optional features, implementation, SimpleCity data migration, Itron integration, training, support, and software updates are bundled into this single line item. There is no separate implementation fee and no per-user license cap.

LINE ITEM	ANNUAL COST
Cemetery Module	Included
Court Management Module (with Conviction Reporting)	Included
Financial Management Module (AP, Bank Rec, Contract/Vendor, GL, Receipts)	Included
HR Administration Module (Employee/position history, Payroll, KPERS)	Included
Utility Billing Module (ACH, electronic billing, self-service portal)	Included
All Required Features (Financial, HR, Utility Billing, General)	Included
Optional: Community Development (Code, Inspections, Permits, Planning/Zoning)	Included
Optional: Asset Management, Budgeting, Forecasting, Performance Management	Included

Optional: Employee Self-Service, Job Posting and Applicant Tracking	Included
Optional: Work Orders, Electronic Payments, Invoice Tracking	Included
Optional: 10 Years Historical Data, Customizable Dashboards, Data Viz, Excel Report Builder	Included
Implementation and Project Management	Included
SimpleCity Data Migration (5 years historical data)	Included
Training (all users, unlimited sessions)	Included
Itron Integration and Future AMR Integration	Included
Ongoing Support, Software Updates, and Hypercare	Included
Unlimited User Licenses	Included
Annual Software License (all-inclusive)	\$24,000/year

Multi-Year Cost Summary

CONTRACT YEAR	PERIOD	ANNUAL COST
Year 1	Initial Term	\$24,000
Year 2	Initial Term	\$24,000
Year 3	Initial Term	\$24,000
Year 4	Renewal Option 1	\$24,000

Year 5	Renewal Option 2	\$24,000
5-Year Total	Full Potential Term	\$120,000

Payment Terms

- Annual subscription of \$24,000 invoiced at contract execution and on each anniversary. Net 30 days. No payment required until contract signing. No separate implementation invoices. Price is locked flat across the full 5-year potential term (3-year initial plus two 1-year renewals), with no annual escalation.

\$24K	\$0	1.7%	5 yrs
ALL-INCLUSIVE ANNUAL SUBSCRIPTION	SEPARATE IMPLEMENTATION FEE	OF STERLING'S GENERAL FUND	PRICE LOCKED FLAT

Evidence of Insurance and Contracting

Concourse maintains the insurance coverages typically required for public sector software contracts, including commercial general liability, professional liability (errors and omissions), cyber liability, and workers' compensation. Certificates of Insurance naming the City of Sterling as an additional insured (where applicable) will be provided upon contract award or earlier upon request.

Concourse can execute the proposed 3-year initial contract with two 1-year renewal options, can support virtual interviews over Microsoft Teams during the RFP review period, and is prepared to begin Discovery and Planning immediately upon contract award on or around June 15, 2026 to support a January 1, 2027 go-live.

Concourse's Approach

Purpose-built for the public sector. Modern architecture. Flexible configuration.

Concourse is a technology company built exclusively to serve government agencies, school districts, and public institutions. Our platform is cloud-native, modular, and API-first, delivering the same level of innovation and customer service the private sector expects to the public sector organizations that need it most.

<p>Purpose-Built for Government</p> <p>Concourse exists to serve the public sector. Every product decision, compliance investment, and support process is built around the realities of government procurement, security requirements, and stakeholder complexity.</p>	<p>Modern Architecture</p> <p>Our platform is built on a cloud-native stack (containerized services, infrastructure-as-code, CI/CD-driven releases). This means faster deployments, easier integrations, and a system that scales with your organization.</p>	<p>Cloud-Native on AWS GovCloud</p> <p>Hosted on AWS GovCloud with FedRAMP-authorized hosting available, our platform provides enterprise-grade security, high availability, and elastic scaling without the overhead of on-premises hardware. Multi-AZ deployment with automated failover is available for deployments that require it.</p>
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<p>API-First & Modular Architecture</p> <p>Every component is built as an independent, reusable module with well-documented APIs. This allows flexible customization, straightforward integration with existing systems, and the ability to extend functionality over time.</p>	<p>Multi-Protocol Integration Engine</p> <p>Concourse supports API-first integration, SFTP, RPA, and on-premises connectivity through Concourse Bridge. Our team has dozens of prebuilt connectors for legacy public sector platforms, reducing integration risk and timeline.</p>	<p>Rapid Implementation</p> <p>We deliver a functioning system early in the implementation process based on direct stakeholder feedback. You see your specific version in a fully operational context early and often, not just at the end.</p>
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How We Work With You

- We undertake a collaborative discovery process to ensure we are configuring our system to meet your exact needs.
- You will have a dedicated project team working closely with you throughout delivery, and a dedicated account manager post-delivery to ensure ongoing improvements and questions are quickly addressed.
- We deliver a functioning system early in the implementation process, incorporating your feedback so the final product reflects your team's priorities.
- We integrate directly with your team's communication channels (such as Microsoft Teams) to facilitate faster feedback and more transparent collaboration.
- Change requests and scope adjustments are welcomed. We discuss openly to ensure we are always aligned with your evolving needs.

Training & Enablement

Training that gets every user productive before go-live and keeps them current year after year.

Concourse treats training and enablement as a first-class deliverable, not an afterthought. Every engagement includes a structured training program tailored to your staff's roles, delivered in Phase 4 of the implementation and reinforced through ongoing refreshers included in the Annual License.

<p>Role-Based Training Curriculum</p> <p>Administrators, power users, and end users each get a tailored track aligned to their day-to-day tasks. Curriculum is built from your actual configured workflows, not generic product demos.</p>	<p>Live + On-Demand Delivery</p> <p>Instructor-led sessions (virtual or onsite) are paired with recorded videos and step-by-step job aids, so staff can learn in the moment and revisit material as needed after go-live.</p>	<p>Training Environment & Sample Data</p> <p>A dedicated sandbox preloaded with realistic sample data lets staff practice before go-live without risking production records. The sandbox remains available post-launch for new-hire onboarding.</p>
<p>Train-the-Trainer & Long-Tail Support</p> <p>We certify internal champions, provide an LMS-ready knowledge base, and include refresher sessions during hypercare and annually thereafter.</p>		

Training Deliverables Included in Every Engagement:

- Training plan and schedule delivered in Phase 1 Discovery and refined through Phase 3.
- Role-based user guides, administrator guides, and quick-reference job aids.

- Live training sessions during Phase 4, plus go-live support and 30-day hypercare.
- Initial training, ongoing training refreshers and new-hire onboarding materials included in the Annual License at no additional cost.

Tailored to This Engagement:

- Training delivered virtually over Microsoft Teams to accommodate Sterling's four primary users and any additional staff added during or after implementation
- Role-based sessions tailored to Finance, Utility Billing, Payroll/HR, Court Clerk, and Cemetery functions, plus an administrator track for system configuration

Your Project Team

Concourse assigns a dedicated project team with defined roles and responsibilities to every engagement. Each member below has a specific function on your project, bringing relevant public sector delivery experience.

	<p>Thomas Smyth Founder & CEO Yale University, B.A. • 15+ Years in Software & GovTech</p> <p>Thomas is the founder and CEO of Concourse. He has led technology delivery across Concourse's 450+ public-sector clients, including state agencies, municipalities, higher education institutions, and K-12 school districts. Prior to Concourse, Thomas was the founder of Trim, a personal finance application that saved Americans more than \$100M on their bills. Thomas oversees overall client relationship strategy, executive stakeholder alignment, and delivery accountability at Concourse.</p>
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<p>Rapolas Binkys Lead Staff Engineer & Technical Architect Brown University, B.S. • 11+ Years as Founder, Consultant, Engineer • Full-Stack Architecture & AI</p> <p>Rapolas serves as Lead Engineer and Technical Architect, owning the full product lifecycle from requirements through production deployment. With 11+ years as an engineer, founder, and technical consultant, he has shipped production systems for dozens of public sector clients. He specializes in cloud-native architecture, API-first integration design, and AI-driven</p>	
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workflow automation. Rapolas coordinates Concourse's broader engineering team for technical delivery, system performance, and security compliance.



Emilia Cabrera

Senior Product Designer & UX Lead

Harvard University, B.S. (CS) • Product Management • Accessibility & User Research

Emilia serves as Product Designer and UX Lead, responsible for user experience design, interface prototyping, and accessibility compliance. A Harvard CS graduate with honors, she previously shipped user-facing products at leading technology companies, specializing in education and accessibility-focused platforms. At Concourse, she runs weekly design reviews with agency stakeholders, produces interactive designs for feedback cycles, and ensures all interfaces meet WCAG 2.1 AA accessibility standards.

Jacqueline Moss

Product and Data Management Lead

Harvard University, B.A. • Guidehouse (Technology Consulting) • Discovery & Requirements Analysis

Jacqueline serves as Business Analyst and Requirements Lead, owning the discovery process and translating agency workflows into technical specifications. Previously a technology consultant at Guidehouse, she supported complex government engagements spanning requirements analysis, stakeholder coordination, and implementation planning for defense and civilian agencies. At Concourse, she leads discovery workshops, documents functional requirements, and ensures solutions are grounded in real agency operations.



Varun Char

Head of Strategic Initiatives & Product

Yale Law School, J.D.; Columbia, B.A. • McKinsey & Company • Metropolitan Transportation Authority

Varun Char is a strategy and operations leader with over a decade of experience driving improvements in large organizations and government agencies. Most recently Director of Strategic Initiatives at the MTA, he led large-scale operational and technology programs for one of the nation's largest transit authorities. Previously at McKinsey & Company, he advised public and private sector executives on strategy, operating model design, and implementation. Varun also serves as legal counsel in the US Army Reserves. Varun leads executive stakeholder alignment, change management, and initiative planning for Concourse engagements.

Mike Mumma

General Manager, Customer Success & Delivery Operations

Georgetown University, B.A. • 10+ Years in Tech & Consulting

Mike leads Customer Success and Delivery Operations, serving as the primary relationship lead for strategic accounts. With 10+ years in technology consulting and government policy, he has managed relationships with 20+ agencies across state, municipal, and education sectors. Previously a consultant focused on government technology adoption, he brings deep understanding of procurement workflows, compliance requirements, and post-deployment optimization. Mike ensures continuity from implementation through ongoing support and growth.



Ajay Menon

Lead, Project Management & Implementation

Duke University, B.S. • 6+ Years in Product & Delivery • 15+ Public Sector Implementations

Ajay serves as Project Manager and Implementation Lead, managing day-to-day delivery, milestone tracking, and stakeholder communication. With 6+ years in product strategy and technology deployments, he has led 15+ public sector implementations end-to-end. Previously at a technology advisory firm, he scoped and delivered enterprise solutions for government and education clients. Ajay manages sprint planning, UAT coordination, training schedules, and go-live readiness for each engagement.

Hannah Teo

Technical Application Specialist Manager

SMU, B.S. • Boston Consulting Group • Project Strategy & Roadmapping

Hannah serves as Application Specialist and Client Engagement lead, managing project strategy, configuration planning, and agency communication. Previously at Boston Consulting Group, she supported clients on growth strategy, operational design, and organizational transformation. She combines analytical rigor with an entrepreneurial mindset developed through founding her own venture. At Concourse, Hannah drives project roadmapping, feature prioritization, and end-user training coordination.



Kelsey Shaner

Contracting & Compliance Lead

8+ Years in Operations & GovTech • Previously FinTech Operations • Full Procurement Lifecycle

Kelsey serves as Contracting and Compliance Lead, managing the full procurement lifecycle from initial opportunity through contract award and ongoing compliance. With 8+ years in technology operations spanning FinTech and GovTech, she has managed dozens of government contracts and SLA compliance frameworks. At Concourse, she aligns

configuration, documentation, and reporting with agency requirements, ensuring contractual obligations are met throughout the engagement.

Our Advisors

Concourse is supported by a group of experienced advisors who bring deep domain expertise in government technology, procurement, and public sector operations.



Brenna Berman

Chief Information Officer, Chicago (Ret.)

Brenna served as Chicago's Chief Information Officer and Commissioner of the Department of Innovation and Technology, where she led city-wide data initiatives and smart infrastructure programs. She brings deep expertise in urban technology, open data, and public-private partnerships, and advises Concourse on scaling technology solutions for large municipal environments.

Greg Smith

Chief Procurement Officer, Nevada (Ret.); Chairman, NASPO ValuePoint (Ret.)

Greg served as Nevada's Chief Procurement Officer and chaired NASPO ValuePoint, the nation's largest cooperative purchasing program. He brings unmatched expertise in state procurement strategy, cooperative contracting, and vendor positioning across all 50 states.



Vern Jones

Chief Procurement Officer, Alaska (Ret.)

Vern served as Alaska's Chief Procurement Officer, overseeing statewide acquisition strategy and vendor management. He advises Concourse on procurement compliance, contract strategy, and navigating complex public sector acquisition processes.

David Gragan

Chief Procurement Officer, Texas, Indiana, District of Columbia and CFPB (Ret.); Chief Administrative Officer, NASPO

David brings decades of government procurement leadership, having served as Chief Procurement Officer for the District of Columbia, the State of Texas, Indiana, and the CFPB. A CPPO Fellow and National Academy of Public Administration Fellow, he advises Concourse on procurement compliance, contract strategy, and navigating complex public sector acquisition processes.





Rock Regan

Chief Information Officer, Connecticut; Public Sector Sales, Qlik, Precisely, Kronos

Rock served as Connecticut's Chief Information Officer, leading statewide IT strategy and digital transformation. With extensive public sector sales leadership at Qlik, Precisely, and Kronos, he advises Concourse on government market strategy, state-level technology partnerships, and building trusted relationships with public sector decision-makers.

Recent Awards & Implementations

- Oklahoma OMES
- Oklahoma Water Resources Board
- California Residential Mitigation Program
- City of Los Angeles
- Los Angeles County
- Redwood City
- City of Palo Alto Utilities
- Colorado HCPF
- Town of Windsor (CO)
- Denver RTD
- Washington Dept of Health
- Sound Transit (WA)
- Tennessee Dept of Treasury
- Owosso, Michigan
- City of Warren (MI)
- Oakland University (MI)
- State of Hawaii Judiciary
- SW Florida Water Management District
- Pinellas Suncoast Transit (FL)
- Texas State Technical College
- Houston-Galveston Area Council
- Ohio DAS
- Greater Cleveland RTA
- City of Portland (OR)
- University of Wyoming
- Princeton University
- Iowa State University
- Basin Recreation (UT)
- City of Mobile (AL)
- Olmsted County (MN)
- Guilford County Schools (NC)
- South Carolina DOT
- Maryland State Retirement Agency
- Ramsey County (MN)
- Dakota County (MN)
- Westmoreland County CC (PA)
- Newport, Arkansas
- Rides Mass Transit (IL)
- City of Saint Louis Parks

Government Technology Delivery Experience

Snyderville Basin Special Recreation District (Basin Recreation)

Park City, UT • Cloud-based Accounting Software

Our awarded project with Snyderville Basin Special Recreation District replaces their legacy Pelorus system with a cloud-based accounting platform featuring fund accounting, grant management, budget forecasting, AP/AR, payroll integration with Paylocity, Mindbody integration, and Utah state financial reporting compliance.

City of Warren

Warren, MI • Cloud-based Property Management Software

Our awarded project with the City of Warren, Michigan delivers a cloud-based property management platform for the Senior Housing Division with accounting and QuickBooks integration, a tenant portal supporting ACH, credit, and debit payments, automated billing, maintenance work orders, and mass communications.

Town of Windsor

Windsor, CO • Court Case Management System

Our awarded project with the Town of Windsor, Colorado delivers a cloud-based municipal court case management system with case tracking, docket scheduling, document handling, payment processing, automated DMV conviction reporting, and integrations with the Town's Records Management System and Springbrook ERP, plus a public portal for defendants.

City of Owosso

Owosso, MI • Community Engagement Platform

Our deployment for the City of Owosso, Michigan delivered a community engagement portal with map-based 311-style concern logging, citizen surveys, and staff triage workflows. The implementation was completed in under 60 days.

Iowa State University

Ames, IA • Utility Billing System

Our deployment for Iowa State University is a utility billing platform covering meter reading, consumption tracking, rate calculations, invoice generation, and payment processing for electricity, water, and steam across the university's facilities.

Customer References

Contact information for specific references is available upon request.

Company Information

Company Name	Concourse Tech Inc.
Contact Person	Kelsey Shaner, Contracting & Compliance Lead
Phone	(646) 305-9964
Email	sales@concoursetech.com

Address	169 Madison Ave, Suite 15520, New York, NY 10016
Trust Center	Relevant documentation (e.g., SOC 2 Type II audit report, TX-RAMP certification, VPAT, HECVAT) can be found on our Trust Center: https://trust.concoursetech.com
DUNS Number	119359641
CAGE Code	09E17

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/09/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AP Intego Insurance Group, LLC 1075 Main Street, Suite 220 Waltham, MA 02451	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: support@apintego.com		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A : Sequoia Insurance Company		NAIC # 22985
INSURED Concourse Tech Inc. 169 Madison Ave. Suite 15520 New York NY 10016	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

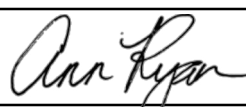
COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	QWC1506474	01/13/2026	01/13/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Proof of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

April 10, 2026

For Informational Purposes
169 MADISON AVE STE 15520
NEW YORK NY 10016-5101

Account Information:

Policy Holder Details :	Concourse Tech Inc
--------------------------------	---------------------------



Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AP INTEGRO INSURANCE GROUP LLC 76251051 PO BOX 31241 SALT LAKE CITY UT 84131	CONTACT NAME:	
	PHONE (888) 289-2939 (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Hartford Fire Insurance Company	NAIC# 19682
INSURED CONCOURSE TECH INC 169 MADISON AVE STE 15520 NEW YORK NY 10016-5101	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
A	Tech E&O - Retention Each Wrongful Act \$5,000			76TE0759967	04/10/2026	04/10/2027	Wrongful Act Aggregate Limit	\$5,000,000 \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
169 MADISON AVE STE 15520
NEW YORK NY 10016-5101

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Vouch Specialty Insurance Services, LLC 250 Montgomery Street, #650 San Francisco, CA 94104	CONTACT NAME: Travis Hedge PHONE (A/C No. Ext): (844) 488-6728 E-MAIL ADDRESS: COIs@vouch.us	FAX (A/C No.):	
	INSURER(S) AFFORDING COVERAGE INSURER A : State National Insurance Company		NAIC # 12831
INSURED Concourse Tech Inc. 153 W 27th St Ste 1101 New York, US-NY 10001	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 103

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	HDG.BOP.25.JNCX-NQN6	09-03-2025	09-03-2026	EACH OCCURRENCE \$4,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$ EXCLUDED GENERAL AGGREGATE \$8,000,000 PRODUCTS - COMP/OP AGG \$8,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			HDG.BOP.25.JNCX-NQN6	09-03-2025	09-03-2026	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	See Additional Remarks Schedule						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Businessowners Policy HDG.BOP.25.JNCX-NQN6 includes a waiver of subrogation for any person or organization that Concourse Tech Inc. enters into a written contract with and such contract requires the coverage provided by the endorsement (BP 04 97).

CERTIFICATE HOLDER**CANCELLATION**

Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)

04/10/2026

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS Vouch Specialty Insurance Services, LLC 250 Montgomery Street, #650 San Francisco, CA 94104		PHONE (A/C, No, Ext): (844) 488-6728	COMPANY NAME AND ADDRESS State National Insurance Company, Inc 1900 L Don Dodson Dr Bedford, TX 76021		NAIC NO: 12831
FAX (A/C, No):	E-MAIL ADDRESS: COIs@vouch.us		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH		
CODE:	SUB CODE:		POLICY TYPE Businessowners Policy		
AGENCY CUSTOMER ID #:		LOAN NUMBER		POLICY NUMBER HDG.BOP.25.JNCX-NQN6	
NAMED INSURED AND ADDRESS Concourse Tech Inc. 153 W 27th St Ste 1101 New York, US-NY 10001		EFFECTIVE DATE 09/03/2025	EXPIRATION DATE 09/03/2026	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
ADDITIONAL NAMED INSURED(S)		THIS REPLACES PRIOR EVIDENCE DATED:			

PROPERTY INFORMATION (ACORD 101 may be attached if more space is required) BUILDING OR BUSINESS PERSONAL PROPERTY

LOCATION / DESCRIPTION	153 W 27th St Ste 1101 New York, US-NY 10001
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.	

COVERAGE INFORMATION		PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/>	SPECIAL
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$ 10,000		DED: \$500				
<input checked="" type="checkbox"/> BUSINESS INCOME	<input type="checkbox"/> RENTAL VALUE	YES	NO	N/A	If YES, LIMIT: \$25,000 Actual Loss Sustained; # of months:	
BLANKET COVERAGE			<input checked="" type="checkbox"/>		If YES, indicate value(s) reported on property identified above: \$	
TERRORISM COVERAGE		<input checked="" type="checkbox"/>			Attach Disclosure Notice / DEC	
IS THERE A TERRORISM-SPECIFIC EXCLUSION?			<input checked="" type="checkbox"/>			
IS DOMESTIC TERRORISM EXCLUDED?			<input checked="" type="checkbox"/>			
LIMITED FUNGUS COVERAGE			<input checked="" type="checkbox"/>		If YES, LIMIT:	DED:
FUNGUS EXCLUSION (If "YES", specify organization's form used)			<input checked="" type="checkbox"/>			
REPLACEMENT COST		<input checked="" type="checkbox"/>				
AGREED VALUE			<input checked="" type="checkbox"/>			
COINSURANCE		<input checked="" type="checkbox"/>			If YES, 80%	
EQUIPMENT BREAKDOWN (If Applicable)			<input checked="" type="checkbox"/>		If YES, LIMIT:	DED:
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg				<input checked="" type="checkbox"/>	If YES, LIMIT:	DED:
- Demolition Costs				<input checked="" type="checkbox"/>	If YES, LIMIT:	DED:
- Incr. Cost of Construction				<input checked="" type="checkbox"/>	If YES, LIMIT:	DED:
EARTH MOVEMENT (If Applicable)			<input checked="" type="checkbox"/>		If YES, LIMIT:	DED:
FLOOD (If Applicable)			<input checked="" type="checkbox"/>		If YES, LIMIT:	DED:
WIND / HAIL INCL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Subject to Different Provisions:				<input checked="" type="checkbox"/>	If YES, LIMIT:	DED:
NAMED STORM INCL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Subject to Different Provisions:				<input checked="" type="checkbox"/>	If YES, LIMIT:	DED:
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS		<input checked="" type="checkbox"/>				

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

CONTRACT OF SALE	LENDER'S LOSS PAYABLE	<input type="checkbox"/>	LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
MORTGAGEE				
NAME AND ADDRESS Informational Purposes Only				AUTHORIZED REPRESENTATIVE

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City of Sterling

Financial Management / ERP Software

RFP-2026-001

Friday, May 1, 2026

[tylertech.com](https://www.tylertech.com)

John Hardin - Senior Account Executive

5519 53rd St., Lubbock, TX 79414

806-790-6622 | John.Hardin@tylertech.com

Restrictions on Disclosure

This response from Tyler Technologies, Inc. (“Tyler”) contains proprietary and confidential information, including security-related information and trade secrets belonging to Tyler or Tyler’s partners. Tyler is submitting this response on the express condition that the following portions will not be duplicated, disclosed, or otherwise made available, except for internal evaluation purposes:

- Security-related information, such as architectural diagrams, the content of SOC reports, security vendor names and other proprietary information that protects Tyler and government software, data and services from unauthorized access
- Response to the Functional Requirements, or “Checklist”
- Screen shots, if any

To the extent disclosure of those portions is requested or ordered, Tyler requires written notice of the request or order. If disclosure is subject to Tyler’s permission, Tyler will grant that permission in writing, in Tyler’s sole discretion. If disclosure is subject to a court or other legal order, Tyler will take whatever action Tyler deems necessary to protect its proprietary and confidential information and will assume all responsibility and liability associated with that action.

Tyler agrees that any portions not listed above and marked accordingly are to be made available for public disclosure, as required under applicable public records laws and procurement processes.

Trademarks Disclaimer

Because of the nature of this response, third-party hardware and software products may be mentioned by name. These names may be trademarked by the companies that manufacture the products. It is not Tyler’s intent to claim these names or trademarks as our own.

Friday, May 1, 2026



City of Sterling
Ian Hutcheson, City Manager
114 N. Broadway Avenue
Sterling, KS 67579

5519 53rd Street
Lubbock, TX 79414
P: 800.646.2633
F: 806.797.4849
www.tylertech.com

Dear Ian Hutcheson,

In response to City of Sterling's RFP for Financial Management / ERP Software, Tyler Technologies (Tyler) is pleased to propose our comprehensive ERP Pro solution.

Having thoroughly reviewed your RFP, we are confident that our 35 years of industry experience, our dedication to innovation, and our unwavering commitment to the success of our clients position us as the ideal partner for the City.

ERP Pro is a fully integrated ERP system designed to improve financial and personnel management, streamline utility billing, simplify community development and tax administration, and empower and engage your citizens. ERP Pro delivers everything your growing, local-level government needs to transform workflow, optimize transparency and constituent engagement, and increase productivity.

Tyler's Municipal Justice software transforms case management for municipal courts, driving efficiency, cutting costs, and elevating the entire court experience. With its intuitive and user-friendly interface, Municipal Justice simplifies everything from citation management to jury selection. Municipal Justice automates labor-intensive tasks like document processing and case updates, while seamlessly integrating payment processing and reporting for streamlined operations. Municipal Justice makes it easy for courts to manage payments, fines, and fees, ensuring full financial transparency. By eliminating paper and streamlining workflows, Municipal Justice enhances operational efficiency, boosts customer satisfaction, and ultimately saves valuable time and taxpayer dollars.

This proposal and cost schedule is valid and binding for 90 days following the RFP due date. Except as set forth in this proposal, this proposal can be released in part or in total as public information in accordance with the requirements of the laws covering same. Tyler Technologies authorizes the signatory of this letter to negotiate and bind Tyler Technologies to this response.

At Tyler, we possess a deep understanding of the public sector, and we are committed to addressing your unique needs. We aim to collaborate closely with the City to achieve your specific procedural, fiscal, and technological goals. We will leverage our industry expertise, innovative approach, and steadfast commitment to your organization's growth to deliver a solution that enhances operational efficiency and drives positive outcomes for your community.

If you have any questions, please feel free to contact:

John Hardin, Senior Account Executive
806-790-6622 - John.Hardin@tylertech.com
Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sean Marlow".

Sean Marlow
President – Municipal and Schools Division
Tyler Technologies, Inc.
Tax ID: 75-2303920

Table of Contents

Cover Sheet.....	2
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Scope of Services	15
Implementation Process	54
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Cover Sheet

Bidder contact information and person with binding authority to enter into contracts.

Bidder Contact Information

John Hardin
Senior Account Executive
P: 806-790-6622
E: John.Hardin@tylertech.com

Person with Binding Authority

Sean Marlow
President – Municipal and Schools Division
P: 888.355.1093
E: Sean.Marlow@tylertech.com

Company Profile

Highlight history, Bidder expertise and customer service approach relative to the city's scope of services and compliance with industry standards as evidenced by audits. Include the length of time the Bidder has provided the proposed services, number of clients, and location of office which would serve this account.

Tyler Technologies is a leading provider of integrated software and technology services exclusively for the public sector. Founded in 1966 and focused solely on local government since 1998, Tyler has more than 45,000 successful installations across over 13,000 client sites in all 50 states, Canada, the Caribbean, Australia, and other international locations. Tyler is a publicly traded company on the New York Stock Exchange (NYSE: TYL) and maintains a client retention rate of approximately 98 percent.

Tyler provides comprehensive, integrated solutions designed to meet the operational needs of local governments, including financial management, utility billing, human resources and payroll, court management, and community development. These solutions align directly with the City of Sterling's current use of financial and operational systems and support the City's goal of expanding into a more unified ERP platform. Tyler's scalable platform enables small municipalities to implement core functionality while maintaining the flexibility to expand into additional modules such as asset management, budgeting, forecasting, and permitting as needs evolve.

Tyler has decades of experience delivering ERP solutions to municipalities of similar size and complexity. Our solutions are designed to support organizations with limited staff and resources, providing intuitive workflows, automation of manual processes, and tools that promote efficiency and transparency. Tyler's integrated approach allows jurisdictions to consolidate systems, reduce redundancy, and improve data accessibility across departments.



Visualize



Analyze



Understand



Engage

Our Products

With decades of exclusive public sector experience, Tyler is the market leader providing integrated software and services. Subject matter experts and in-depth products result in a sustainable client partnership that delivers the industry's most comprehensive solution. We provide the industry's broadest line of software products and offer clients a single source for all their information technology needs in several major areas: Property & Recording, ERP, Civic Services, Health & Human Services, Courts & Justice, Public Safety, Data & Insights, Cybersecurity, Payments, and Schools.

We are known for long-standing client relationships, functional and feature-rich products, and the latest technology. In addition to software products, Tyler provides related professional services including installation, data conversion, consulting, training, customization, support, disaster recovery, and application and data hosting.

About Tyler Technologies

- Headquartered in Plano, Texas, with 55 office locations across the U.S., Manila, India, and Canada
- Tyler was incorporated in Delaware in November 1989
- Tyler is a publicly traded corporation on the NYSE (TYL)
- Tyler has provided ERP solutions to local governments for 60 years
- More than 45,000 successful installations across 13,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations
- Client retention rate of 98%
- 7,600+ employees
- Scalable products with the smallest jurisdiction (Loving County, Texas, with a population of 71) to the largest (Los Angeles County, California, with a population of 9.7 million)

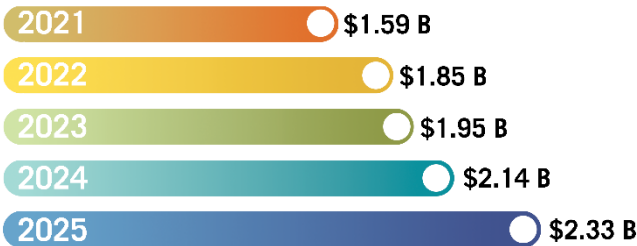
Public Sector Focus

Tyler’s business units have provided software and services to clients for more than 50 years and have long-standing reputations in the local government market for quality products and customer service. Tyler is the largest company in the United States focused solely on providing software solutions to the public sector. While many of our competitors compete in multiple vertical markets, Tyler is singularly focused on the public sector. It is 100 percent of our business.

Tyler recognizes that the public sector is generally stable and risk-averse, and craves community accessibility, security and transparency. That is why local government and school entities seek reliable and efficient software and services from Tyler – a professional, reputable and dedicated vendor who achieves results. Tyler has the experience to understand the unique requirements of the public sector, the necessary resources to invest in its products and the ability to deliver quality services.

Financial Stability

Tyler consistently maintains a solid balance sheet and strong cash flow and low debt, experiencing consistent revenue growth with 48 consecutive quarters of profitability, and a total revenue for 2025 of \$2.33 billion. While experiencing significant growth opportunities from an increase in staff and expanding territories, we anticipate additional product offerings and innovative technology will accelerate this growth in the future. We believe a low-debt balance sheet, substantial cash reserves, and a committed customer base put Tyler in a great position in our industry to weather any unexpected turbulence in the economy.



For additional revenue information on Tyler’s annual report for 2012 to current. investors.tylertech.com

Industry Leadership

Tyler strives to provide the best client services in the industry. Our products undergo testing by trained quality assurance and certified usability analysts, therefore our clients benefit from products that work logically based upon user experience and input. We also focus our implementation and support professionals on specific groups of applications so they can offer more specialized services.

Our commitment at Tyler is to ensure the highest level of client satisfaction through the efforts of Tyler's most valued resource: our people. We challenge our employees to pursue new initiatives aggressively and to become industry leaders in their respective fields. Tyler employs 7,600+ individuals, many of whom are seasoned professionals with unique and proprietary skills and years of industry experience. In fact, our employee turnover rate is very low – in recent years, about half of the industry average.

Company Recognition

Tyler Technologies has earned recognition as an industry leader based on its commitment to delivering high-quality software and services to the public sector. This recognition reflects Tyler's consistent growth, strong client base, and continued investment in innovative technology solutions.

Tyler has been named a Leader for Enterprise ERP in the 2025 Gartner® Magic Quadrant for Cloud-Based ERP for U.S. Local Government. Additionally, Tyler has been recognized by Government Technology Magazine as part of the GovTech Top 100 and has received industry acknowledgment for its growth and innovation from organizations such as Forbes, Fortune, and Software Magazine.

Tyler's inclusion in the Dow Jones Sustainability Index (DJSI) North America further demonstrates its commitment to responsible business practices and long-term sustainability.

Customer Service Approach

Tyler is committed to long-term client partnerships and provides a comprehensive support model designed specifically for the public sector. Services include implementation, data conversion, training, and ongoing support. Clients receive access to knowledgeable support professionals, regular software updates, and continuous product enhancements as part of annual maintenance. Tyler's support approach emphasizes responsiveness, accountability, and helping clients maximize the value of their investment over time.

Compliance and Industry Standards

Tyler maintains industry-standard security and operational practices, including regular audits and controls designed to ensure data protection, system reliability, and compliance with applicable standards. Tyler continuously invests in product development and security to meet evolving regulatory and technology requirements.

Experience and Capacity

With more than 7,600 employees and decades of public sector experience, Tyler has the resources and expertise to successfully deliver and support the proposed solution. Tyler's financial stability, consistent growth, and continued investment in research and development ensure long-term viability and innovation for our clients.

Office Location Serving This Account

The Tyler office supporting the City of Sterling, Kansas will be:
5519 53rd Street, Lubbock, TX 79414

Customer Account Team:

A listing of the positions and/or individuals who would service the City’s relationship. Include qualifications, experience, expertise, and an relevant certifications for each position or individua

Tyler Resources

Tyler actively seeks the best talent to help us implement our solutions for our clients. Our staff consists of seasoned professionals with unique and proprietary skills, and years of industry experience, who are focused on specific products.

Assembling a quality project team suited for project needs is important. We appreciate your patience as we plan to allocate resources for your project phases. Upon award of contract, Tyler assigns a project manager and quality project team to ensure your implementation success. Tyler staff perform services in a professional, workman-like manner, consistent with industry standards.

The resumes presented in this proposal, though not a complete list, reflect the caliber and experience that Tyler will assign to this project. Due to the variable duration of selection and contract processes, it is difficult for us to predict resources that would be available at project commencement.

Sample Resumes

Project Managers

Jody G. Project Manager	Employee Since	August, 2022
	Education	Multiple project management certifications from IBM: Agile Advocate, Talent Acquisition Advocate, Recognized Teacher, Associate Project Manager

Summary As a Project Manager in local government, Jody draws on her deep experience to lead the successful implementation of integrated utility billing and financial systems. She is skilled across all phases of the project lifecycle – from initiation to closure and bring strong capabilities in risk assessment, stakeholder collaboration, and strategic leadership within the public sector.

Recent Projects Bryant, AR; Resource Conversation District of Tehama, CA; Pine Lake, GA

Bill A. Project Manager	Employee Since	February, 2022
	Education	Husson University-MBA Certified Scrum Master

Summary Bill is a tenured and experienced Tyler Project Manager, with 5 years in project management and 32 years in local government, Bill leverages his extensive expertise to oversee projects spanning multiple modules, including finance, payroll, and utility billing. He excels in project management methodologies, stakeholder engagement, and leadership, ensuring seamless execution and successful outcomes.

Recent Projects Powder Springs, GA; Westbury, NY.

Amber H.	Employee Since	August, 2022
Project Manager	Education	University of South Alabama - BS
Summary	As a Project Manager, Amber leverages her extensive experience to successfully lead combined utility billing and financial system implementations from initiation through closure. She is proficient in all phases of the project lifecycle and brings strong expertise in risk assessment, stakeholder engagement, and strategic leadership.	
Recent Projects	Florence, OR; Valley County, ID; Benson, NC	

Nancy B.	Employee Since	August, 1999
Sr. Project Manager	Education	University of South Dakota - Bachelor of Business Administration, Accounting
Summary	Nancy has several years of experience in software support before transitioning to a project management role. She applies her skills to various aspects of the project management process, including planning, execution, monitoring, and closure. Nancy has managed numerous high-profile projects and serves as a lead project manager for a client software migrations.	
Recent Projects	Washington, NC; Elizabeth City, NC; Monroe, GA; San Mateo County Harbor District, CA; Wilton, IA; Palmview, TX, Trenton, MO	

Implementation Consultants

Angela W.	Employee Since	August, 2018
Sr. Implementation Consultant	Education	Tri Cities State Technical Institute Associate of Applied Science in Computer Science
Summary	With over 40 years of experience working with local governments, Angela has successfully implemented Tyler Technologies’ software for more than 250 municipalities. Her exceptional organizational and time management skills have been key to keeping projects on schedule and within budget, ensuring smooth transitions for her clients. Angela is highly proficient in all financial and personnel management suites, including General Ledger, Accounts Payable, Bank Reconciliation, Human Resource Management, Payroll, and Timekeeping. Clients praise her as 'a knowledgeable and patient guide,' noting that 'she empowered us to take a hands-on approach with the software, which became a catalyst for our success both during and after implementation.	
Recent Projects	Cleveland County Water, NC; Union County, GA; Ward 7 Park & Recreation, LA; Mitchell County, GA	

Steve C.	Employee Since	January, 2008
Sr. Implementation Consultant	Education	Texas Tech University – Bachelor of Arts – Telecommunications (1976)

Summary Steve brings nearly two decades of experience as an implementation consultant with Tyler Technologies. Before joining Tyler, he successfully ran his own computer science business. Steve’s charismatic and collaborative nature, combined with his extensive experience, has endeared him to both clients and colleagues. Known for his innovative and reflective thinking, Steve goes to great lengths to understand and meet client needs. His expertise spans a wide range of areas, including General Ledger, Accounts Payable, Bank Reconciliation, Project Accounting, Cashiering, Fixed Assets, and Purchasing.

Recent Projects Ward County, TX; Washington, NC; Marion County, SC; Addison Park District, IL; Healdsburg, CA

Gerri Gayle F. **Employee Since** October, 2017
Sr. Implementation Consultant **Education**

Summary Gerri-Gayle joined Tyler Technologies as an Implementation Consultant in October 2017. With over 25 years of experience in Utility Billing with municipalities and government agencies, she excels in customer service and client collaboration. Her primary role is implementing client software migrations, significantly improving process consistency and efficiency.

Recent Projects Durant, OK; Perry, GA, Trenton, MO

Landry P. **Employee Since** May, 2015
Sr. Implementation Consultant **Education** Lubbock Christian University, Bachelor of Arts – Visual Communications

Summary As a tenured Implementation Consultant, Landry uses his extensive knowledge of client needs acquired from working in Financial software implementations, and Human Resources experience. This allows him to assist clients with configuration, train them on the use of the software, and helps guide their projects to completion. Landry’s dedication to his clients results in long-lasting client relationships and engagements where the value of his contributions to projects are easily identifiable to clients

Recent Projects Yakima Neighborhood Health Svc., WA; Oneida, NY; Battleground; WA; Battleground, WA; Zanesville, OH

Laurel S. **Employee Since** March, 2018
Sr. Implementation Consultant **Education** Texas Tech University, Bachelor of Business Administration – Accounting, Finance, Business Economics

Summary Laurel’s education and customer service background give her an excellent foundation for understanding her clients and helping them choose the best path forward. Her client-centric focus and dedication to finding efficiencies makes Laurel an immensely valuable asset to any project team. Laurel’s strengths of cross-team collaboration ensure smooth project completion as she inherits a

Recent Projects project and ushers the client through their implementation and passing them onto support.
Tarboro, NC; West Travis County Public Utility Authority, TX; Downers Grove, IL; Glencoe, IL; Colorado County, TX

Destorian C. **Employee Since** February, 2020
Sr. Implementation Consultant **Education** Alabama State University, Master of Accountancy; Tuskegee University, Bachelor of Science in Accounting

Summary As a Senior Implementation Consultant, Destorian brings a wealth of experience from his financial and payroll background. His expertise in relationship building, combined with his technical acumen, enables him to collaborate effectively with clients and cross-functional teams. Specializing in Tyler’s Time and Attendance module, he leads regular business reviews, and helps clients optimize product interface performance.

Recent Projects City of Rockdale, TX; Village of Highland Hills, OH; City of Camilla, GA; City of Edna, TX

Ben G. **Employee Since** January, 2014
Sr. Implementation Consultant **Education** Kaplan University – Master of Science – Accounting

Summary Ben has 10 plus years of experience in accounting and software implementations. Ben has provided our clients with technical support, project management, and consulting during the implementation process in his tenure with Tyler Technologies. Ben specializes in implementing the core modules of chart of accounts, general ledger, accounts payable and bank reconciliation. He often takes on HRM projects to also maintain his expert knowledge in the product line. During his time away from work Ben volunteers with the Lions Club organization. As a volunteer, Ben has raised funds to place automated external defibrillators across his city.

Recent Projects Ephrata, WA; Bainbridge Island Metro Parks & Rec District, WA; Pleasant Hill, CA; Willmar Municipal Utilities, MN; Blaine, WA

Lisa T. **Employee Since** March, 2019
Sr. Implementation Consultant **Education** Shorter University – Master Business Administration (2010)

Summary Lisa has 14 Years State government experience in financial services, auditing, accounting and software implementations. Lisa is a subject matter expert in all modules of the ERP Pro 10 Financial software with a focus on the Human Resource Modules. She began her career in governmental accounting with the State of Georgia as a Revenue Agent that role comprised the auditing, accounting, tax prep, and collections. Lisa then moved to the State of Texas - Governor’s Office,

Recent Projects

Office of the Comptroller, and then State Office of Administrative Hearings as an auditor and financial analyst.
Umatilla County First District 01, OR; Big Bear Lake Water District, CA; City of St. Helens, OR; Ventura Regional Sanitation District, CA; Crested Butte, CO; Pierce County Fire & Rescue, WA

Jayme F.

Implementation Consultant

Employee Since

May, 2012

Education

Texas Tech University, Bachelor of Science – Education, All Level

Summary

Jayme has been implementing software solutions since 2001 and joined Tyler Technologies in 2012, where she specializes in utility billing. She brings extensive experience in client support, issue resolution, best practice development, and software reconfiguration to meet evolving guidelines. Jayme also has a strong background in education and in using different methodologies to accommodate individual learning styles. Throughout each ERP Pro 10 Utility implementation, she leverages her expertise to analyze complex issues and deliver effective solutions efficiently. With almost 300 successful projects at Tyler, Jayme combines strong customer service skills with in-depth knowledge of ERP Pro 10’s processes to ensure smooth and successful implementations. Her goal is always to leave clients confident and satisfied in their choice to partner with Tyler Technologies.

Recent Projects

Monroe, GA; Haltom City, TX; Mustang Special Utility District; Willmar, MN; Elizabeth City, NC; Benson, NC; Morganton, NC

Shelbi O.

Sr. Implementation Consultant

Employee Since

November, 2022

Education

Troy University, Bachelor of Science

Summary

Shelbi brings over fifteen years of experience in local government utility billing to Tyler. This experience provides her with a unique ability to relate to her clients from a standpoint of having been in their shoes. Her understanding of the business of billing utilities, combined with her extensive knowledge of ERP Pro, make her an outstanding consultant and partner for her customers. As a Senior Consultant, Shelbi specializes in large-scale projects, electric billing, and integrations. She is an outstanding collaborator when discussing best practices and ways in which an investment in new software can be fully enjoyed and leveraged. She is a key participant in our common goal to make each new implementation an opportunity to create Raving Fans within the Tyler Family as it continues to grow. Since joining Tyler in 2022, Shelbi has completed over 50 implementations in addition to serving as a valuable mentor and advocate for customer satisfaction.

Recent Projects

Florida Community Services Corporation of Walton County, FL; Monte Visa Water District, CA; Woodman Hills, CO; Falfurrias, TX; Jarrell, TX

Chris L.

Employee Since

October, 2022

Sr. Implementation Consultant	Education	Licensed Certified Public Accountant (CPA) New Hampshire Master of Science, Accounting University of New Hampshire Bachelor of Science , Business Administration University of New Hampshire
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Summary	As an ERP Pro Implementation Consultant, Chris tailors software configurations to client policies and processes. Chris runs training sessions, manages data mapping, verifies system integration, and guides users through implementation phases for successful adoption.
Recent Projects	Lakeway TX, Custer County SD, Lindsborg KS, Locust Grove GA

Data Experts

Kristin K. Sr. Conversion Analyst	Employee Since	October, 2011
	Education	Lubbock Christian University – Business – Finance

Summary	As a Conversion Analyst, Kristin draws on over 13 years of Utility Billing experience as a support representative, support analyst, and team lead. Duties of these roles have required training, working between departments for solutions, hardware installation, software configuration, rate analysis, data review, credit card implementations, reporting, form customization, meter interfacing, software development, bill comparisons, and assistance to cities looking to lower cost by increasing adoption of online solutions. Kristin utilizes her years of experience and attention to finer details to ensure smooth implementation and happy clients.
Recent Projects	Edgerton, KS; Helen, MO; Chagrin Falls, OH

Emily C. Conversion Analyst	Employee Since	November, 2022
	Education	Collin College – Associates of Arts

Summary	Emily has over 7 years of Utility Billing Experience as former client, Implementation Consultant and now Conversion Analyst. Responsibilities throughout these roles include implementing billing software, system configuration, rate code set up, meter interfaces, online portals, and third-party printers. Emily’s experience helps her prepare for how implementations will affect other aspects of the project. Emily’s overall focus has always been client experience, and she strives to make the implementation process as fulfilling as possible for the client.
Recent Projects	Florence, OR; Dripping Springs, TX; Roosevelt, UT; Youngsville, NC; Montreat, NC

Lance J. Conversion Analyst Team Lead	Employee Since	September, 2009
	Education	Texas Tech University - Bachelor of Arts - Spanish Texas Tech University - Master of Business Administration - General Business

Summary As a Conversion Analyst, Lance draws on his 14 years of experience in both software implementations and customer support to evaluate client needs and devise solutions to challenging problems. His previous roles as a support specialist and support analyst have given him a thorough understanding of Tyler products and customer concerns, which allow him to ensure successful implementations. In his role as a Conversion Analyst, he has worked extensively on a wide range of utility billing subjects including meter interfaces, data analysis, rate configuration, and third party integrations. His role as a team lead keeps him focused on both client projects and acting mentor for the conversion analyst team

Recent Projects Island Water Association, FL; Flowood, MS; Claremont, NC; Dutchess County, NY

Greg K.
Conversion Team Lead

Employee Since September, 2021

Education Bachelor’s in Accounting and Economics from University of Mumbai, Post Graduate Diploma in Computer Science from National Institute of Information Technology (India)

Summary Greg quickly gained recognition at Tyler, and was promoted to a Conversion Engineer, and has since become a Team Lead in 2024. This allows Tyler to benefit from his skill of mentoring the newer conversion team members.

Recent Projects Water Utilities Management, GA; Kirksville, MO

Kevin B.
Sr. Conversion Engineer

Employee Since November, 2014

Education University of Colorado, Boulder - BS Computer Science

Summary Kevin has taken 50+ projects live in his tenure with Tyler. In addition to the Utility Billing module, he has also completed Business License and Building Permits conversions.

Recent Projects Columbia, IL; Harrisonville, MO; Camilla, GA, Gladewater, TX

Training Team

Shara H.
Sr. Curriculum Developer & Trainer

Employee Since June, 2006

Education Monterey School, Lubbock, TX

Summary Shara’s journey at Tyler has taken her through Support, Development, and Implementation. In her current role here at Tyler as a Curriculum Developer & Software Trainer, she has the pleasure of training new and existing clients on the ERP Pro and ERP Pro products. She uses her business knowledge as well as her product knowledge of Tyler to guide users through the training courses on different applications while sharing examples of when and how the software can best be used for their scenario.

Recent Projects City of Lindsborg, KS; City of Manlius, NY; City of Del City, OK; Irondale, AL

Shanna M. Sr. Training Specialist	Employee Since	August, 2019
	Education	Texas Woman’s University, Masters in Teaching Northwood University, Bachelor of Marketing/Management and Associate in Advertising

Summary Shanna’s teaching career allows her to play a vital role in the development and implementation of our New Employee Training Program for ERP Pro Utility Billing. Her ability to connect with clients during remote training sessions has proven to create a comfortable learning atmosphere in which clients can thrive.

Recent Projects City of Republic, MO; Glenville, NY; Gridley, CA

David F. UB Software Trainer	Employee Since	September, 2016
	Education	Texas Tech University – Bachelor of Science

Summary David’s experience with Tyler started in software support and production as a Support Analyst for our UB v9 product. He transitioned to the Training & Education team in 2021. David loves our clients and builds great relationships where they ask for him repeatedly.

Recent Projects City of Halston, TX; Royse City, TX; Butner, NC

Statement of Understanding

Briefly outline the company's understanding of the services to be provided and make a positive commitment to providing the services specified.

Statement of Understanding

Tyler Technologies understands that the City of Sterling is seeking a modern financial management / ERP solution to replace its existing SimpleCity system while maintaining current functionality and enabling future expansion into a more comprehensive, integrated platform. The City is looking for a solution that supports core operations including financial management, utility billing, payroll, and court management, while also providing the flexibility to incorporate additional capabilities such as asset management, budgeting, forecasting, and community development over time.

Tyler is committed to delivering a solution that aligns with the City's operational needs, budget considerations, and long-term goals. Our ERP Pro platform is designed specifically for local governments and will provide a scalable, integrated system that improves efficiency, reduces manual processes, and supports data-driven decision-making.

After reviewing the RFP, Tyler understands the City's key objectives to include:

- Acquire a financial management / ERP software solution that provides the functionality currently utilized in the City's existing SimpleCity system
- Provide a solution that offers the flexibility to integrate additional features and modules as part of a transition to a more comprehensive ERP system
- Replace or improve existing processes currently performed outside of the system by integrating them into a single ERP solution, including asset management, budgeting, community development, and forecasting
- Ensure the proposed solution includes all required features and modules identified in the RFP, with the ability to include optional features as budget allows
- Deliver a solution that aligns with the City's budget parameters
- Support an implementation timeline that allows for a potential go-live at the beginning of the fiscal year (January 1), as preferred by the City

ERP Pro is designed to meet the needs of small and mid-sized local governments by delivering enterprise-level functionality in a system that remains easy to use, flexible, and scalable. With natively integrated modules, the City will benefit from a single system of record that improves reporting, enhances transparency, and ensures consistency across departments. Automated workflows and modern cloud deployment will reduce administrative burden and allow staff to focus on serving the community.

Tyler will provide a complete solution including implementation, data conversion, training, and ongoing support. We are committed to delivering a successful implementation and establishing a long-term partnership with the City of Sterling to support continued growth and evolving needs.

Scope of Services

Address the modules, features and functionality of the software in reference to the scope of services provided in Section IV of the RFP. Include a description of the approach for providing such services and the methodology for providing ongoing support.

Required Modules

1. Cemetery

Tyler’s Cemetery Records module, part of ERP Pro, provides a centralized solution for managing core cemetery operations, including plot inventory, ownership records, and interments.

The system enables the City to maintain burial and ownership records in a single database, supporting accurate tracking of available plots and historical records. Information is entered and maintained through structured data entry screens, allowing staff to manage records in an organized and consistent manner.

The module supports the tracking of cemetery-related transactions and can be used alongside ERP Pro Financials for processing payments and maintaining financial records.

Reporting capabilities provide visibility into plot inventory, ownership, and burial activity, supporting administrative oversight and recordkeeping needs.

Data conversion services may be available to assist with migrating existing records from the City’s current system, depending on data format and quality.

Overall, the solution replaces paper-based or fragmented processes with a centralized system of record for cemetery management.

The screenshot displays the 'Location Management - (View)' window. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Help', and 'Chat'. Below the menu is a toolbar with various icons. The main content area is divided into several sections:

- Header Information:** Cemetery: 01 RESTING IN THE ARMS CEMETERY; Location: 01-010-10-001; Owner: MILCAREK, ALISON; Location Type: PREM (PREMIUM).
- General Tab:** Contains 'Mailing Address' (114 HUGHS ST, TYLER TOWN, US, 75555-2950, C008) and 'Deceased Information' (Name: MILCAREK, MIKE; Address 1: 101 MAIN; Address 2: LUBBOCK, TEXAS 79423).
- Details Tab:** Contains a table for dates: Birth Date (1/1/1940), Deceased Date (12/31/2016), Burial Date (1/2/2017), Balance (0.00), and Pending Activity (0.00).
- Biography Tab:** Contains fields for Place of Death (HOME), Cause of Death (NATURAL), Communicable Disease (checkbox), Age (72), Sex (Male), and Race.

At the bottom of the window, there is an 'Edit This Record' checkbox, a 'View' button, a user name 'dennis', and a 'Clear' button.

2. Court Management

Tyler's Municipal Justice Case Management solution provides a comprehensive system for managing court operations, including case processing, docketing, payments, warrants, and reporting. The system supports the full lifecycle of a case, from initial filing through disposition, with tools designed to improve efficiency, accuracy, and visibility for court staff.

The solution enables users to manage case information through flexible search capabilities, track case status, maintain detailed case history, and manage court activities such as hearings, payments, and dispositions within a centralized system. Courts can configure user-defined case types, workflows, and queues to align with their operational needs, while maintaining a complete and auditable record of all case activity.

Municipal Justice includes functionality to manage court calendars and dockets, allowing staff to schedule hearings based on availability of judges, attorneys, and officers, and to efficiently process cases during court sessions. The system also supports payment processing, bond management, and fee tracking, with detailed records maintained for all financial transactions.

The solution supports document generation and management, enabling courts to create, store, and retrieve case-related documents and maintain electronic case files. Reporting capabilities provide access to operational, financial, and statistical data, including standard and user-defined reports to support court administration and decision-making.

a. Conviction Reporting

Municipal Justice supports state and statistical reporting requirements and provides electronic conviction reporting where applicable. This capability enables courts to report adjudicated case outcomes in accordance with state requirements and maintain compliance with applicable reporting standards.

The system tracks case dispositions and status changes, allowing courts to capture and report conviction-related data as part of the overall case management process. Reporting tools provide access to case-level and aggregate data, supporting both operational reporting and required external reporting obligations.

3. Financial Management

- a. Accounts Payable
- b. Bank Reconciliation
- c. Contract/Vendor Management
- d. General Ledger
- e. Receipt Management

Tyler's ERP Pro Financial Management solution provides an integrated system for managing the City's core financial operations, including accounts payable, general ledger, bank reconciliation, contract and vendor management, and receipt processing.

The solution supports accounts payable functions such as invoice entry, payment processing, and tracking of outstanding obligations, enabling the City to manage disbursements efficiently and



maintain accurate financial records. Vendor and contract information is maintained within the system, allowing for consistent tracking of vendor relationships, payment history, and associated agreements.

The general ledger serves as the foundation of the financial system, supporting multi-fund accounting and providing a centralized structure for recording and managing all financial transactions. Financial data is organized to support reporting, auditing, and compliance requirements, with the ability to track activity across departments and accounts.

Bank reconciliation functionality allows the City to reconcile financial records with bank statements, ensuring accuracy and supporting internal controls. Receipt management capabilities enable the City to record and track incoming payments, maintaining a complete record of transactions within the system.

Reporting tools provide access to financial data needed for daily operations, management oversight, and audit support. The system maintains a complete and auditable record of financial activity, supporting transparency and accountability across all financial processes.

4. Human Resource Administration

- a. Employee/position history
- b. Payroll

Tyler's ERP Pro Human Resource Administration solution provides an integrated approach to managing employee information and payroll operations within a single system.

The solution enables the City to maintain comprehensive employee and position records, including employment history, compensation details, and organizational structure. This centralized recordkeeping supports accurate tracking of employee data over time and provides visibility into workforce information needed for administrative and reporting purposes.

Payroll functionality supports the processing of employee compensation, including wages and associated payroll activities, within a controlled and auditable environment. The system maintains payroll records and supports consistent processing aligned with organizational policies and requirements.

By integrating employee records and payroll within the broader financial system, the solution supports data consistency and reduces the need for duplicate data entry. Reporting capabilities provide access to workforce and payroll information to support management oversight, compliance, and operational needs.

5. Utility Billing

- a. ACH and electronic billing and payment
- b. Customer self-service portal

Tyler's ERP Pro Utility Billing solution provides a centralized system for managing customer accounts, billing processes, and payment activities.

The solution supports the creation and management of utility bills, including the ability to process electronic billing and accept electronic payments. Payment options include ACH transactions,



allowing customers to make payments efficiently while ensuring accurate recording of transactions within the system.

A customer self-service portal enables utility customers to access account information, review billing history, and make payments online. This functionality provides convenient access for customers while reducing administrative workload for City staff.

The system maintains detailed records of customer accounts, billing activity, and payment transactions, supporting accurate tracking and reporting. By integrating billing and payment processing within a single system, the solution helps streamline operations and improve overall efficiency in managing utility services.

Required Features

1. Financial Management

a. Ability to enter budget authority and code expenses to multiple funds within the same Department

Yes

b. Ability to make payments using City purchasing cards

Yes

c. Ability to write-off accounts receivable

Yes

d. ACH payments

Yes

e. Budget-check verifications for all expenditures

Yes. You have the option to enforce budget or warn on over budget transactions.

f. Cash receipts integrated with general ledger and bank reconciliation

Yes

g. Cash register functionality

Yes. With Cashiering module.

h. Financial reports which at a minimum display prior-year actuals, current year budget, and year-to-date actuals

Yes

i. Financial summary dashboards or reports displaying totals by all account code segments utilized in the City's accounting structure (currently fund, department and account)

Partial; you do have a variety of dashboard items, but they don't necessarily have totals for each account code segment. You can do this with reports.

2. Human Resource Administration

a. Ability to generate pension information suitable for submission pension plan actuaries

Yes

b. Ability to track employee base pay separately from other compensation factors e.g. incentives, longevity, overtime, etc.

Yes

c. Direct deposit for payroll

Yes

d. Employee compensation history from hire date to the present

Yes

e. Employee overtime time and compensation tracking

Yes

f. Employee paid-time-off tracking and calculations based on merit, longevity, etc.

Yes

g. Pension and retirement plan wage tracking and calculations

Yes

h. Third-party health plan benefits management

Yes. We can import TPA information and automatically create payroll deductions.

3. Utility Billing

a. Budget/flat option for utility billing

Yes

b. Customer deposits with interest accrual

Yes

c. Estimated utility meter reading using prior period consumption, previous period averages

Yes

d. Integration with utility meter reading systems (currently manual read through Itron, but City is in the process of procuring an automatic meter reading solution)

Yes

e. Unlimited number of charges, fees, rates and penalties comprising customer utility bills

Yes

4. General



a. Drill-down functionality

Yes

b. Export data to Excel and Adobe Acrobat (.csv, .xlsx, .pdf file formats)

Yes

c. Features that generally promote a transition to paperless processes

Yes, including integrated document management.

d. Five (5) years of historical data

Yes

e. Internal document management with ability to attach documents to records e.g. general ledger line items, utility customers, vendors, etc.

Yes

f. Printing functionality

Yes

g. Updates to purchased software included in annual support fees

Yes

h. Query/report builder

Yes; smartgrid exports, report wizard, CellSense (spreadsheet interface), advanced report writing option

Optional Features and Modules

Optional Modules

1. Community Development

a. Code enforcement

Yes

b. Construction and building inspections

Yes

c. Licenses and permitting

Yes

d. Planning and zoning

Partial; currently handled by permit types

2. Financial Management

a. Asset management



Yes, with fixed asset module for finance and asset maintenance through community development options.

b. Budgeting

Yes. Included in core financials in GL module.

c. Forecasting

Yes. Included with Budgeting for Finance and Position Budgeting which is included with HR Management module.

d. Performance management

Yes. Included with HR Management module.

3. Human Resource Administration

a. Employee self-service portal

Yes

b. Job posting and applicant tracking

Yes; with Applicant Tracking module.

Optional Features

1. Community Development

a. Work order generation for field employees

Yes. IOS and Android app.

2. Financial Management

a. Electronic payment option for all standard charges, fees, and penalties

Yes; with Access portal.

b. Invoice tracking, including notifications on past due invoices and auto-generated customer notices and bills

Yes

3. General

a. 10 years of historical data

Yes. Unlimited

b. Customizable dashboards

Partial. You can configure some dashboard items.

c. Data visualization tools

Yes; dashboards, reporting, pivot table/chart exports

d. Excel-based query/report builder

Yes; tool to export data into an excel spreadsheet, advanced reporting services to do live connections. Report Writing does require Excel.

Tyler Technical Support

Tyler's in-house support team is dedicated to delivering superior service in a timely manner. We strive to help our clients resolve issues and improve operations quickly. No one knows Tyler software better than us, which is why we provide all customer support services in-house—unlike other companies who outsource their application support to a third party.

Educational Resources



Tyler provides online and continuing education resources for our clients, including but not limited to the following:

- **Tyler Search**—An online query tool that provides answers to your questions by culling through all of Tyler's online resources.
- **Tyler Knowledgebase**— Tyler's centralized documentation library.
- **Tyler Community**— An online forum where Tyler clients can ask questions and share tips and tricks.
- **Tyler Coach**— Tyler's e-learning platform that leverages your data to optimize staff training.
- **Tyler Release Management Console**—Provides comprehensive release details, including summaries of each release, associated enhancements, and the status of all open, closed, and non-critical issues.
- **Online Help**— Offers context-sensitive field assistance and step-by-step guidance to assist your team in completing program tasks.
- **Answer Panel**— Enter a case, and Tyler's search will deliver results that best match your query.
- **Online Support Portal**— Tyler's Online Support portal allows you to log or manage incidents and attach documentation and screenshots.
- **GoToAssist & Bomgar**- GoToAssist and Bomgar are assistance software used by support to remotely connect to your desktop.
- **Phone**—Tyler provides a dedicated number your staff can use to make unlimited calls.
- **State User Groups**— State User Groups are forums organized by Tyler to bring together existing clients and share the latest information on Tyler products.

- **Tyler Connect**—Tyler Connect is our annual user conference, where subject matter experts teach various courses designed to provide insights and strategies for effectively utilizing Tyler products.

Focused by Application

Tyler Technical Support is divided into application-specific teams. By facilitating product specialization, we ensure that our staff can develop the product expertise they need to address your issues quickly and fully. Our customer support staff aims to return all requests for Support within one business hour.

Transparency

Tyler is committed to transparent issue resolution. All support incidents are logged into Tyler's Customer Relationship Management System (CRM) with a unique incident number. Our CRM maintains a comprehensive record of every incident, including contact information, timestamps, priority levels, case descriptions, correspondence, attached files, support recommendations, and final resolutions.

Tyler provides online and continuing education resources for our clients, including but not limited to the following resources.

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

<h2 style="margin: 0;">8am - 5pm</h2> <h3 style="margin: 0;">All US Time Zones</h3>	<h2 style="margin: 0;">Monday - Friday</h2> <h3 style="margin: 0;">Except Holidays</h3>
<p>New Years Day - Memorial Day - MLK Day - Independence Day - Labor Day - Thanksgiving Day & Day After - Christmas Day</p>	

Software Updates & Maintenance

Tyler's Evergreen Philosophy guarantees ongoing upgrades at no extra cost. We offer a consistent stream of enhancements designed to bring substantial improvements while minimizing disruptions.

Tyler application upgrades are released quarterly. Software corrections, known as cumulative updates, are made available for download between quarterly releases. All releases are cumulative, meaning that clients are always upgraded to the latest application version.

Issue Handling

Tyler records all your contacts and incidents in a customer relationship management system. This system tracks the history of each incident, including the contact, time, priority level, case description, correspondence, attached files, support recommendations, your feedback, and the resolution. The priority is assigned to each case as it is logged based upon the initial information provided and can be modified.

Support Analysis

With many our customers taking advantage of our Live Telephone Support, we track First Call Resolution. The Industry Standard for Call Back Resolution falls below 49 percent. Tyler stays well above the industry standard



with an average of 70 percent resolution rate upon first contact by our customers. Taking support calls live allows us to resolve issues more quickly creating a more efficient environment for our customers.

Tyler carefully gauges all the aspects of support to maintain a customer-conscious atmosphere, so in addition to tracking First Call Resolution, we track relevant data that helps us to better serve our customers.

- Average wait time in the queue
- Average response time
- Average resolution time
- Average call volume by day
- Average incidents closed by agent by day
- Incident trend analysis

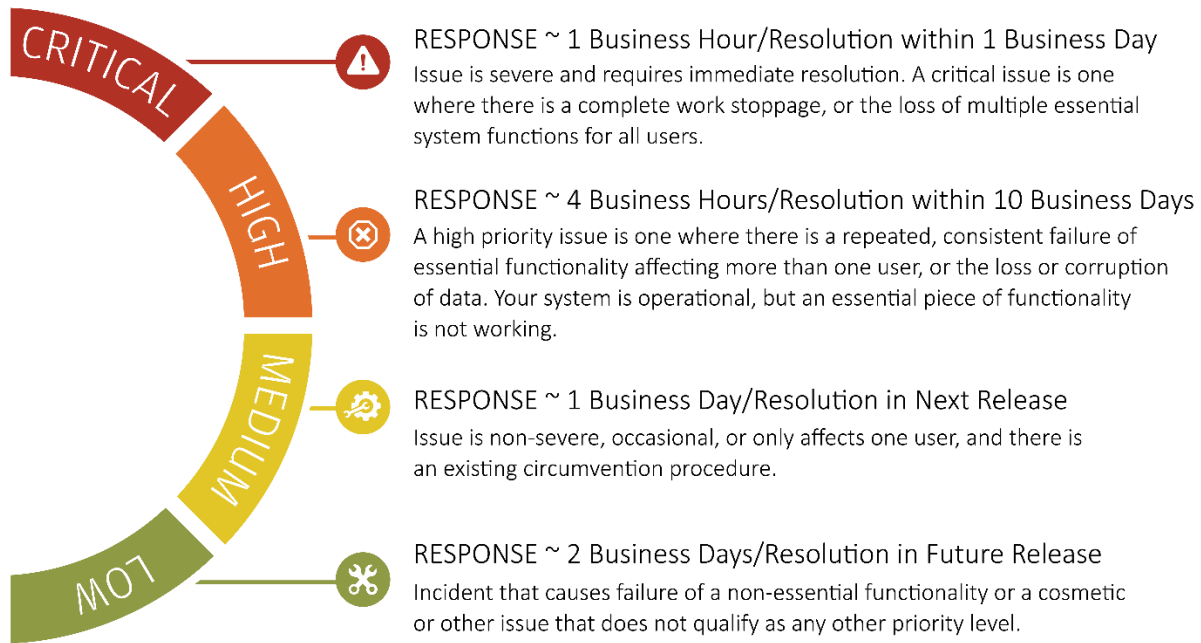
Problem Escalation

The goal of the Tyler Support department is to provide technical assistance to Tyler Product users in overcoming issues, understanding certain functionality, and recommending approaches to various situations.

An incident is originated when a customer contacts Tyler's support staff. Support can be contacted via the toll free support line, e-mail, or the support website. The incident can be received in several different ways via our flexible support systems.

If the support incident is received via the toll-free support line, a support representative will create and log the support issue into our help desk system. The support representative will take ownership of the incident and see it to resolution. The support representative will use many different resources to resolve the issue including on-line help, Knowledge Base, advisors, team leaders, managers, and software developers.

If the support incident is received via e-mail or online support portal, an incident is created and a support representative will contact the customer based on a combination of the priority of the issue and the order that the issue was received. The support representative will take ownership of the incident and see it to resolution. The support representative will use many different resources to resolve the issue including on-line help, Knowledge Base, advisors, team leaders, managers, and software developers.



Please see Tyler's Terms & Conditions for additional details

The Team Leaders and Manager of Support Services monitor the status of all support incidents received during the day. In situations where the Team Leaders or Manager identify an incident that needs escalation, the Team Leader or Manager may manually escalate the incident or assign it to a specific support representative. If the software support representative cannot resolve the incident, they have several different levels of help in order to resolve the incident in a timely manner. The levels are as follows: Support Specialist > Advisor > Team Leader > Manager of Support Services > Director of Client Services

ERP Pro Overview

ERP Pro is a purpose-built, fully integrated ERP solution designed to help your team save time. At Tyler, we are committed to delivering exactly what’s essential to your operations, helping you improve financial and personnel management, streamline utility billing, simplify community development and tax administration, and enhance citizen engagement—without the overhead of features you’ll never use. Whether in the office or the field, your team can rely on real-time access to the information they need to work efficiently and effectively.

Over 40% of our team has direct experience working within the public sector. This collective expertise provides us with a deep, practical understanding of the challenges commonly faced by small and mid-sized government organizations, including limited staffing, constrained budgets, and reliance on manual processes. These insights are at the core of Tyler’s design and delivery of ERP Pro.

ERP Pro offers the flexibility resource-conscious governments need to align with their unique scale, priorities, and practical realities.



Modernize Your Organization with the Cloud

Tyler's cloud-based ERP Pro software simplifies IT management and reduces costs for the City. By eliminating the need for expensive on-premises hardware and ongoing maintenance, Tyler's Cloud-based ERP solution allows for more predictable budgeting and frees IT teams to focus on higher-impact initiatives. Automatic updates ensure you're always using the latest features without the hassle of manual upgrades or infrastructure overhauls. With improved connectivity, staff can access tools securely from anywhere, supporting remote work, mobile services, and more responsive community engagement.

Tyler's ERP Pro features a cloud-first security architecture that safeguards sensitive data while providing flexibility, scalability, and peace of mind.

- Secure Hosting utilizes contemporary cloud infrastructure to protect data through end-to-end encryption effectively, ensuring security both in transit and at rest.
- Role-based Access Controls leverage user roles to enforce tailored, role-based access, reducing risk and optimizing operational efficiency.
- Automated Cloud-Based Backups and Disaster Recovery ensure business continuity.
- Scalability ensures your system grows with you without avoiding costly hardware upgrades.

Strengthen Oversight with Continuous Fraud Monitoring

Tyler's embedded Fraud, Risk & Compliance (FR&C) service is purpose-built to protect public sector ERP environments by continuously monitoring user authentication, application activity, vendor records, and financial transactions for signs of fraud, misuse, or elevated risk. Built exclusively for Tyler applications, FR&C leverages native log telemetry, behavioral baselines, AI-driven analytics, and fraud detection logic aligned with MITRE ATT&CK techniques to identify anomalies such as:

- Unauthorized access
- Privilege escalation
- Unusual payroll or vendor changes
- Suspicious data activity

High-risk events are reviewed 24/7/365 by Tyler's security operations center (SOC) analysts, who validate findings and provide prioritized alerts and recommended response actions within minutes of detection.

Delivered as a secure, subscription-based service within Tyler's protected cloud environment, FR&C combines machine learning, large language models, and expert human analysis to perform millions of automated security decisions each day while maintaining strict data residency and role-based access controls. All logs are encrypted in transit and retained to support compliance with key federal and state frameworks, including MIST, CJIS, FISMA, HIPAA, FERPA, StateRAMP, and others. Through centralized dashboards, real-time alerts, and compliance-ready reporting, the City gains continuous oversight of user-based risk, strengthening internal controls, safeguarding public funds, and demonstrating accountability without adding operational complexity.

Accelerate District Operations with End-to-End Workflow Automation

Establish district-specific workflows that automate approvals, eliminate bottlenecks, and ensure accurate, on-time operations. From onboarding and time worked to budget approvals and purchase requests, automation minimizes administrative burden, reduces errors, and frees your team to focus on higher-value strategic priorities. By eliminating repetitive tasks and automating workflows, ERP Pro drives efficiency and empowers your staff to work smarter and faster.

Enhance Efficiency with Role-Based Dashboards

Provide secure, streamlined access to data through customizable dashboards. Users receive proactive alerts to areas requiring their attention, allowing them to quickly view, share, approve, or explore items. Drag-and-drop dashboards give staff quick access to their most-used tools and data, while drill-down search features deliver deep insights with ease. Administrators can set role-based access controls to protect sensitive information while ensuring employees have the data they need to work efficiently.

Configurable Reporting Drives Data-Driven Decision-Making

Tyler's secure reporting solution includes a ready-to-use report library and an intuitive native report writer that makes it easy for your staff to build and customize reports without needing external consultants or additional vendors. Data from across departments can be consolidated to provide clear and accurate insights for informed decision-making. Custom alerts proactively notify staff when key performance indicators or goals may be off track. With all reporting tools provided by a single vendor, the City avoids the complexity and cost of managing multiple systems.

Connect Seamlessly with Third-Party Applications

Should the City need to utilize software outside of your Tyler solution, comprehensive and seamless integration with third-party systems can be easily achieved. Tyler provides a highly adaptable API infrastructure to empower dynamic connections between ERP Pro and a diverse range of third-party systems.

Secure Every Login with Single Sign-On

Whether or not the City already has an identity provider, ERP Pro delivers secure, streamlined access to Tyler back-office applications. If you maintain an existing identity management system, ERP Pro integrates directly with it—extending single sign-on across your technology ecosystem without disruption. If you do not have an identity provider in place, Tyler provides Identity Workforce at no additional cost, delivering built-in identity management with multi-factor authentication via email. Either way, you gain secure access from day one, without added complexity or expense.

Financial Management Pro

Maximize your resources and strengthen financial control with Financial Management Pro. Small to mid-sized local governments gain real-time visibility into revenues and expenses, enabling faster, smarter decision-making when it matters most. Built-in controls and automation enhance accuracy, accelerate workflows, and promote transparency. Financial Management Pro solutions centralize operations to deliver greater efficiency and stronger financial oversight without compromising data integrity.

Key Benefits



Simplify financial management with seamless integration



Maintain consistent data and processes



Adapt to your evolving needs



Ensure compliance with state and federal requirements



Optimize cash flow through performance measurements and analysis



Access real-time insights to enhance strategic decision-making



Minimize risk with improved financial controls

Break Down Silos with Integrated Financial Tools

Eliminate manual work, boost accuracy, and align departments with real-time data sharing and automated workflows. ERP Pro’s General Ledger automatically syncs with ERP Pro’s Procurement, Payroll, and Accounts Payable solutions, eliminating data discrepancies and driving real-time financial visibility across departments.

Strengthen Financial Accountability

Manage taxpayer funds with greater transparency and accountability. Real-time reporting and customizable drill-down tools give your staff instant access to critical financial details, driving smarter financial decisions. Built-in budgeting and forecasting tools streamline resource allocation and align spending with community priorities. Promote greater transparency and build public trust by allowing residents to access financial and spending data with Tyler’s Open Finance platform.

Drive Smarter Decisions with Drill-Down Analytics

Robust search tools and intuitive navigation make it easy to find transactions by date, amount, process type, or other key details. Visual tools like charts, graphs, and interactive account summaries help finance staff monitor budget performance in real time. Users can drill down into data points for deeper insight, view budgets by period or fiscal year, and compare encumbered, actual, and budgeted amounts.

Key Modules and Applications



Financial Management Core

Financial Management Pro is a flexible, future-ready financial management system that grows with you. Our Financial Management core is natively integrated to work seamlessly from day one.

Powering the entire platform is a robust General Ledger that captures and connects every aspect of your financial operations. From invoice processing to account reconciliation, every transaction is automatically recorded in the General Ledger with a detailed audit trail—eliminating redundant manual entry, reducing errors, and ensuring data is accurate and up to date. This deep integration across all financial modules means every department works from the same real-time financial data, improving decision-making and accelerating reporting cycles. Comprehensive integration streamlines the management of all revenue and expense processes across your organization.

General Ledger

The General Ledger is designed to provide your organization with comprehensive financial control across all departments, funds, and programs. With flexible account structures and unlimited segment configurations, Tyler’s General Ledger supports customized financial reporting that aligns with your operational and regulatory needs while reducing complexity. Fully compliant with GAAP and GAAP standards, Tyler’s General Ledger supports modified accrual, full accrual, and cash-based accounting. By eliminating manual processes and integrating seamlessly with your ERP Pro ecosystem, the General Ledger enhances efficiency and offers real-time visibility into all financial activities. Advanced budget controls, complete audit trails, customizable reporting, and robust third-party integrations support long-term growth and compliance.

With ERP Pro’s General Ledger, the City will be able to:

- Maintain transparency with full audit trails, including reversals and repostings.
- Make faster, data-informed decisions with real-time data updates.
- Streamline reconciliation by centralizing data and simplifying searches.
- Easily manage accounts with unlimited, flexible Chart of Accounts segments.
- Utilize different budget cycles for various accounts with user-friendly calendars.
- Manage multiple fiscal years and post entries to open or closed periods for audit adjustments.
- Schedule automated report runs and easily export data into existing spreadsheets.
- Ensure accurate multi-fund transactions with automatic inter-fund balancing.

Bank Reconciliation

Easily reconcile an unlimited number of bank accounts using ERP Pro's intuitive, step-by-step workflows that guide users through every stage of reconciliation. Users can import cleared transactions in various bank-specific file formats or manually clear items as needed. Bank Reconciliation intelligently flags issues like missing checks, duplicate entries, incorrect amounts, and other discrepancies, making it easy to review and correct any issues. Once reconciliation is complete, users can generate detailed reports with hyperlinks for easy navigation and documentation.

Accounts Payable

Accounts Payable simplifies and streamlines disbursements and vendor payments. Reusable templates and step-by-step guides accelerate invoice processing, saving time and effort. Automated check queuing, e-signature capture, and customizable schedules eliminate manual bottlenecks and ensure timely payments. Built-in over-budget checks help prevent overspending, and full visibility into open payables—including balances, due dates, and pending items—allows your team to make informed decisions and maintain better oversight. A centralized vendor grid tracks all vendor activity, making it easier to manage relationships, monitor payments, and quickly access vendor history.

Accounts Payable will help the City to:

- **Enable accurate tracking with unlimited commodity codes and flexible accounting support.**
- **Streamline compliance** with tools for 1099/1096 forms and comprehensive audit reporting.
- Enforce rules for secure, authorized payment approvals.
- Get instant alerts for errors like bounced emails to stay on track.
- **Maintain searchable records with real-time visibility into payables and vendor activity.**
- **Reduce errors with on-demand check writing, GL edits, and secure data imports.**
- **Support multiple funds and payment types, including ACH, checks, and purchase cards.**

Budgeting

Budgeting centralizes your entire budgeting process, allowing your team to build, review, and finalize budgets more efficiently. Powerful budgeting tools allow you to confidently model future budgets using past data, current balances, and custom assumptions. Drill into projections to understand the key drivers behind each model. Create budgets by copying prior-year data, using projection scenarios, duplicating budget codes, or importing directly from Excel. Once generated, budgets are immediately accessible to users through their dashboards, where they can review, make edits, and add requests.

Maintain complete budget control across funds, departments, accounts, and budget types. Built-in budget-to-actual comparison tools provide real-time financial insights, enabling teams to make informed decisions, adjust proactively, and maintain control throughout the fiscal year.

ERP Pro Budgeting will allow the City to:

- Provide secure, role-based access to budgets, allowing users to see only what is relevant to them.
- Improve resource allocation by requiring all budgets to go through a formal approval process.
- Automate monthly budget distributions using historical or custom allocation rules.
- Streamline budget cycle setups with simplified tools to reset data or roll up accounts.
- Support informed decision-making with unlimited budget scenarios and “what-if analyses.”
- Strengthen compliance with visibility into changes to an item's status, cost, or description.
- Collaborate across departments with comments at the fund, department, or line-item levels.

Human Resources Management

Designed for small to mid-sized local governments, ERP Pro's Human Resources Management unifies HR and Payroll to centralize employee data, automate routine tasks, and streamline operations. By sharing information seamlessly across solutions, it eliminates duplicate entry, simplifies personnel actions, and supports policy-aligned decisions. Automated payroll processing with unlimited deduction codes ensures compliance, transparency, and reduced administrative workload for City—from hiring to retirement.

Key Benefits



Easily share personnel actions and data



Simplify time tracking and leave management



Offer employees 24/7 self-service access



Maximize efficiency with workflow automation



Manage complex payrolls with flexibility and precision



Optimize hiring with native Tyler apps that integrate seamlessly



Reduce HR burden with paperless benefits enrollment

Drive Action with Real-Time Reporting

Make confident, informed decisions with seamless access to up-to-date employee information, payroll activity, and staffing metrics. With real-time dashboards and reporting tools, HR and payroll teams gain a clear view of workforce trends, compliance issues, and personnel actions. The City can feel confident that all EEO-4 and EEO-5 Equal Employment Opportunity reports, IRS quarterly 941 reports, W2s, 1099s, and 1095Cs meet federal and state requirements.

Optimize Workforce Planning and Operations

Support smarter staffing, succession, and budget planning with tools that streamline hiring, automate personnel actions, and centralize time and leave tracking. Built-in compliance checks and audit-readiness help you stay ahead, while integrated workflows ensure consistent processes from recruitment to retirement. Automated HR tasks, flexible payroll tools, and paperless processes reduce manual entry and free up staff to focus on strategic priorities.

Empower Employees with Secure Self-Access

With 24/7 self-service access to pay history, benefits, and key tasks, employees can manage their own information when it's convenient for them. Role-based permissions allow employees to share updates through built-in announcements, while customizable templates and paycheck simulation tools speed up time entry and boost transparency. Secure Employee Access Pro gives staff greater control and frees HR and payroll teams to focus on long-term planning, not data entry.

Key Modules and Applications

Human Resources	Benefits Enrollment	Applicant Tracking	Position Budgeting	Employee Access Pro	Payroll
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Native HR & Payroll

ERP Pro unifies employee records, benefits, time tracking, and payroll into one integrated system at a single, transparent price. Centralized data minimizes duplicate entry and errors, while automatic tax and deduction updates simplify compliance and decision-making. Monthly payroll runs, reports, and HR actions are seamlessly connected, ensuring accuracy and efficiency. Employee self-service tools reduce HR workload by enabling access to pay stubs, time-off requests, and benefits management. Scalable and adaptable, the system streamlines onboarding, offboarding, and expansion across departments and locations.

Human Resources

ERP Pro's all-in-one HR platform manages the complete hire-to-retain process, from attracting top talent through recruitment and applicant tracking to managing the employee lifecycle. It enables proactive oversight of certifications, training investments, performance evaluations, and educational achievements, ensuring alignment with organizational goals. With instant access to complete employee profiles, including leave balances, benefits, training, and equipment tracking, your HR staff can make faster, smarter decisions while ensuring compliance. Employee data tracking lets you easily track demographics, position histories, performance evaluations, benefits, and professional development.

Ensure Compliance

Human Resources Management Pro monitors compliance by sending alerts for training deadlines, logging workplace incidents and OSHA-reportable events to be addressed, and ensuring adherence to FLSA, FMLA, and other labor laws.

Automate HR Workflows and Documentation

Streamline new hire onboarding with automated workflows that deliver a seamless, organized experience. Human Resources Management Pro automatically generates welcome packets and required documentation, ensuring nothing is missed and every new employee starts off informed and engaged.

Drive Access to Key Workforce Data

Gain instant, data-driven insights with powerful reporting tools that surface key information like employee summaries, pay trends, anniversaries, certifications, and dependents. Advanced query capabilities make it easy to retrieve accurate data.

Streamline Personnel Action Requests

Personnel Action Requests (PARs) centralize and accelerate key workforce processes, including hires, terminations, and transfers. By reducing administrative workload and improving data accuracy, PARs empower faster, more informed decisions. Automated document storage replaces manual filing, ensures regulatory compliance, and maintains transparency and audit-readiness. These capabilities foster employee trust and transform personnel management into an agile, efficient, and audit-ready function that aligns with your organizational objectives.

Payroll

ERP Pro Payroll helps you manage payroll with accuracy and efficiency by automating earnings and benefits distribution across departments, funds, and GL accounts according to your business rules. Batch processing lets you run multiple employee groups simultaneously, while unlimited deduction codes and built-in support for W-2s, I-9s, and 941 forms help ensure compliance. With instant access to leave balances, benefits deductions, and pay histories, your team can process payroll faster. Customizable pay stubs, support for multiple pay rates, and flexible approval workflows help payroll run more efficiently, with fewer errors and a clearer experience—no matter how complex the pay structure. Integration with Accounts Payable drives seamless communication and greater operational efficiency across departments.

With Payroll, the City can expect to:

- Automate payroll processing, including batch runs, earnings distribution, and cycle corrections.
- Supports compliance with tax forms and employment documentation (W-2s, I-9s, 941s).
- Handles unlimited deduction codes for garnishments, insurance, union dues, and more.
- Offers real-time visibility into payroll data, benefits, and labor costs for better decision-making.
- Enhance financial accuracy with automated GL posting and vendor payments.

Automated Income and Employment Verification

Automated Income and Employment Verifications powered by The Work Number® from Equifax® is included at no additional cost and available 24/7. When employees apply for credit, loans, housing, or government assistance, credentialed verifiers such as lenders or property managers can instantly and securely access only the information they need—without involving your HR staff. This eliminates the risks of manually fielding verification calls or sending entire payroll records. By zeroing in on exactly what's needed, The Work Number® reduces the risk of fraud, keeps sensitive data encrypted, and privatizes application specifics. Employees gain faster, more accurate decisions from verifiers, while avoiding the discomfort of sharing personal application details with HR. Staff enjoy less administrative burden and greater peace of mind knowing processes remain FCRA and government compliant.

Applicant Tracking Interface

Optimize hiring, from recruitment to onboarding. Reusable templates for job descriptions, interview questions, and evaluation forms ensure consistency and save time. A role-based dashboard makes it easy to publish job postings to your City site and external job boards, expanding your reach with minimal effort. Applicants benefit from a user-friendly application process with automated status updates and personalized communication, keeping top talent informed and engaged.

Applicant Tracking automates Personnel Action Requests, reducing manual paperwork and accelerating approval workflows for staffing changes like hires, promotions, and terminations. Integrated calendar management coordinates interview scheduling, sends reminders, and captures feedback in real time, making collaboration effortless and the hiring process more efficient.

Employee Access Pro

Employee Access Pro is an integrated, self-service web application that centralizes key tasks and communications for employees, all in one place. It provides anytime, anywhere access to time entry, pay history, benefits, onboarding tasks, and personal information updates. Designated staff can upload tasks directly to an employee's portal or post announcements for specific groups, such as timesheet deadlines, mandatory trainings, or important dates.

Robust time entry tools simplify tracking and reduce the burden on payroll teams. Employees can create reusable templates for quick entry, submit time-off requests, and view leave balances by type and date range. From onboarding to retirement, Employee Access Pro streamlines communication, increases transparency, and ensures secure access to essential information.

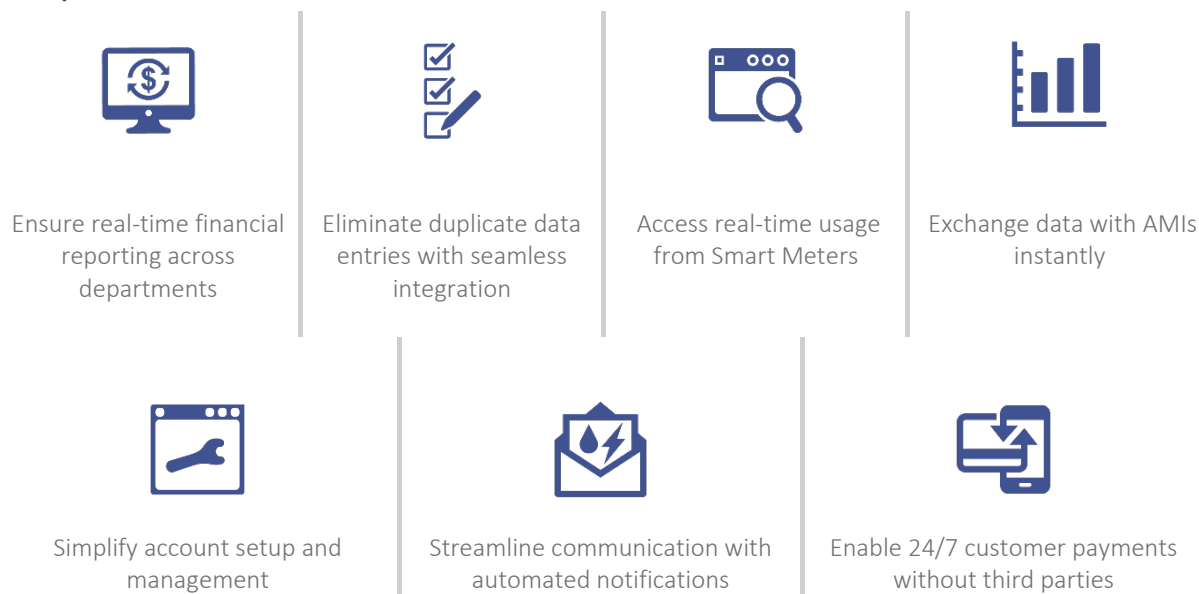
Employee Access will allow the City to:

- Track complex schedules with automatic FLSA overtime calculations.
- Securely submit personal information updates, such as address, W-4, and direct deposit details.
- View pay history and explore “what-if” scenarios with a paycheck calculator.
- Review their employment timeline and track role changes within the organization.
- View benefit elections, access benefits guides, and submit changes for qualifying life events.

Utilities Pro

Utilities Pro is an all-in-one billing and account management system built specifically for small to mid-sized local governments handling electricity, gas, water, and sewer services. By automating service order updates and enabling account reviews to update all integrated systems simultaneously, Utilities Pro eliminates duplicate data entry. With native payment processing, there’s no reliance on third-party vendors—ensuring reliability, security, and responsive support. Utilities Pro efficiently manages both metered services and one-time charges, allowing your staff to focus on delivering exceptional customer service and maintaining critical infrastructure—rather than getting caught up in paperwork.

Key Benefits



Free Up Staff Time with Simplified Account Management

Utilities Pro empowers staff with intuitive search tools and full account visibility, enabling quick access to resident information, usage data, and charges for faster, more personalized support. The flexible rate engine simplifies calculations for all rate types, allowing easy customization to meet the City’s unique needs.

Drive On-Site Productivity with Mobile Tools

Using their mobile devices, field teams can easily capture photos, collect digital signatures, and complete tasks on the spot. With full offline functionality, crews can access and input critical information—even in remote areas with no internet connection. Once back online, real-time synchronization ensures all data is automatically shared with your back office.

Keep Residents Engaged with 24/7 Online Access

Utilities Pro offers a self-service portal that allows residents to manage their accounts and pay bills online at any time, meeting the demand for convenient access. With Utility Access, your residents can easily view transaction and payment histories, bill due dates, deposits, current balances, and more.

Key Modules and Applications

Utility Billing	Pre-Paid Utilities	Utility Access	Service Orders Mobile	MultiSpeak	Smart Meters
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Utility Billing

Our comprehensive utility management platform streamlines every aspect of your operations—from service connections to billing—so you can focus on delivering reliable service to your community. Utility Billing’s intuitive tools reduce administrative work and streamline operations, allowing staff to quickly manage meter reads, service cut-offs, and work orders with fewer errors. Self-service options empower residents with easy account management and automated billing.

Streamline Operations and Reduce Administrative Burden

Intuitive workflows allow staff to quickly manage new accounts, transfers, meter changes, and other service modifications. By centralizing data entry and automating key processes, Utility Billing eliminates duplicate data entry, saving time and reducing the potential for data-entry errors.

Improve Customer Account Management

Customers enjoy clear, easy-to-understand statements and flexible delivery options that cater to their preferences. Consolidated billing simplifies account management across multiple services or properties and allows residents to receive bills by mail or electronically through their Utility Access application. Because staff have quick access to customer information, customers benefit from faster responses and higher-quality support whenever they have questions.

Simplify Complex Billing

Utility Billing supports both metered and non-metered reads, providing flexibility for any property type. Customizable rate structures accommodate flat fees, usage-based charges, and even complex scenarios like tiered or primary/secondary metering. This ensures your residents receive fair, transparent, and accurate billing every time.

Accurate Billing and Reliable Revenue Management

Utility Billing integrates seamlessly with Financial Management Pro to streamline reconciliation, reporting, and collections. Built-in automation ensures billing accuracy by automatically detecting and correcting missed readings, service gaps, and data entry errors, eliminating the need for manual adjustments. Utility Billing supports a wide range of payment types, including full, partial, and pre-payments, and features built-in checks

to prevent duplicate entries. It also supports payment plans, credit evaluations, bad debt tracking, and tax lien processing, giving your team the tools needed to manage finances with confidence and compliance.

Municipal Justice

The Municipal Justice Case Management solution provides the court with excellent calendar and document management, bond and warrant management, jail and program tracking, and so much more. Utilizing a variety of user-defined options, for instance creating your own user-defined case types, the court system can be configured to fit your individual needs. Users can create a 'My Cases' listing, customizable queues, schedule their desired reports, and set automated case updates. Easily create master files for persons, vehicles, officers, attorneys, etc. eliminating the need to re-enter existing information for every case or citation. New case filing information can be provided to the Municipal Justice Case Management system from your police records management system, ecitation system, and from a case import file using a generic file interface to remove manual data entry. Our goal is to provide court specific features therefore saving time for judicial, prosecutorial, and court staff.

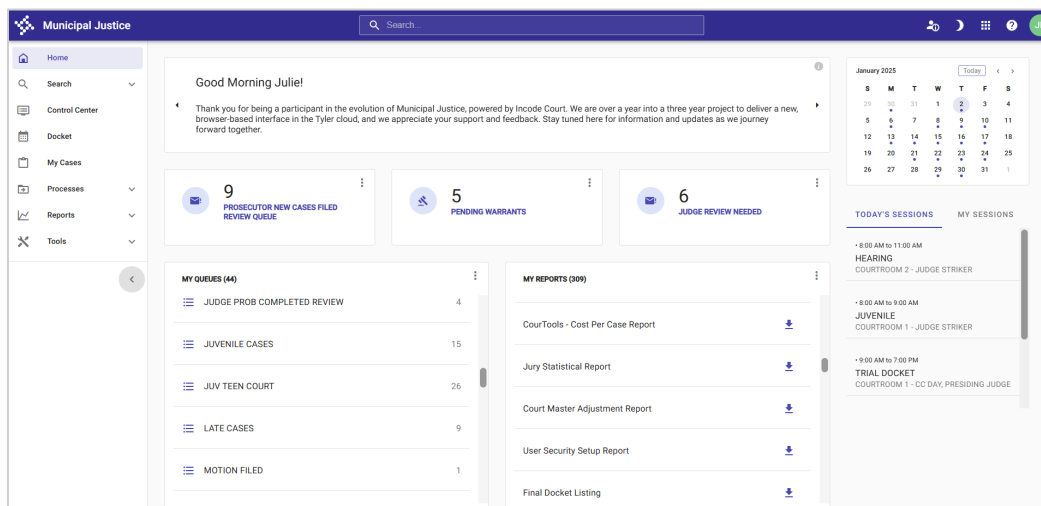


Figure 1. Municipal Justice Dashboard (Confidential and Proprietary – Figure is Subject to Restrictions on Disclosure)

Our feature-rich court system will improve your court's efficiency, accuracy, and overall abilities to meet the demanding needs of today's court systems.

Court Case Management Features

Case Processing

Through the unique *Search screens*, users can view any information at a glance. Search using our 'One Bar' search or look for specific information relating to DOB, Social Security number, Driver's License number, Case/Citation number, vehicle information, addresses and numerous other criteria. In addition, you can search cases by activity of Officer, Judge, Prosecutor, Defense Attorney, Program Assigned, or by Date of Status, Warrant, Sent to Collections, Conviction, Case Filed Date, and more.

To be pleasing to the eye, users can modify the fields, change the order, select card view or list view, and even move into dark mode. Identifiers on the screen alert clerks to there being an outstanding warrant, active

bonds on the case, age (Juvenile, Minor), witnesses, and you have the ability to create 'Hot Flags' on a case party such as 'No Checks' or 'Translator Required'.

Judiciary

Court Features are designed to assist the judicial and court staff with setting cases for trial and having the calendar check officer schedules, defense attorney, judicial, and prosecution availability, and set a maximum number of cases allowed on a court date session.

Defendant	DOB	Driver License	Attorney	Scheduled	Warnings	Total Balance	Action
BARRETT, MARK	08/15/2004	3435435-TY		1 charge	W I B	\$660.00	Check-In
FORD, JULIE LEIGH	08/11/1958	2300917-TY	E. Baker	1 charge	W I B	\$209.50	Check-In
HOWARD, SARAH	08/11/1978	54358909-TY	C. Arnold	3 charges	W I B	\$1,120.00	Check-In
KLOR, HOWARD	04/11/1970	6858455-TY		2 charges	W I B	\$738.87	Check-In
LEE, RICHARD JES S	06/26/1951	1377792-TY	W. John	2 charges	W I B	\$825.00	Check-In
RATTANAPHOSV, D ARDY	11/18/1991	2303461-TY	R. Acklerman	1 charge	W I B	\$243.00	Check-In

Figure 2. Municipal Justice Courtroom Docket Listing – card view (Confidential and Proprietary – Figure is Subject to Restrictions on Disclosure).

Additional Features:

- Track an unlimited number of court settings at a time, all with different due dates/times
- Status codes automatically enter numerous defaults for judges and court staff such as plea, trial type, and set new fees based on a single status code
- Create pre-defined Judgments for ease in judicial sentencing cases
- Amend charges without having to re-enter case information
- Set payment plans and payment groups which automatically roll the due date upon payment and allows for auto-pay enrollment online
- Provide jail credit/community service credit based on a pre-defined rate
- Add multiple Attorneys to a case with ease
- User defined grid for displaying information in the desired order by each user
- Witness flags are displayed on the screen, create user defined case party types, track case victims, restitution, and subpoena service
- Unlimited note ability; identified by private, public, court session, and prosecutor types
- Adjust fees, fines, and costs with the click of your mouse showing combined total on screen
- Next action date, payment date or court date displayed on the main screen, no need to drill down inside the case
- Complete detailed audit history available

Payments, Cash Bonds, Cash Reports & Credits

Tyler provides the ability to adjust fees and fines and take payments from numerous areas within the software. Tyler also provides the ability to enter payments in full or partial payments for cases set up on a

payment plan. A record is created on each case as to which fees have been paid, the balance of the fees due and any credit that has been applied to the case.

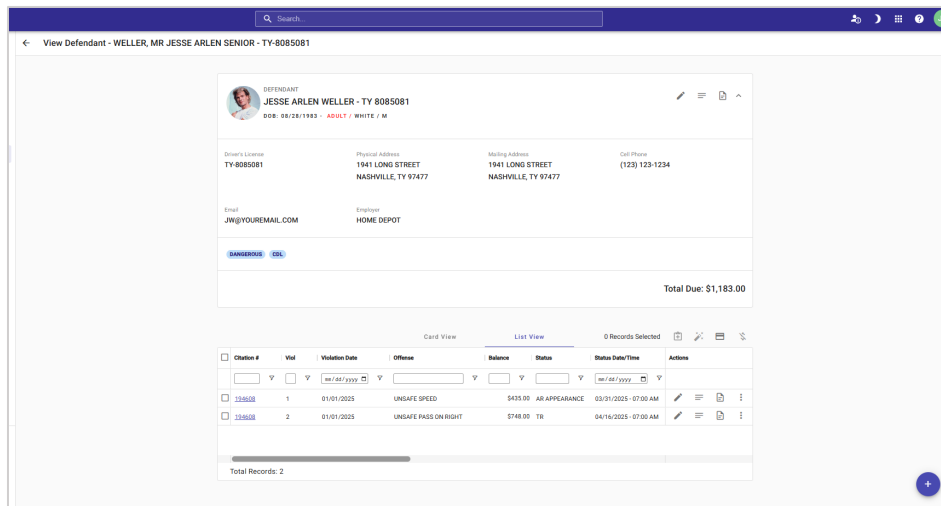


Figure 3. Municipal Justice Name Search – list view (Confidential and Proprietary – Figure is Subject to Restrictions on Disclosure).

Tyler's Defendant Access online payment portal offers your defendants options for taking care of their cases quickly and easily from their home computer, smartphone, or tablet device. Increasing your web traffic will result in faster payments, and less foot traffic in your court. The easier you make it for a defendant to take care of their cases, the more likely they are to do so. Since this feature is part of the Municipal Justice case management system, any actions performed online will update to the case in real time.

Cash bonds are easily posted to the violator's case. Bonds are then managed through our bond management screen for ease in applying, forfeiting, refunding, or transferring from case to case.

Credit can be applied to a case for various types of community service or jail time served. Receipts are printed and numbered for each transaction. Through the use of our unique case status codes, the user can automatically add new fees to a case when the case status is changed.

The Tyler court software provides a direct interface to any Tyler Technologies General Ledger system, ending the need for journal entries. For an additional fee, Tyler may be able to create an interface file for uploading into other general ledger systems.

Additional Features:

- Print receipt(s) for all transactions
- Void receipts (with proper security rights)
- Partial payments automatically role the date to the next payment date due, if applicable
- System prevents over-payments
- Set security flags on a case party, such as "Do Not Accept Checks"
- Create payment groups for multiple cases to be paid on one arrangement
- Automatically add payment plan fees (if applicable)
- Take different methods of payment on a single receipt

- Track Bonding Company information contained in a master file to reduce the need of reentering bond company information
- Set bonding limits on bond companies
- Create a refund list for Accounts Payable
- Write refund checks directly out of the software

Docketing

Tyler's Municipal Justice Case Management software offers a wide variety of docket options. Dockets are easily created in conjunction with case statuses and the calendar availability for officers, judges, prosecutors, and defense attorneys. Our dockets can be created in several formats and called up in various orders such as: alphabetical, by check in, by docket number, by officer, and many others. Tyler also provides a live self-check in process so that Defendants can update contact information and record the order that they arrived for court.

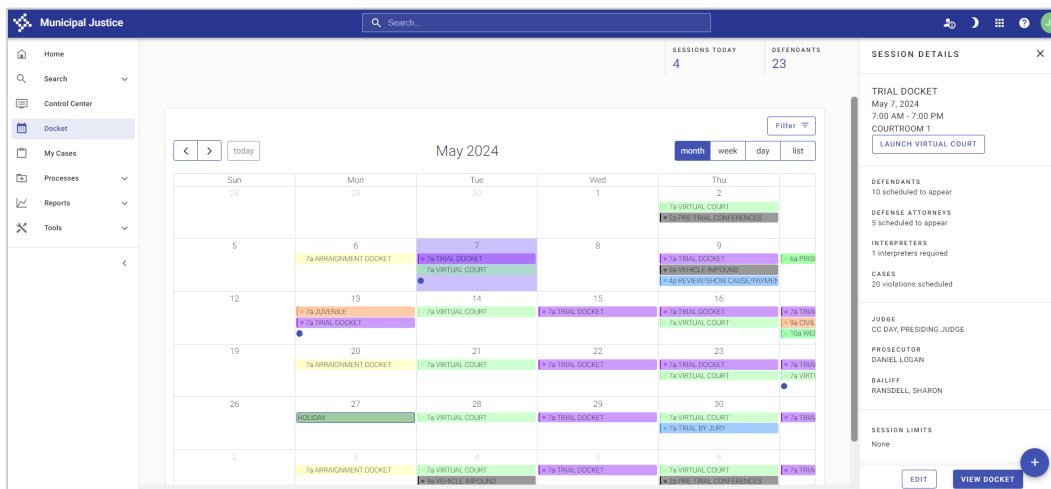


Figure 4. MUNICIPAL JUSTICE COURT CALENDAR DOCKET (Confidential and Proprietary – Figure is Subject to Restrictions on Disclosure).

All cases on the selected docket automatically appear on the live docket screen allowing for fast, efficient adjudication of the cases without having to search for each case. Cases can be updated in a batch as well, such as rescheduling just a specific attorney's cases.

All dockets can be printed or archived for historical purposes. A true and complete final docket can be generated after court that will provide the outcome of all cases that were listed on the docket.

Prosecution

Municipal Justice Prosecutor Features are designed to aid the prosecuting attorney with streamlining the case filing review process and maintaining data needed for hearing and trial preparation. The Municipal Justice System allows for the creation of charging documents, the maintenance of charge decisions, the ability to track forms, and actions of your office. The prosecutor features are built within the Municipal Justice Software.

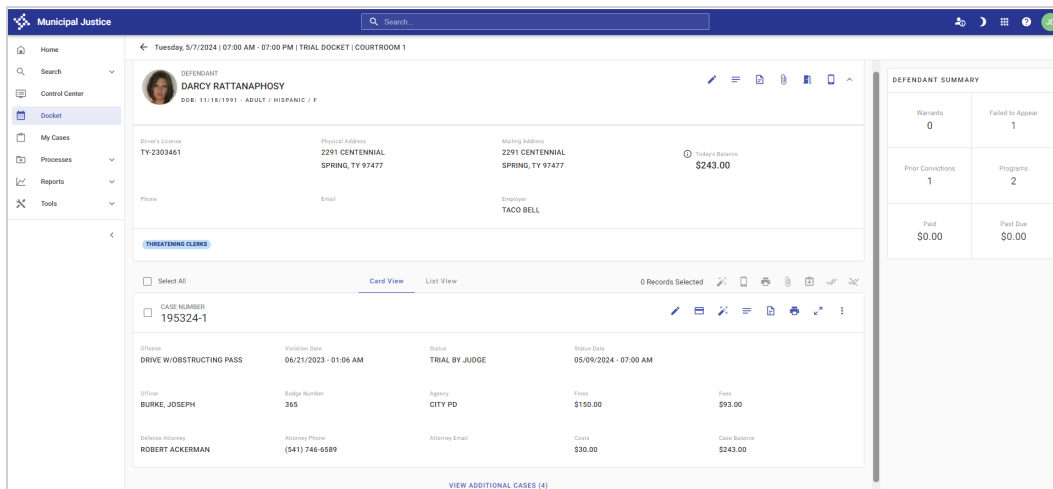


Figure 5. MUNICIPAL JUSTICE LIVE COURTROOM – CARD VIEW (Confidential and Proprietary – Figure is Subject to Restrictions on Disclosure).

For Prosecutors, you can easily:

- Review new alleged offenses and complaints to determine prosecution weight permitting you the capability to preserve the duties of the prosecutor’s office in seeking justice
- Customize charging language on offense codes for streamlined charging document production
- Take steps to Amend, Accept, Decline, or Hold a new filing for additional research with a click of a button
- Generated documents, such as lack of evidence motions, subpoenas, and notices pull information from the party and case record into documents without the need to re-key data
- Transform your office by integrating document management capabilities to create an electronic case file, instead of a paper one, as well as the ability to scan and store documents, pictures, police reports, video, and audio.
- Enter your time out in the prosecutor schedulers to restrict date availability for courtroom settings.
- Independently, each office can leverage powerful tools needed to effectively manage their caseload, organize shared case comments and private prosecution comments, and easily track the data necessary to efficiently perform daily tasks.

Additional Solution Features

- Live Courtroom Docket
- Managing Dispositions
- Case Routing and Paperless Court
- Parking Citation Management
- Citation Book Tracking
- Batch Processing
- User Defined Macros
- Warrant Management
- Case History and Register of Actions
- Case Status Tracking
- Ethnicity, ASL, and Interpreter Tracking
- User Defined Queues
- Program Tracking
- State & Statistical Reporting

Live Courtroom Docket

Municipal Justice provides the ability to create a true, live courtroom docket with user-defined workflows based on your court rules. Features include entering sentencing dispositions and findings, posting payments and bonds, document printing of any user-designed form, issuing community service credit or jail credit, add new comments and the addition of walk-ins to the court docket.

Interpreter Tracking

Track the need for an interpreter and the translated language needed.

Program Tracking

Municipal Justice allows for the tracking of cases assigned to programs and conditions providing the ability to record completion or failure of, and any other court ordered program.

Managing Dispositions

Easily track and manage every aspect of the disposition of your cases. Drop down boxes provide your user-defined codes for quickly and efficiently updating pleas, case settings, trial types, fees/fines, judgments, assigned programs, restitution, and much more. Adjudicated case disposition information can be provided to your police records management system by adding a generic file interface to allow for case status updates providing a single location look-up, if desired.

Macros

User defined macros based on your business rules make time consuming updates a thing of the past. One button click and you can instantly set cases up for a Continuance, Extension of Payment, Driving Safety courses, Deferred Dispositions, Motion Review, Sentencing, or any other court setting.

Case Routing and Paperless Court

Never lose case folders with Municipal Justice as users can electronically route cases keeping a workflow record of whose queues the cases are in. Search for, locate, and track cases to the judge's review queue, the prosecutor's offer queue, and more. Unlimited user defined routing tools for workflows from Municipal Justice. Also, utilizing Tyler's paperless court document manager is the place where you can see the most immediate impact of going paperless. Multiple users in different locations can view the case documents simultaneously.

The efficiency and productivity can revolutionize the way you conduct court, save hundreds of man hours weekly, reduce expenses and minimize human error. Access media attached to case files such as dashboard camera video, traffic light camera shots and driver's license scans. Integrate with public safety solutions to import citations, police case records, and warrants.

Case Status Tracking

Municipal Justice users can track cases by status and status date, creating a report or updating hundreds of cases at a time. By selecting the current status and date range, the court user can generate custom courtesy letters or forms, reset cases, and change or update statuses or add additional fees, without having to go to individual cases to update them. Municipal Justice uses merge functionality to allow the court to create and edit unlimited custom forms.

Batch Processing

Update dozens of cases instantly with the Case Management Center, providing the ability to print letters, add fees, reset court dates, overdue payment, and send attorney notices and much more from one screen in one process. Based upon the need of the court, at an additional cost, Tyler may be able to create an interface file for exporting and importing case information to a third-party collection agency.

Warrants

Tyler provides the ability to create an unlimited number of warrant types, allowing for different fees to be added to warrants based on type, different documents to generated based on type and bonds to be set based on type. Warranted cases display an indicator on the screen, as well as marking each name and case with a red flag to ensure that staff notice. Photos of the violator can be printed directly on the warrant, as well as any desired descriptors. Activated warrant information can be provided to your police records management system by adding a generic file interface to remove manual data entry for the public safety division.

Warrants can be created in a batch process, or on a case-by-case basis. Our Warrant management provides the ability to produce numerous types of warrant reports based on address, city selection, offense, names, and several other options. Warrants status updates can easily be made with tracking attempts to serve, including notes on why you were unable to serve the warrant.

Payments, or the posting of bonds, can automatically clear the warrant. Detailed histories of the warrants are maintained within the software. Numerous detailed warrant reports are provided including the listing of outstanding warrants and cleared warrants.

State Reports

Municipal Justice Will Meet and Maintain All State Reporting Requirements, as well as offering electronic conviction reporting in all States where applicable.

Case History and Register of Actions

From Case History, users are able to see every event that has ever taken place on a case, including payments and receipt numbers, documents printed on the case, changes to fees and fines, any case settings and much more. From the Court's register of actions, courts can customize the settings for immediate view of the court's user defined register of actions documenting important actions taken and a reportable summary may be generated for each case and viewed in Tyler's paperless court document manager for case record retention.

Citation Book Tracking

Municipal Justice has the ability to track the citation books issued to officers. Reports can be generated on the number of missing citations, easing audits on citation books.

Parking Citation Management

Tyler provides for Parking Citation management built into our Court Case Management application. Status reports can generate to find unpaid citations and act on them, such as increasing the fine or printing warning notices to past due delinquent violators using the scheduler. Upon the need of the court, Tyler may be able to create an interface file for exporting and importing vehicle registered owner case information to the state department of motor vehicle where applicable.

Municipal Justice Standard Reports

Reporting

In addition to Tyler's commitment to meet all State required reporting, we also offer more than 70 standard reports ranging from warrant reports to officer activity to statistical reports. These reports provide a variety of criteria, providing the user with the ability to get a wealth of information from the court data. We also provide reports standardized by the National Center for State Courts. Additionally, Tyler's report builder allows you to create customized reports that can be used once or saved as a template for continued use. All reports can be exported into several different formats, attached to an email, or archived directly from the software.



In addition to the standard reports, you also have the ability to create and define your own reports. Here is a brief listing of some of the provided standard reports:

- **Status History Report:** This report provides detailed information about any case, listing all the activities that occurred on the case by date and showing the operator accessing the case.
- **Officer/Agency Report:** This report provides information on cases that were issued by a specific officer or agency. Depending on your requirements, this can be a very generic or a very detailed report.
- **Offense Report:** This report provides information on specific offenses during a specific period. Depending on your requirements, this can be a very generic or a very detailed report.
- **Program Tracking:** Municipal Justice has the ability to track programs assigned including: community service, teen court, alcohol programs, anger management, juvenile diversion, etc. This report provides recorded completions or failure of, and any court ordered program, this can be an overall program tracking report or very detailed to each program type.
- **Citation Book Tracking Report:** Municipal Justice has the ability to track the citation books issued to officers. Book Tracking Reports can be generated on the number of missing citations, easing audits on citation books.
- **Citations with a Balance Report:** Provides a list all cases that have a balance due. This report can be tailored to exclude warrants, include only cases with a conviction, etc., which makes this a great report for keeping up with accounts receivable.
- **Parking Citation Status List:** Provides details on parking citations based on a variety of parameters the user can select.
- **Warrant Listing Report:** This report generates a listing of all outstanding warrants or cleared warrants. Detail includes the name, warrant number, race/sex, and date of birth, date issued, offense, and warrant type. This is an excellent report for exporting to the web.

- **Warrant Payment Report:** This report provides a listing of all warrants that have been paid. The report is keyed off the payment date range, and controlled by warrant types and sort order, giving totals by fee and account number.
- **Jail Tracking Report:** This report provides a listing of all persons filtered by their current jail status, assigned judge, jail status date, and expected release date.
- **Nation Center of State Court Reporting – CourTools:** These reports have an established national standardized reporting format. They include reporting for Age of Pending Cases, Clearance Rates, Collection of Monetary Penalties, Cost per Case Report, and Time to Disposition Report.
- **Monthly Filed/Closed by Offense Type Report:** This report details all the activity of the courts from a given time period. The report will include the number of cases filed vs. closed, warrants issued vs. served, the cases closed by other means, and the total amount of revenue generated. This is an excellent report for council meetings or management control.

Municipal Justice Jury Selection & Management

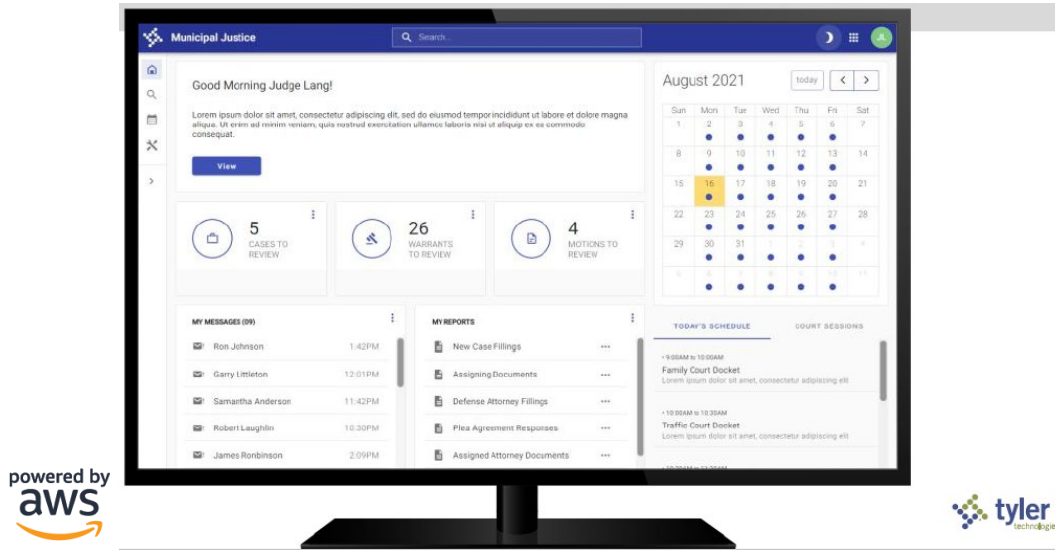
For court with jury trials, easily create jury pools, manage juror addresses, exempt status, and service history. Create and print a user-defined jury summons, voir dire seating charts, check them in, assign them to courtroom panels, create notices for non-appearances, issue juror checks, and much more. Municipal Jury Manager will track your juror statistical attendance trends.

Juror Access

Courts needing a juror online portal to help with more juror needs can utilize the Municipal Jury Manager's Juror Access. This add-on feature allows for juror self-serve to file exemptions, reschedule, or complete juror questionnaires following the court's business rules. These self-service features update in real-time to Municipal Jury Manager. This added feature will streamline the entire jury management process.



Increasing Access to Justice



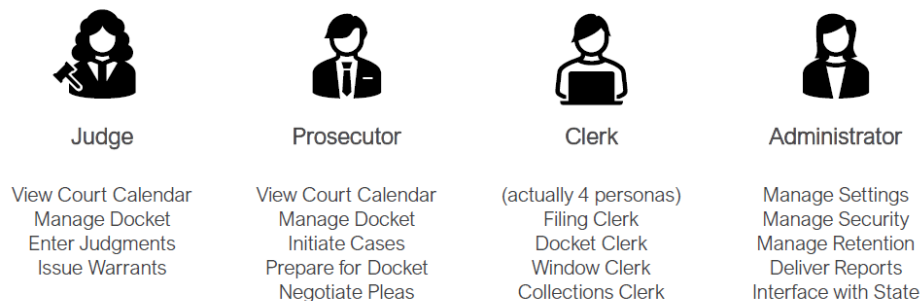
Benefits of the Cloud

- Access your software from anywhere
- Modernized software that is always up to date
- Robust protection from ransomware and threats
- Reduce IT dependence and costs
- Easy to learn software interface

Tyler’s cloud solutions are subscription-based cloud applications running on AWS, the world’s most comprehensive and broadly adopted cloud platform. Applications are available securely from any internet connection, anywhere, anytime. Tyler Technologies manages all client hosting operations, including application upgrades and platform administration, providing clients with a single point of contact for all software and hosting needs.

Implementation Approach

A persona-by-persona approach?



Permitting & Licensing Pro

At Tyler, our goal is to make it easier for your staff to serve your community. Permitting & Licensing Pro provides a complete, fully integrated solution for community development, business licensing, code enforcement, and asset management in one cloud-based system built for smaller municipalities. Built for growth, our scalable system lets you add modules at any time, so that you can meet the evolving needs of your agency and community.

Key Benefits



Streamline every aspect of community development



Improve community member and contractor engagement



Ensure compliance and consistency



Build community trust and satisfaction



Support informed decision-making



Reduce manual work and administrative overhead



Empower staff mobility and collaboration



Enhance transparency and accountability

Key Modules and Applications

Streamline Processes with Permitting

Streamline your agency's permitting process from application to inspection with one integrated solution. The Permitting module simplifies workflows, eliminates paper bottlenecks, and enhances collaboration among staff, contractors, and residents. With Collaborator Access, applicants can easily apply online, pay fees, upload documents, respond to reviews, and track progress in real time. Combined with Electronic Plan Review, the City can manage blueprints and approvals entirely online.

With the Permitting module, you'll be able to:

- Track applications, reviews, inspections, and payments by location.
- Provide secure online submission and payment processing for all permit types.
- Collaborate with applicants in real time through the Collaborator Portal.
- Integrate with Electronic Plan Review for comprehensive digital plan management.

Common Use Cases: Building and Trade Permits • Fences • Alarm Systems • Special Events • Roofing • Excavation • Demolition • Driveways • Occupancy Certificates

Ensure Compliance with Credential Manager

Credential Manager simplifies the administration of professional qualifications across contractors, service providers, and agency personnel. With seamless integration into the Permitting module, the City can ensure that only verified and compliant professionals participate in permit submissions and inspections.

With Credential Manager, you'll be able to:

- Track credentials and renewals for contractors, engineers, and licensed professionals.
- Allow applicants to apply, pay, and renew credentials online.
- Integrate with the Permitting module to auto-validate professional qualifications.
- Notify credential holders of upcoming expirations to maintain compliance.

Common Use Cases: General Contractors • Plumbers • Electricians • Roofers • Architects • Engineers • Surveyors • Solicitors • Fire Sprinkler Installers

Simplify Code Enforcement

The Code Enforcement module enables the City to efficiently track and manage violations, inspections, abatements, and hearings. Through customized workflows, agencies can ensure compliance while enhancing community safety and property standards. Residents can easily report concerns through Request Manager, which automatically generates potential violations in the system. Inspectors and staff can record findings, schedule follow-ups, and share updates with ease.

With Code Enforcement, you'll be able to:

- Create custom workflows to manage violations, inspections, and abatements.
- Allow citizens to report issues via the integrated Request Manager.
- Capture photos, schedule follow-ups, and generate letters online.
- Enable field staff to access and update cases directly via the Agency Interface.

Track Liens and Collections with Confidence

The Liens and Collections module centralizes the management of property or tax liens. Liens can be auto-populated from Code Enforcement abatements, and staff can track outstanding balances across all properties. The City can easily generate payoff estimates and provide transparent access to property information for realtors and developers.

With the Liens and Collections module, you'll be able to:

- Automate lien creation from abatement and enforcement actions.
- Track outstanding balances and payment histories per property.
- Generate payoff estimates for closings and future assessments.
- Provide public lookup tools for transparency and engagement.

Common Use Cases: Demolition • Lot Cleaning • Mowing • Real Property • Vacant Properties • Delinquent Utilities • Board & Secure • Environmental Property

Manage Public Works and Maintenance with Work Orders

The Work Orders module equips the City with tools to efficiently track, assign, and complete work across public infrastructure, facilities, and assets. From street repairs to sewer maintenance, your team can easily manage projects, allocate resources, and track costs for labor, equipment, and materials.

With Work Orders, you'll be able to:

- Create and manage detailed work orders with multiple jobs per project.
- Associate assets for accurate usage tracking and maintenance planning.
- Monitor budget utilization and category-based spending in real time.

Common Use Cases: Facility Maintenance • Fleet Maintenance • Street Repairs • Potholes • Drainage • Park Maintenance • Sewer Repair • Mowing • Abatements

Optimize Asset Lifecycle Tracking with Asset Management

Asset Management helps the City track assets, maintenance orders, and related costs. From vehicles and equipment to facilities and infrastructure, this module supports lifecycle tracking and ensures resources are maintained efficiently and cost-effectively.

With Asset Management, you'll be able to:

- Monitor asset inventories, usage, and maintenance schedules.
- Create work orders directly from assets for proactive management.
- Analyze budget performance by asset category and project type.

Common Use Cases: Vehicles • Machinery • Buildings • Bridges • Parks Equipment • Stormwater Systems • Water Distribution • Signals and Signs

Simplify Applications and Renewals with Licensing

The Licensing module streamlines the application, issuance, and renewal of business and trade licenses. With intuitive online access, external contacts can apply, pay, and renew licenses while staff maintain complete oversight of compliance and renewals. Automated notifications keep licensees informed of expirations and renewal requirements, ensuring continuous regulatory compliance for the City.

With the Licensing module, you'll be able to:

- Track licenses and recurring inspections by location and license type.
- Automate renewal reminders and manage key expiration dates.
- Enable online applications, payments, and renewals through the Collaborator Portal.
- Provide real-time visibility into license status and history.

Common Use Cases: Food and Beverage • Alcohol Permits • Rental Registration • Business Licenses • Merchant Licenses • Fire Alarm Permits • Home Business • Daycare Facilities

Gain Real-Time Insight with GIS

The GIS module gives the City real-time geospatial visibility into assets, projects, and permit activities. Integrating with key modules such as Permitting, Code Enforcement, and Work Orders, GIS helps staff visualize operations and make data-informed decisions from the field or the office.

With GIS, you'll be able to:

- View and manage assets, parcels, and work locations on a live map.
- Plot daily activities, initiate projects, and review parcel data visually.
- Integrate with external mapping systems such as ArcGIS for advanced analysis.

Common Use Cases: Wastewater • Stormwater • Sign and Signal • Zoning • Historic Areas • Flood Plains • Council/Ward • Address Points

Improve Community Engagement with Request Manager

Request Manager allows residents to easily report issues, submit service requests, and track progress through Public Access. The City can automatically route requests to the appropriate department or create potential violations within Code Enforcement or Work Orders.



With Request Manager, you'll be able to:

- Accept citizen-submitted service requests from any device.
- Auto-generate potential violations or work orders from reported issues.
- Send automated confirmation and status update emails to residents.

Common Use Cases: Tall Grass • Trash Pickup • Illegal Dumping • Street Repairs • Dead Animals • Noise Complaints • Park Maintenance • FOIA Requests

Engage Residents Through Public Access

Public Access increases transparency and accessibility by allowing residents to search, apply, and track agency actions online. Unique landing pages enable the City to provide community self-service tools that enhance trust and efficiency.

With Public Access, you'll be able to:

- Provide 24/7 online access to applications, permits, and reports.
- Enable address search, fee estimates, and report downloads.
- Support online engagement for permit lookup, violation reports, and lien research.

Common Use Cases: Permit Applications • Citizen Engagement • Fee Estimation • Knowledge Base • Address Lookup • Violation List • Lien Payoff • Report Subscription

Drive Efficiency with Collaborator Access

Collaborator Access connects agencies and external partners in one shared digital workspace. Applicants, contractors, and license holders can manage applications, upload documents, and pay fees online. With mobile-friendly access, users can collaborate across multiple agencies using a single login.

With Collaborator Access, you'll be able to:

- Provide applicants with secure, unified access for all submissions and permits.
- Enable online applications, fee payments, and inspection requests.
- Allow contractors to manage credentials, licenses, and abatement jobs remotely.

Common Use Cases: Construction Permits • Business Licenses • Online Renewals • Plan Uploads • Inspection Results • Special Event Permits • Abatement Jobs

Simplify Transactions with Online Payments

The Online Payments feature enables secure debit and credit transactions through i3verticals, a secure, third-party payments partner specific to Permitting & Licensing Pro. With direct integration, the City can accept payments within the system while maintaining full PCI compliance and transparent reporting.

With Online Payments, you'll be able to:

- Accept online debit and credit payments securely
- Integrate directly with the payment platform for streamlined setup.
- Maintain full transaction reporting and auditing visibility.
- Allow agencies to pass transaction fees to clients when desired.

Common Use Cases: Permit Payments • License Renewals • Credential Fees • Inspection Fees

Asset Management Pro

Asset Management Pro provides small to mid-sized municipalities with a centralized, digital solution for managing infrastructure, equipment, maintenance activities, and field operations. By connecting asset records, work orders, GIS mapping, and inventory data in a single system, Asset Management Pro improves visibility into asset condition and maintenance needs while reducing manual tracking and paperwork. Designed for organizations with lean staff and limited resources, Asset Management Pro helps agencies extend asset life, prioritize work more effectively, and deliver more reliable public services.

Key Benefits



Enable Data-Driven Infrastructure Planning with GIS-Linked Assets

Asset Management Pro integrates Geographic Information System (GIS) capabilities directly into asset and maintenance workflows, tying every asset and job to a mapped location. This spatial intelligence allows agencies to visualize where work is occurring, identify trends or problem areas, and allocate resources more effectively. By providing location-based insight across infrastructure and maintenance activities, Asset Management Pro supports smarter planning, proactive intervention, and improved long-term asset performance.

Increase Efficiency and Accountability Through Digital Workflow

Built-in work management streamlines how maintenance tasks are created, assigned, and tracked from start to completion. Digital work orders capture labor, materials, and status updates in real time, reducing delays and improving reporting accuracy. Supervisors benefit from improved oversight and timely updates, while field staff spend less time on paperwork and more time completing critical work.

Improve Oversight, Accountability, and Service Transparency

Role-based dashboards and up-to-date reporting provide supervisors and decision-makers with real-time visibility into asset condition, maintenance activity, and resource utilization. Capturing work status, labor, and materials as activities occur ensures data accuracy and transparency, improving accountability and supporting reliable reporting and informed decision-making.

Core Applications

Works Orders Pro

GIS Pro

Work Orders Pro

Work Orders Pro provides the City with a centralized, digital solution for managing service requests and operational work across public infrastructure, facilities, and community assets. Supporting a wide range of public works activities—including street repairs and pothole patching, sewer maintenance, park upkeep, fleet servicing, and facility repairs—it enables staff to efficiently assign tasks, allocate resources, and track work from initiation through completion. By consolidating work activity on a single platform, Work Orders Pro improves coordination, strengthens accountability, and helps ensure projects are completed on time and within budget.

Designed to support both reactive service calls and planned maintenance, Work Orders Pro captures labor, equipment, and material costs in real time, giving leadership clear visibility into operational performance and spending. This insight drives improved service delivery, more effective resource management, and greater transparency for the community.

With Work Orders Pro, the City will be able to:

- **Create, assign, and manage** detailed work orders, including multiple tasks within a single project.
- **Track labor, equipment, and material** usage to maintain accurate cost accounting and oversight.
- **Monitor real-time budget utilization** and spending by department, category, or project type.
- **Use mobile-friendly tools** to update job status, capture notes, and document completed work.
- **Associate work orders with specific** assets, locations, or infrastructure systems for improved maintenance planning.

GIS Pro

GIS Pro will provide the City with real-time geospatial insight into assets, permits, enforcement cases, and operational activities across the community. GIS Pro transforms data into visual intelligence—so staff can see exactly where work is occurring, where issues are concentrated, and how resources are distributed.

GIS Pro centralizes location-based data on a live, interactive map that includes wastewater, stormwater systems, zoning districts, historic areas, floodplains, signage, and council wards, GIS Pro centralizes location-based data on a live, interactive map. This spatial visibility strengthens planning, improves response times, and supports more informed decision-making in both the field and the office.

With GIS Pro, the City will be able to:

- **Visually analyze trends, hotspots,** and service patterns to prioritize inspections.
- **Launch projects, initiate cases,** and access detailed parcel or address data directly from the map.
- **Integrate with external GIS platforms,** including ArcGIS, for advanced spatial analysis and data synchronization.
- **Support zoning, floodplain management,** utility infrastructure tracking, and district-based reporting through layered mapping tools.
- **View and manage assets, parcels,** permits, and work activities through an interactive, real-time mapping interface.

Content Manager Core

Content Manager is a powerful and scalable solution that simplifies document management, storage, and retrieval across your organization. Easily store, search, and retrieve everything from invoices and forms to reports and other critical files with support for over 200 document types. Streamlining access to the right content allows your team to work more efficiently and make better decisions based on reliable data.

Content Manager centralizes all your documents in one secure, unified system. Built-in capabilities like automated document capture, full-text search, barcode recognition, and advanced indexing significantly reduce manual workloads and streamline daily operations. Intuitive keyword searches allow staff to easily locate key documents and related records.

Seamless integration with ERP Pro allows users to retrieve and view documents directly from inquiry screens or a centralized dashboard. Role-based access controls align with Enterprise ERP permissions, ensuring robust and consistent data security.

With Content Manager, the Town will:

- Centralize all documents—regardless of format or type—into one searchable, secure repository.
- Automate document capture and storage to eliminate manual data entry and reduce errors.
- Support batch processing to mass upload images and invoices quickly and efficiently.
- Store multiple content types, including scanned faxes, TIFFs, PDFs, electronic forms, and emails.
- Automate retrieval or related documents with intelligent linking.
- Perform OCR (optical character recognition)-based full-text search of scanned documents.
- Track user activity and revert to previous versions.
- Enable read-only document access during editing, ensuring content integrity and collaboration.

Implementation Process

Describe the process for system implementation, including the estimated timeline from the beginning of implementation until the go-live date.

Implementation Overview

Tyler Technologies utilizes a proven, structured implementation methodology designed specifically for public sector organizations. This approach ensures projects are delivered on time, within budget, and aligned with the City of Sterling’s operational goals. Tyler’s methodology is based on decades of experience, in-house expertise, and a standardized project management framework that emphasizes collaboration, risk mitigation, and successful outcomes.

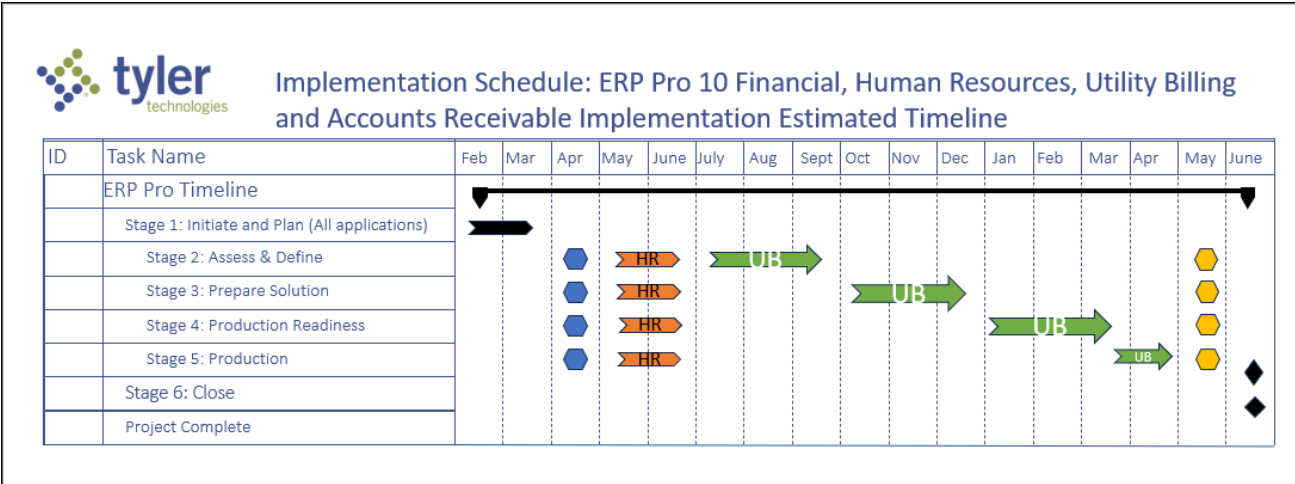
Tyler will partner closely with the City throughout the implementation to configure the ERP Pro solution, validate business processes, prepare staff for adoption, and ensure a smooth transition to go-live.

Estimated Implementation Timeline

Tyler will work collaboratively with the City of Sterling to develop a detailed project schedule during the Initiate & Plan phase. Based on similar municipal ERP implementations, Tyler recommends a phased approach and provides the following estimated timeline:

ERP Pro Financial Management Timeline

Tyler will work collaboratively with the City to develop a detailed project schedule during the Initiate & Plan phase. Based on similar municipal implementations, the estimated timeline is as follows:



This approach supports a structured and manageable implementation while allowing flexibility based on project scope, resource availability, and any phased deployment strategy. The final schedule will be refined in collaboration with the City to ensure alignment with organizational priorities and readiness.

Implementation Methodology

At Tyler, successful implementations are more than an objective—they’re an expectation. To consistently carry out implementations that are on time, within budget, and capable of meeting the unique needs of the public sector, Tyler utilizes a proven implementation process built on three foundations:

- Decades of Experience
- In-House Expertise
- A Globally Recognized Project Management Approach

Industry Experience

Having completed over 45,000 installations for more than 13,000 local governments, Tyler continues to lead the industry in successful public sector implementations. By pairing a deep understanding of your specific needs and processes with our decades of industry expertise, Tyler will provide the City with the tools and resources you need for a successful go live. Tyler will work with the City to ensure that your organization is well-prepared for future technology developments and releases.

In House-Expertise

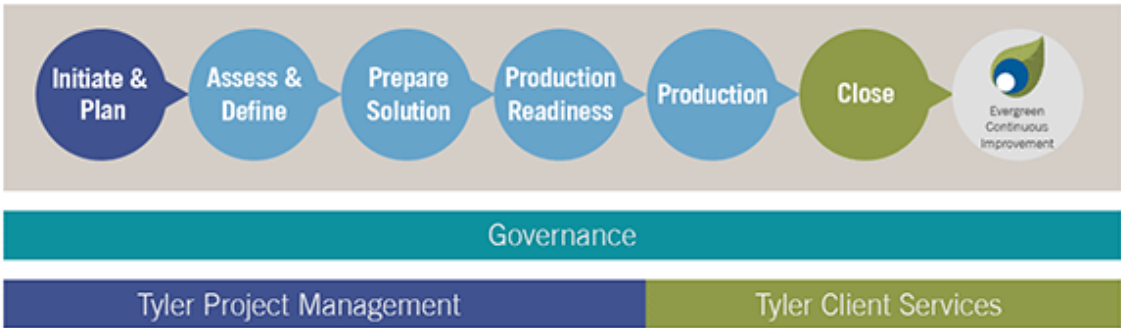
As a Tyler client, you will receive ongoing support from Tyler’s in-house professionals. No one knows our software better than we do, which is exactly why we continue to perform our own implementations.

A Globally Recognized Project Management Approach

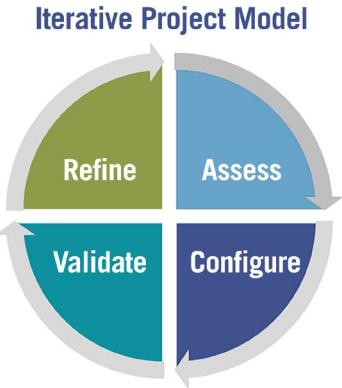
While each project is unique, all Tyler implementations follow the same six-stage methodology. All six stages are comprised of multiple work packages—groups of related tasks required to meet individual deliverables. To ensure seamless execution, every work package includes a narrative description, defined objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Stage Acceptance Control Points are applied at every phase to ensure alignment with scope, budget, timeline, and quality standards. This structured, systematic approach allows Tyler to reduce variability, mitigate risks, and tailor solutions to your organization's unique needs.

Tyler’s Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects. To achieve Project success, it is imperative that both clients and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that clients and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler’s Implementation process is to employ an iterative model where client business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

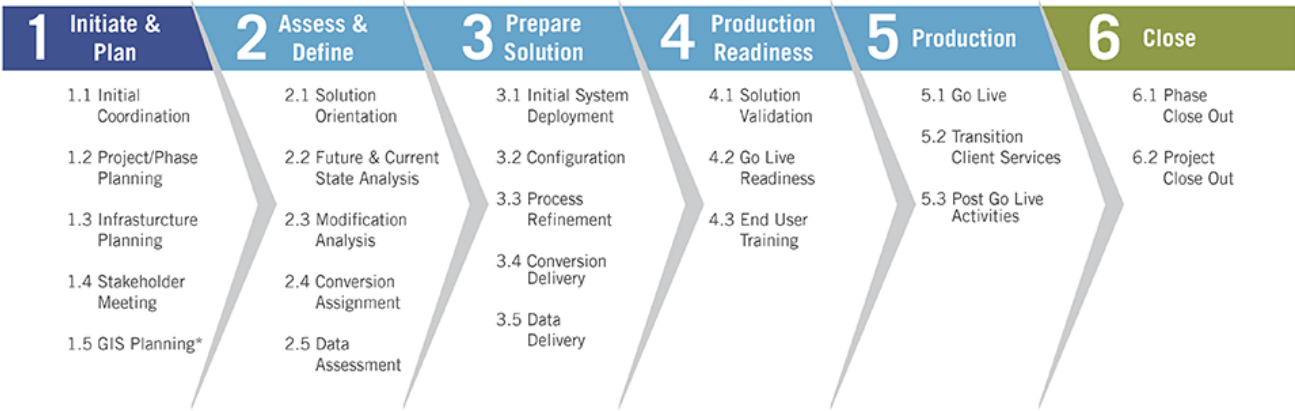


The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the city.

Work Breakdown Structure



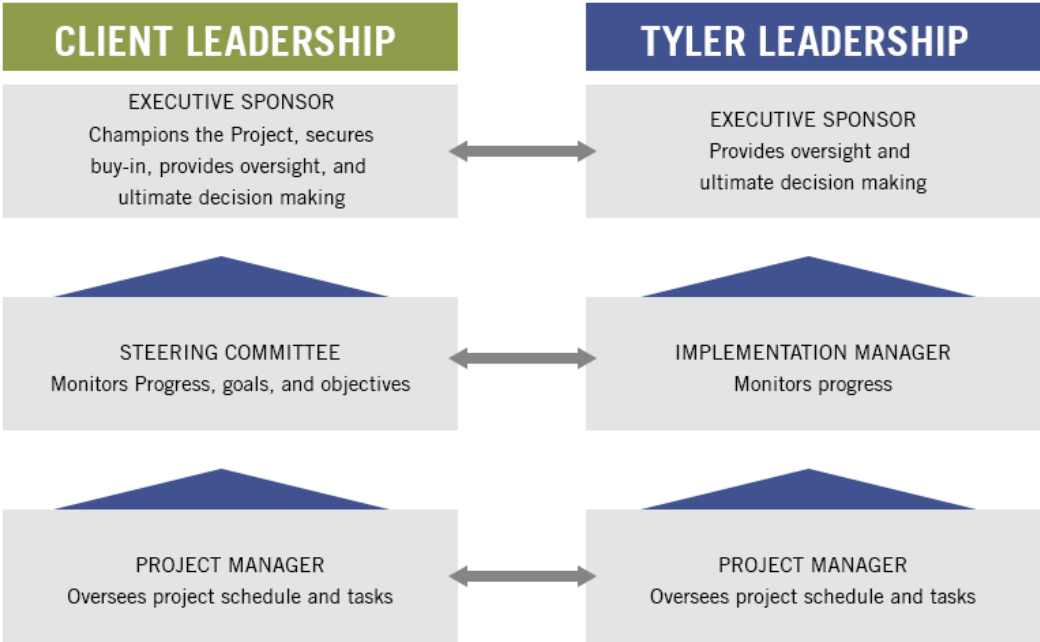
Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City Steering Committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.

Project Governance Relationships



Implementation Plan Stages

Stage 1: Initiate & Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify client project team.

Stage 2: Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City business processes. This information will be used to identify and define business processes utilized with Tyler software.



City collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare City for current and future state analysis.

Stage 3: Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

Objectives:

- All licensed software is installed and operational.
- City is able to access the software.

Stage 4: Production Readiness

Activities in the Production Readiness stage will prepare the client team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City to review the status of the project and the organizations readiness for go-live.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure City organization is ready to move forward with go-live and training (if applicable).

Stage 5: Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and City will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with City to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

Objectives:

- Execute day to day processing in Tyler software.
- Client data available in Production environment.

Stage 6: Close

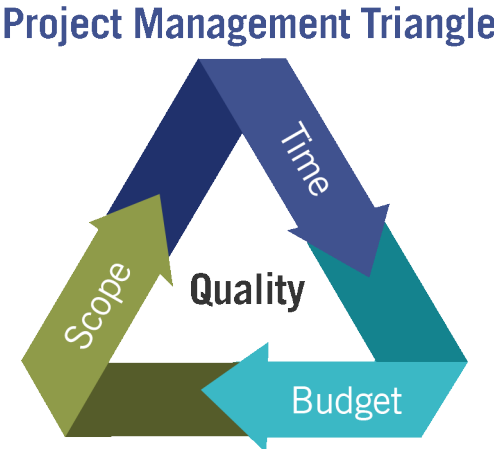
The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. City transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

Objectives:

- Agreement from Tyler and City teams that activities within this phase are complete.

Project Management

At Tyler, we have been perfecting our project governance approach for over 35 years. Our seasoned implementation staff each possess their own unique qualifications and knowledge base. Throughout the project, the City will be supported by Project Managers (PMs) assigned to each phase.



Project Communication

During implementation, each Tyler client is provided with a project portal. This site will allow you to plan, store, and access pertinent documentation and information related to your implementation project—all from a central location. The site will be jointly maintained by both the City and Tyler for up to a year after go-live.

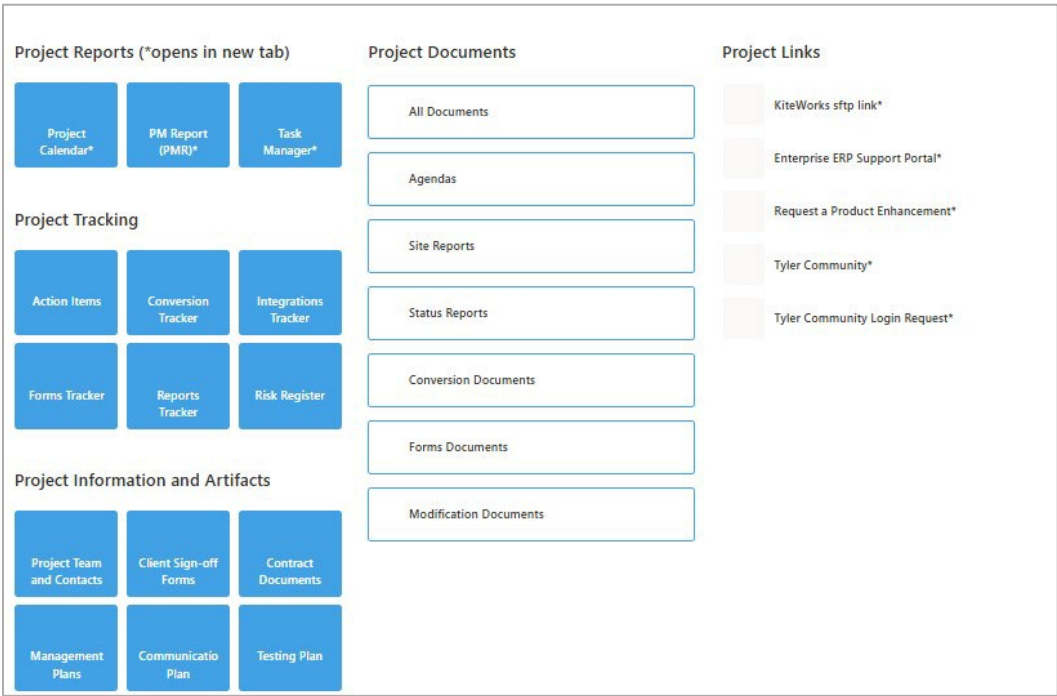


Figure 6. Easily access important project information and documents from your centralized Project Portal (Confidential and Proprietary).

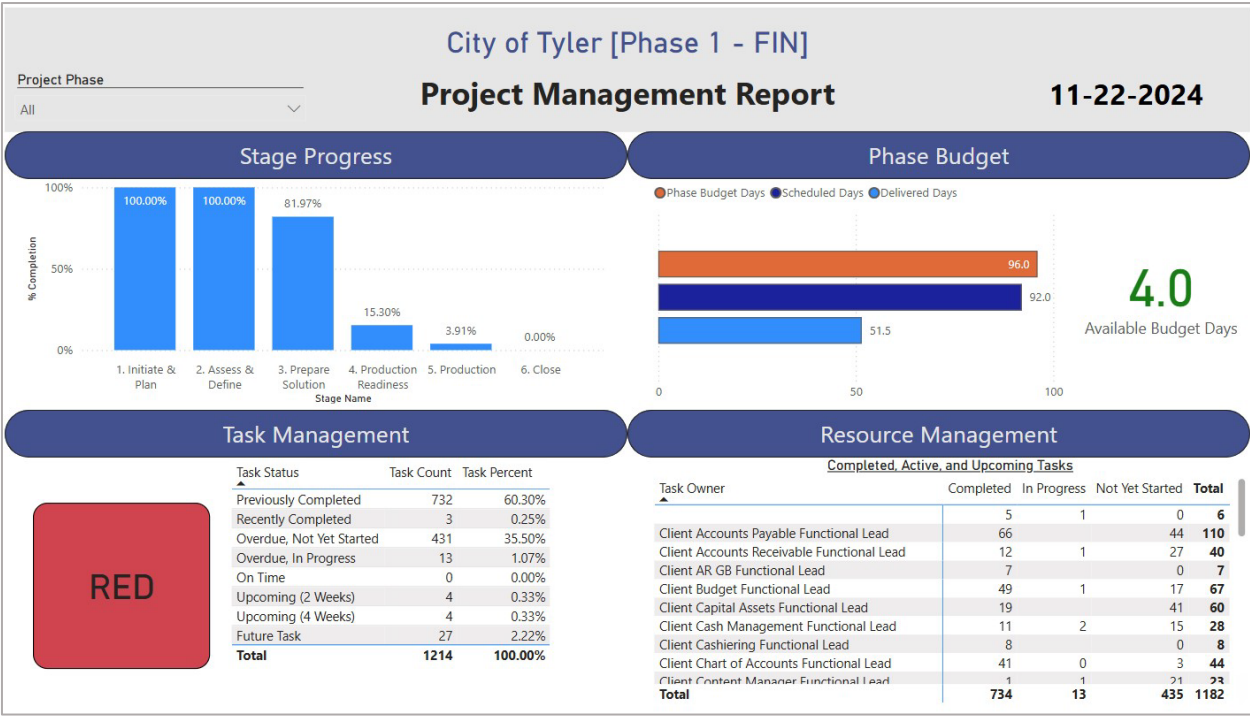


Figure 7. Drilldown into your Project Portal to gather information about your project’s progress (Confidential and Proprietary).

Management and Scope

As individual project deliverables are met, your implementation team will generate detailed reports. These reports will contain analyses of staff participation, information about material absorption, and an assessment of completed tasks. Tyler Project Managers will evaluate and measure these report results and communicate all gaps and adjustments. Should issues arise during the project, several escalation paths can be laid out according to the communication plan.

Data Conversion

At Tyler, our implementation is designed to ensure successful data conversion. Our data experts conduct hundreds of data conversions each year.

Transferring your data from your current (legacy) system(s) to Tyler’s system(s) can be the most time-consuming implementation process. Your legacy data will need to be provided in a useable format which our conversion programmers will use to translate to the appropriate fields in the system.

Data Conversion Process



After Tyler’s data experts have completed your conversion, Tyler will guide the City through a review of specific data elements, helping you to identify and report any discrepancies. Tyler will collaborate with the City to resolve any conversion discrepancies. This process ensures that only clean, reconciled data transfers from your source system(s) to the Tyler system(s).

Data Conversion Standards & Responsibilities

Achieving a seamless, high-quality migration requires collaboration between Tyler and the City. While Tyler’s data experts have extensive experience with data mining, conversion, and migration, it is your responsibility to provide Tyler with readable conversion data and review the converted data for accuracy and completeness.

- The client is responsible for providing data from the legacy system in one of the following formats:
 - MSSQL Database Backup (.bak).
 - When providing a MSSQL backup, copy only the tables needed for conversion into a new SQL database and please send the news database backup, not the original source database backup.
 - Sending entire, large databases potentially slows down the transfer, conversion process and turnaround time.
 - Files (ASCII)
 - MS Access DB
 - MS Excel
 - If the data is not native to Excel, please review data thoroughly as Excel will make assumptions on formatting and possibly change the source data causing problems. If data is not native to Excel, text files are a better option.

Solution Validation

Making sure your new system works the way you need it to is paramount to the success of the implementation. Tyler’s quality management and validation plan addresses both the project and the product, while ensuring project objectives are met. The project teams validate the solution throughout the life of the project to expose issues that would normally only be revealed in a production environment.



A controlled environment is created for high-level product validation, import and export interface, functional flow, and reliability.

The goal of validation is for End Users to gain extensive product experience, develop a high level of confidence in Tyler's products, and understand their specific functions within the solution.

Expected benefits from the completion of validation also include:

- The infrastructure of hardware and network design is thoroughly vetted
- In-scope data conversions are delivered and fully integrated into the solution (if applicable)
- Modifications are delivered and fully integrated into the solution (if applicable)
- A managed Issues List is fully quantified

Issue tracking, resolution accountability, and completed issue resolution are necessary in a successfully completed project. The validation phase is a shared responsibility and must be recognized as such.

Solution Validation Responsibilities- City & Tyler

Tyler implementation consultants (ICs) are responsible for updating the solution validation plan and follow-up on all required issues. Tyler's project manager (PM), is held accountable for ICs completing these items. City functional leads are responsible for updating validation scripts, performing solution validation, and documenting issues that arise during solution validation. City PMs are accountable of ensuring functional leads complete all tasks for which they are responsible.

Go-Live Readiness Responsibilities- City & Tyler

The Tyler PM(s) are responsible for performing readiness assessments for the City and conducting go-live planning session with the City project team. The Tyler PM(s) are also responsible for confirming procedures for go-live issue reporting and resolution and developing a go-live checklist. Tyler's implementation manager(s) are ultimately accountable for ensuring Tyler PM(s) complete all tasks for which they are responsible. Tyler's technical services team is responsible for completing the final system infrastructure review prior to go-live.

The City PM is responsible for ordering any peripheral hardware, where applicable. All other City team members are consulted or kept informed throughout the go-live readiness stage.

Knowledge Transfer Approach

During implementation of our products, Tyler's goal is to educate your resources so that they are self-sufficient users of the solution. Tyler uses a train-the-trainer model to transfer knowledge. Tyler's project team will provide comprehensive training to your team, which includes the project manager, functional leads, and power users. Tyler provides one occurrence, or more, of each scheduled training or implementation topic. The first time focuses on the process steps, while the second time, the training is more advanced. Sessions for each topic will also cover configuration for functional leads and power users, so that future changes can be easily made.

Ensuring comprehension of daily job functions is essential to a successful go-live and product adoption. The goal of our train-the-trainer approach is to expose the most sophisticated users to the system first, so system configuration, converted data, and new procedures are thoroughly vetted by your team before being introduced to end users. During training, Tyler implementation consultants measure knowledge transfers through assessments and lead mini parallel processes and validations.

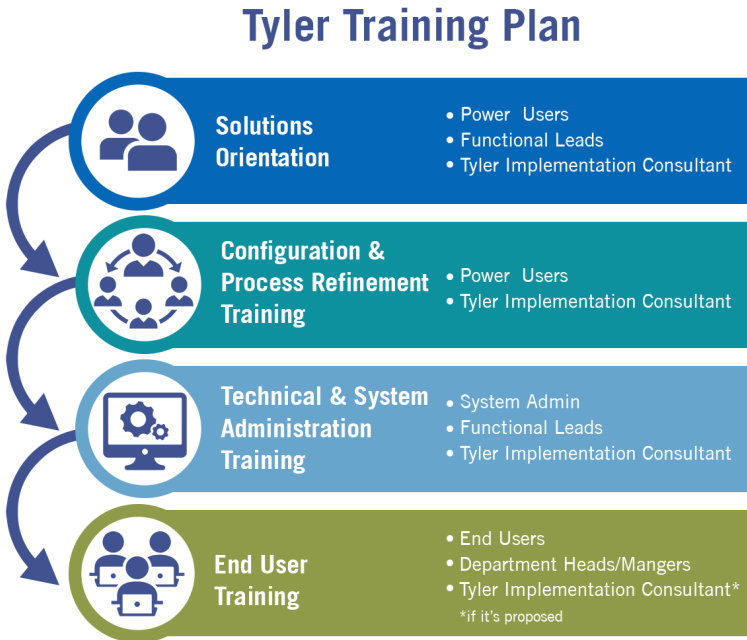
Tyler Training Plan

Everyone’s learning style is different. That’s why Tyler offers several training formats to accommodate our diverse clients’ needs. Training by Tyler staff provides hands-on learning in your own labs. Your resources receive consultative knowledge transfer sessions that are a combination of lecture and hands-on education, using your organization’s own data.

A mutually developed education plan lays out the process of transferring knowledge between you and Tyler. The purpose of the education plan is to:

- Communicate the process to stakeholders and functional leaders
- Answer specific questions (where classrooms will be established, what database environment will be utilized, etc.)
- Establish action items and link project personnel as owners
- Define measurement criteria to ensure the plan has been successfully followed

Your organization is set up for success with Tyler’s train the trainer approach to training and education plan developed over years of industry experience.



Responsibilities

Tyler knows the value of being prepared for the use of our software in production. Our goal is to partner with you and lend our expertise based on experience, in order to allow your resources to be successful at go-live.

Both teams collaborate on all aspects of training, discussed, and documented during the planning stage of the project. The expectation is for Tyler to provide one or more occurrence of each scheduled training. You will be responsible for the logistics of the training by completing such tasks as scheduling resources and ensuring facilities are available. These sessions are to be attended by your key staff members (i.e. functional leads and power users) so that they can then disseminate the information they learn to others in your organization if or when necessary.

Project Resources

Tyler groups your team and Tyler resources based on their functional role within the project. This allows for easier staffing and communication within and between project teams. Please reference the project resource roles graphic below for a summary of responsibilities for each role. Our project approach is based on our experience and knowledge from working exclusively with public sector clients.

CLIENT ROLES	TYLER ROLES
<ul style="list-style-type: none"> • Executive Sponsor Champions the projects, secures buy-in • Steering Committee Monitors progress, goals, and objectives • Project Manager Oversees project schedule and tasks • Change Management Lead Prepares users for change • Technical Lead Security, permissions, workflow • Functional Leads Assigned for each functional area • Power Users Subject matter experts, core users, super users • Conversion Lead Oversees data conversion • End Users Receive training for daily job functions 	<ul style="list-style-type: none"> • Executive Sponsor Provides oversight and audit • Implementation Manager Monitors progress • Project Manager Oversees project schedule and tasks • Change Management Consultant* Helps navigate change • Implementation Consultant Functional experts assigned by phase • Technical Services Supports clients' technical needs • Data Experts Convert client data • Sales Supports transition to implementation, provides pricing <p>*If Change Management Services are proposed</p>

Pricing Structure and Cost

For all items described in the scope of services and additional services provided that may be of value to the City.

Notes

The following Pricing Structure and Cost is based on the stated requirements provided by City of Sterling in this RFP. It includes Tyler software license fees, estimated services, project management, conversion, and travel and expense costs.

Any stated conversion prices may vary depending on cooperation of previous vendor and/or the complexity of converting the data.

The license fees listed in this Cost Summary do not include any tax or other governmental impositions including, without limitation, sales, use, or excise tax. All applicable sales tax, use tax, or excise tax shall be paid by client and shall be paid over to the proper authorities by client or reimbursed by client to Tyler on demand in the event that Tyler is responsible or demand is made on Tyler for the payment thereof. If tax-exempt, client must provide Tyler with client's tax-exempt number or form.



Billing Address:

City of Sterling
PO Box 287

Sterling KS 67579-0287

Quoted By John Hardin
Quote Expiration 10/11/26
Quote Name City of Sterling KS - ERP Pro
10 RFP 2026

Tyler Annual Software – SaaS			
Description	List Price	Discount	Annual
ERP Pro			
ERP Pro 10 Financial Management Suite			
Applicant Tracking	\$ 1,060	\$ 106	\$ 954
Core Financials	\$ 12,214	\$ 1,221	\$ 10,993
Human Resources Management (Includes Position Budgeting)	\$ 7,070	\$ 707	\$ 6,363
Employee Access Pro	\$ 0	\$ 0	\$ 0
Project Accounting	\$ 2,569	\$ 257	\$ 2,312
Employee Access Pro Time & Attendance	\$ 1,243	\$ 124	\$ 1,119
Purchasing	\$ 3,294	\$ 329	\$ 2,965
ERP Pro 10 Customer Relationship Management Suite			
Utility Billing Electric/Water/Gas	\$ 10,285	\$ 1,029	\$ 9,256
Cashiering	\$ 2,443	\$ 244	\$ 2,199
Utility Access	\$ 624	\$ 62	\$ 562
Service Orders Mobile	\$ 643	\$ 64	\$ 579

Tyler Annual Software – SaaS			
Description	List Price	Discount	Annual
ERP Pro Community Development Suite			
Cemetery Records	\$ 1,415	\$ 142	\$ 1,273
Municipal Justice			
Municipal Justice Suite			
ERP Pro Financials Interface	\$ 0	\$ 0	\$ 0
Court Payment Import Interface	\$ 1,608	\$ 161	\$ 1,447
Standard Collection Agency Export Interface	\$ 707	\$ 71	\$ 636
Case Manager	\$ 2,829	\$ 283	\$ 2,546
Tyler One			
Permitting & Licensing Pro			
Permitting	\$ 4,344	\$ 434	\$ 3,910
Licensing	\$ 4,344	\$ 434	\$ 3,910
Code Enforcement	\$ 4,344	\$ 434	\$ 3,910
Credential Manager	\$ 2,172	\$ 217	\$ 1,955
Electronic Plan Review	\$ 2,172	\$ 217	\$ 1,955
GIS	\$ 2,172	\$ 217	\$ 1,955
Collaborator Access	\$ 0	\$ 0	\$ 0
Public Access	\$ 0	\$ 0	\$ 0
Request Manager	\$ 0	\$ 0	\$ 0
Asset Management Pro			
Work Orders	\$ 4,344	\$ 434	\$ 3,910
Asset Management	\$ 2,172	\$ 217	\$ 1,955
Content Manager Suite			
Content Manager Core	\$ 4,180	\$ 418	\$ 3,762
TOTAL:	\$ 78,248	\$ 7,822	\$ 70,426
Term # of Years:	3		

Tyler Fees per Transaction		Net Unit Price
Description		
ERP Pro		
ERP Pro 10 Customer Relationship Management Suite		
Interactive Voice Response		\$ 1.25
Miscellaneous Payments		\$ 1.25
Utility Access Transactions		\$ 2.00
Municipal Justice		
Municipal Justice Suite		
Court Case Resolution Bundle		\$ 0.00
Miscellaneous Payments		\$ 1.25

Third Party Software & Hardware				
Description	Quantity	Unit Price	Extended Price	Annual
ERP Pro				
Third Party Software				
Third Party Verification Services - Work Number by Equifax	1	\$ 0	\$ 0	\$ 0
Tyler Third Party				
Hardware				
Epson TMH6000VI Thermal Receipt Printer Bundle Black USB/Network New	1	\$ 1,280	\$ 1,280	\$ 256
Symbol LS2208 Bar Code Scanner w/ intellistand NEW	1	\$ 350	\$ 350	\$ 70
Topaz Signature Pad TL462 USB with Serial Emulation TLBK462 BSB	1	\$ 525	\$ 525	\$ 105
TOTAL:			\$ 2,155	\$ 431

Services		
Description	Hours/Units	Extended Price

ERP Pro 10 Financial Management Suite		
Professional Services	332	\$ 48,140
Data Conversion Services		\$ 7,500
Project Management	1	\$ 1,600
ERP Pro 10 Customer Relationship Management Suite		
Professional Services	194	\$ 28,130
Project Management	1	\$ 1,400
Data Conversion Services		\$ 6,000
ERP Pro Community Development Suite		
Professional Services	8	\$ 1,160
Project Management	1	\$ 1,600
Municipal Justice Suite		
Data Conversion Services		\$ 11,000
Professional Services	80	\$ 11,600
Municipal Justice Project Management	1	\$ 1,250
Permitting & Licensing Pro		
Code Enforcement	1	\$ 1,321
Credential Manager	1	\$ 726
Electronic Plan Review	1	\$ 726
GIS	1	\$ 726
Licensing	1	\$ 1,321
Permitting	1	\$ 1,321
Project Management	1	\$ 2,500
Data Conversion Services		\$ 1,500
Asset Management Pro		
Asset Management	1	\$ 726
Work Orders	1	\$ 1,321
Content Manager Suite		
Professional Services	32	\$ 4,640
TOTAL:		\$ 136,208

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 70,426
Total Third Party Hardware, Software, Services	\$ 2,155	\$ 431
Total Tyler Services	\$ 136,208	
Summary Total	\$ 138,363	\$ 70,857

Comments

Work will be delivered remotely unless otherwise noted in this agreement.

SaaS is considered a term of one year unless otherwise indicated.

Third Party Verification Services Work Number by Equifax

Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at <https://www.tylertech.com/client-terms/equifax-verification-terms-of-service>.

Case Manager

Includes Cash Collections and Tyler University

Cashiering

Cashiering supports credit/debit cards, is PCI Compliant, and includes a cash collection interface and a cashiering receipt import.

Core Financials

Includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures, Tyler University.

Human Resources Management (Includes Position Budgeting)

Includes Position Budgeting and Tyler University

Utility Access

Utility Access Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer).

Utility Billing Electric/Water/Gas

Includes collections, tax lien process and import, a standard forms package, output director, one utility handheld meter-reader interface, and Tyler University.

Court Case Resolution Bundle

Court Case Resolution Bundle includes: Court Defendant Access, Court IVR and Notifications for Court. A fee is paid by the defendant for each transaction processed through Court Defendant Access or Court IVR: \$1.00 for payments under \$100, \$2.50 for payments over \$100, and \$3.50 for advanced online transactions. A \$0.20 fee is paid by the client for each violation for which a phone notification is attempted. Text message notifications are free of charge provided the client 1) enables the standard campaigns that include a link to

Court Defendant Access, and 2) enables advanced online transactions that are currently available or defendants at the counter or by mail. This contract replaces existing Court Defendant Access annual fees.

Interactive Voice Response

Interactive Voice Response Solution for Utility Access-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment record. NOTE: There is a per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

Miscellaneous Payments

Miscellaneous Payments Component allows clients to setup payment forms for misc. payments with a fixed, calculated or open payment amount. The payments are sent from the website to the cash collection/Cashiering application and then posted to the GL application. NOTE: There is a per transaction fee associated with the Miscellaneous Payments that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

Utility Access Transactions

Note that the customer pays a fee per transaction for payment on-line.

Utilities Data Conversion

Includes contacts/properties/accounts, meters, transaction/consumption/read history, metered services, non-metered service. Balanced transactions converted from current calendar year plus prior 2 years. Unlimited history imported upon request.

Permitting Data Conversion Services

Includes open projects, contacts, and locations - no transaction history.

Licensing Data Conversion Services

Includes current licenses, contacts, and locations - no transaction history.

Human Resources Management / Payroll Data Conversion

Includes employee data, current calendar year balanced transactions, and unlimited unbalanced transaction history.

Financial Management Data Conversion

Includes Chart of Accounts, General Ledger, Accounts Payable, current fiscal year balanced transactions, and unlimited unbalanced transaction history.

Code Enforcement Data Conversion Services

Includes open cases, contacts, and locations - no historical data.

Case Management Data Conversion

Court Case Management conversion includes Name Information (Address, phone, name notes), Vehicle Information, Officer Information, Offense Code Information, Case Information (violation date, comments, citation), Witness Information, Disposition Information

Client References

Individuals or companies who can speak to similar work performed by the Bidder for equivalent size/scope clients; public sector client references are preferred.

Tyler Clients

City of Abilene, KS

Contact:	Megan Jenkins
Address:	419 N. Broadway
Phone:	785.263.2550
Email:	megan@abilenecityhall.com
Tyler Products:	Enterprise Software: ERP Pro 10 Finance, HRM, Utility Billing, Municipal Justice

City of Bel Aire, KS

Contact:	Barry Smith
Address:	7651 E Central Park Ave
Phone:	316.744.2451
Email:	bsmith@belaireks.gov
Tyler Products:	Enterprise Software: ERP Pro 10 Finance, HRM, Utility Billing, Parks & Rec, Applicant Tracking, Benefits Enrollment, Community Development, Municipal Justice

City of Lindsborg, KS

Contact:	David Hay
Address:	101 S. Main Street
Phone:	785-227-3355
Email:	davidh@lindsborgcity.org
Tyler Products:	Enterprise Software: ERP Pro 10 Finance, HRM, Utility Billing, Municipal Justice



Evidence of Insurance

Proof of insurance related to services provided.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/02/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 99 HIGH STREET BOSTON, MA 02110		CONTACT NAME: Finn Davis PHONE (A/C, No, Ext): (617) 999-7893 E-MAIL ADDRESS: Finn.Davis@marsh.com FAX (A/C, No):	
CN102891976-TTI-GAWX+25-27		INSURER(S) AFFORDING COVERAGE	
INSURED Tyler Technologies, Inc. 5101 Tennyson Parkway Plano, TX 75024		INSURER A: Hartford Fire Insurance Co	19682
		INSURER B: Trumbull Insurance Company	27120
		INSURER C: Hartford Casualty Insurance Company	29424
		INSURER D: QBE Specialty Insurance Company	11515
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:**

NYC-011872450-17

REVISION NUMBER: 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			10UENBA4DHY	04/01/2026	04/01/2027	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			10UENBK8G3C	04/01/2026	04/01/2027	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			10XHUBC1DGX	04/01/2026	04/01/2027	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	10WNS88300	04/01/2026	04/01/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Professional Liability/Cyber			130001996	06/17/2025	06/17/2026	Limit	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER
 Tyler Technologies, Inc.
 5101 Tennyson Parkway
 Plano, TX 75024
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Marsh USA LLC

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ACORD 25 (2016/03)

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AGENCY CUSTOMER ID: CN102891976

LOC #: Boston



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA, LLC.		NAMED INSURED Tyler Technologies, Inc. 5101 Tennyson Parkway Plano, TX 75024	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The Professional Liability/Cyber policies evidenced contain Self Insured Retentions to various perils covered. If you would like additional information regarding these sublimits or deductibles, please contact the insured.

Appendix A

Tyler's Proposal is based on the delivery of the requested software and services according to Tyler's standard implementation methodology and Tyler's standard contract. That methodology, and that contract, have been refined and enhanced over Tyler's many years of operation in the public sector information technology market. **Tyler's submission of its Proposal does not waive Tyler's right to negotiate any and all terms to the mutual satisfaction of the parties.** Tyler will be obligated to provide products and services only upon execution, and under the terms and conditions, of the mutually negotiated contract between Tyler and the Client. **Tyler considers its implementation methodology and its contract to be the starting point for those negotiations.** A link to, or copy of, Tyler's standard contract is included for your reference.

Sample Terms and Conditions

Please see the Tyler Technologies standard Terms and Conditions contract in this section of this RFP Response. Tyler Technologies is willing to negotiate contract terms to suit both parties upon award of contract.

<https://www.tylertech.com/portals/0/terms/public-administration/New-Public-Administration-Group-Clients-SaaS-Agreement.pdf>



BS&A Cloud

Request for Proposal for:

City of Sterling, KS

Financial Management / ERP Software

RFP-2026-001

Submitted by:

BS&A Software
14965 Abbey Lane
Bath, MI 48808
(855) 272-7638

Brian Taylor
Account Executive
Brian.Taylor@bsasoftware.com

Closing Date:
May 1, 2026
5:00 pm (CST)



14965 Abbey Lane
Bath, MI 48808
Toll Free: (855) BSA-SOFT
P: (517) 641-8900
www.bsasoftware.com

May 1, 2026

City of Sterling
114 N. Broadway Ave
Sterling, KS 67579

We are pleased to respond to the City of Sterling Request for Proposal for a Financial Management/ERP Software System with BS&A Cloud, our new cloud-based ERP system.

The following details outline our solution including:

- Software Modules
- Project Management and Implementation Services
- Training
- Ongoing Support and Maintenance

For over 30 years, BS&A Software has provided software solutions for local and county government. Governmental software is and has always been our sole focus. With over 3,500 clients, 300 employees and \$60 million in annual revenue, BS&A is a proven leader in the governmental ERP market.

We have reviewed the City's RFP and have a clear understanding of the goals, objectives, and requirements. We are confident in our ability to deliver a solution that meets Sterling's requirements and provides you with a comprehensive ERP solution, designed specifically for local government, that will improve efficiency, streamline processes, and provide the fiscal transparency you need. BS&A's cloud solution consistently exceeds our client's expectations, and our success is evidenced with a greater than 99% retention rate.

Please do not hesitate to contact us with any questions you may have following the review of this proposal. I will be pleased to assist you, and can be reached at 855-BSA-SOFT.

Sincerely,

Brian Taylor
Account Executive
PH: 517.641.8900
Brian.Taylor@bsasoftware.com

Mark Puetz
Director of Business Operations
PH: 517.641.8900
mpuetz@bsasoftware.com



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1.0 Executive Summary

Overview

BS&A Software is proposing our fully integrated ERP solution in response to the City of Sterling RFP for Financial Management / ERP Software. Our response demonstrates our understanding of the City's requirements and our ability to provide comprehensive yet easy-to-use solution along with professional services ensuring a successful implementation. We have over 3,500 clients using our software, all within the public sector. Our clients range from small to large municipalities, special districts, and county governments. We obtain and retain our clients by continually refining both our software and our processes, ensuring we meet and exceed all expectations, while delivering unparalleled support. Our Software is built with the latest web development tools available. BS&A Software utilizes Microsoft SQL as its database engine and is provided as a site license with unlimited concurrent users.

BS&A Software Benefits

Since 1987, our trademark has been to provide great software and world-class customer service. BS&A has prospered in the competitive public sector market; by doing business the right way. We believe in 100% controlled organic growth opposed to growth through mergers and acquisitions. As a private company we are able to focus on our clients and employees, without having to make sacrifices to satisfy shareholders.

- **Customer Support & Satisfaction** – BS&A believes that customer satisfaction is the single most critical factor to the long-term success of any company. We encourage you to contact our references included in this response, as well as any of our existing clients, as they are our strongest advocates.
- **Site License:** As a standard process, BS&A provides each municipality with a site license, whereby they can run our software with an unlimited number of concurrent users. This makes it practical to provide access to BS&A software to as many users and departments as desired without incurring any additional license costs.
- **Data Conversion:** BS&A sets the bar in terms of data conversion efficiency, and minimizes efforts on the City's part. Instead of placing the burden of data conversion on you, we take the bulk of the responsibility for this process. We will not force you to provide data in a predefined BS&A format. Whether you choose to convert all of your data or just the critical components, BS&A conversion fees will not change, unless changes to the scope of the conversions are requested.
- **Integrations:** BS&A provides out of the box and user configurable integrations for a large number of required systems (Banks, State Government, IRS, Benefit Providers, Purchasing Cards, etc.) We do not charge any extra fees for these integrations and, in most cases, we will create similar integrations at no cost.
- **Professional Services:** BS&A representatives will deliver the implementation services for all of the proposed Modules, without the use of a third-party. Our Project Managers, along with our Implementation & Training team, have been involved in hundreds of successful projects similar to the City's.

2.0 Company Profile

Headquarters:

BS&A Software, LLC.
14965 Abbey Lane
Bath, MI 48808
(855) 272-7638

Primary Contact:

Brian Taylor
Account Executive
PH: 517-641-8900
Brian.Taylor@bsasoftware.com

Secondary Contact:

Lauren Hirn
Director of Project Management
PH: 517-641-8900
lhirn@bsasoftware.com

Mission Statement

BS&A Software is driven to excellence in all areas of our business. We focus our efforts on building lasting customer relationships through unparalleled support and pursuing continued improvement in our solutions through innovation and customer feedback.

Company History

BS&A Software, LLC began with a vision of providing public sector software exclusively for local and county governments in the State of Michigan. The company is incorporated in the State of Delaware, with headquarters in Michigan. Our solution set has since grown to a full municipal ERP offering including Financial Management, Human Resource Management, Community Development, Utilities and Public Works, and Assessing and Property Tax solutions. With the growth in products, our customer base has expanded to include municipalities throughout the United States. We exclusively serve the public sector – all 3,500+ of our clients are local, county and other government entities. BS&A employs over 300 team members involved in development, sales, project management, implementation, training, and technical support. The majority of our staff are dedicated to the development and support of the proposed Modules. We are a privately held company, focusing on consistent controlled organic growth. We pride ourselves on having developed our solution in-house, allowing us to be responsive to customer and market feedback.

Strategic Plan

BS&A Software has grown to become a well-recognized and successful software company for the public sector. Our continued growth is dependent upon implementing the following:

- 1) Providing best in class municipal ERP solutions using leading edge technology at a value price.
- 2) Forging a company philosophy that challenges and rewards BS&A team members to consistently “go the extra mile” to solve client issues.
- 3) Creating a “closed loop” feedback system between our clients, technical support, and developers leading to prompt issue resolution.
- 4) Continued investment in the development of our ERP solution by keeping a close eye on the needs of our clients.
- 5) Industry leading data conversion process to make the software transition as smooth as possible.
- 6) Integrity, honesty, and a strong desire to be “extremely easy to do business with.”

Client Retention

Our superior software and service have not gone unnoticed in our market. Our track record speaks for itself. Over 3,500 government entities have successful implementations of one or more BS&A Software products. BS&A Software has enjoyed unprecedented 99% client retention over our entire product line for 25 years.

Keys to Success

All of our team members are expected to deliver the highest level of customer service. In order to ensure a successful system and implementation, we have identified the following objectives and strategies:

1. **Implement Operational Improvements:** BS&A strongly believes that while implementing a new system, numerous opportunities will arise to increase operational efficiencies. Our experienced implementation consultants will collaborate with your team to identify and incorporate best practices and process improvements that will tighten internal controls and increase productivity.
2. **Focus on Training:** A major contributor to the success of a new system is effective training. BS&A will customize a training plan specific to this project and your needs.
3. **Implementation Experience:** BS&A has successfully completed over a thousand implementations, and provides highly experienced project management resources to guide the project from start to finish.
4. **Support:** Delivering the highest quality customer care is the foundation upon which we have built our organization.

Continued Growth

Our gross sales have increased an average of 20% per year over the last several years. We are a consistently profitable organization that averages 20+% profit margins.

3.0 Customer Account Team

Project Management & Implementation Planning Team

BS&A Software will provide information on personnel likely to be assigned to the project. In an effort to most effectively use resources, personnel will be assigned to the project upon commencement of implementation.

Andrew Klein Financial Management Solutions Consultant	
Education	Bachelor's degree in Accounting with a minor in Economics
Date of Hire	2015
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems
BS&A Project Experience	Involved in local and county implementations including Hoffman Estates Park District, IL; Lockport, IL; Shoreview, MN; Tequesta, FL; North Riverside Village, IL; West Melbourne, FL
Prior Work Experience	2015-2016 <i>BS&A Software</i> – Support Intern

Bailey Kirby Financial Management Solutions Consultant	
Education	Bachelor's Degree in Mathematics
Date of Hire	2021
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems
BS&A Project Experience	Involved in numerous local and county implementations including Cheboygan County, MI; Sycamore, IL; Bloomfield Hills, MI; Hampton, NH.

Christy Dipzinski Financial Management Solutions Consultant	
Education	Bachelor's degree in Business Administration in Advertising, Marketing, Management Associate's degree in Accounting
Date of Hire	2013
Responsibilities	<i>Implementation logistics; data conversions; training arrangements, Report Designer, data and logical program testing</i>
BS&A Project Experience	Involved in local and county implementations including City of Spring Lake Park, MN; White Bear Township, MN; City of Grayling, MI; City of Holland, MI
Prior Work Experience	2013-2023 <i>BS&A Software</i> – Support

Jameson Lemons Financial Management Solutions Consultant		
Education	Bachelor's degree in Communication Studies	
Date of Hire	2016	
Responsibilities	<i>Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements</i>	
BS&A Project Experience	Accounts Payable, Cash Receipting, Fixed Assets, General Ledger, Accounts Receivable, Purchase Orders, and Utility Billing	
Prior Work Experience	2016 – 2023	BS&A Software – Financial Management Support Specialist

Jason Smith Financial Management Solutions Consultant		
Education	ABA, BBA, and MBA all with concentration in Accounting	
Date of Hire	2011	
Responsibilities	<i>Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements</i>	
BS&A Project Experience	Involved in local and county implementations including Thomaston, GA; Big Rapids, MI; Wheeling, IL; Excelsior, MN; Connersville, IN	
Prior Work Experience	2011-2021	BS&A Software – Financial Management/HRMS Support Specialist

Katie Magsig Conversion Analyst		
Education	Bachelor's degree in Biomedical Sciences	
Date of Hire	2016	
Responsibilities	Data Conversions, Data Reviews, Liaison between Project Management & ETL Team	
BS&A Project Experience	Involved in preliminary and final conversions for Utility Billing and Cemetery Management	
Prior Work Experience	2016 - 2019 2014 - 2016	BS&A Software – Utility Billing Support Specialist Central Michigan University – College of Medicine Laboratory Technician

Laura Pohl Conversion Analyst		
Education	Bachelor's degree in Accounting	
Date of Hire	2011	
Responsibilities	Implementation logistics; analyze & verify converted data; document conversion related issues & action items, assist in maintaining data mapping/dictionaries	
Prior Work Experience	2012-2017	BS&A Software – Financial Management Project Manager

Lauren Hirn

Director of Project Management

Education	Bachelor's of Science in Business Administration, majoring in Finance and minoring in Information Systems SAP Certified – Associate Business Foundation & Integration s/ SAP ERP 6.0 EHPS	
Date of Hire	2015	
Responsibilities	Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements	
BS&A Project Experience	Involved in local and county implementations including Medley, FL; Northbrook, IL; Ferndale, MI; Romulus, MI; Clay County Utility Authority, FL; Sullivan's Island, SC; City of Warren, MI; South Milwaukee, WI; New Haven, IN; Oak Lawn, IL; Southfield, MI; Howell, MI; Hazel Park, MI; Moorhead, MN; North Chicago, IL; Frankfort Village, IL; Streetsboro, OH	
Prior Work Experience	2015 – 2021	<i>BS&A Software</i> – Implementation and Training Specialist

Lauren Pletscher

Solutions Consultant Manager

Education	Bachelor's of Science, majoring in Accounting Master's of Public Administration	
Date of Hire	2019	
Responsibilities	<i>Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements</i>	
BS&A Project Experience	Involved in local and county implementations including Thomaston, GA; Cumberland, IN; Oak Lawn, IL; Nixa, MO; Berlin, NH; Libertyville, NH; Papio-Missouri Natural Resources District, NE; Arenac County, MI; Crystal Lake, IL; Howell, MI; Carver, MN; Southfield, MI; Warren Police and Fire Retirement, MI	
Prior Work Experience	2019 – 2023	<i>BS&A Software</i> - Implementation and Training Specialist

Zach Earegood

Solution Consultant Manager

Education	Bachelor's degree in Business Administration; Major in Management and Minor in Marketing	
Date of Hire	2012	
Responsibilities	Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements	
BS&A Project Experience	Involved in numerous local and county implementations including North Little Rock, AR; Macomb Township, MI; Des Plaines, IL; Branch County, MI; Genoa Township, MI; Shoreview, MN. Bennettsville, SC; Harrison, AR; Silver Spring, PA; Macomb Township, MI; Warren, MI; Town of Hampton, NH; Tybee Island, GA	
Prior Work Experience	2012-2014	<i>BS&A Software</i> – Financial Management Support Specialist

Zachary VanKampen
Financial Management Solutions Consultant

Education	Bachelor's degree in Computer Information Systems	
Date of Hire	2022	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including City of Sycamore, IL; City of Warrenton, MO; City of Reading, MI; City of Excelsior, MN; Village of Riverwoods, IL	
Prior Work Experience	2022-2024 2020-2021	<i>BS&A Software</i> – Implementation and Training Specialist <i>Cintas Corporation</i> – Management Intern

Zachary Woolford
Financial Management Solutions Consultant

Education	Bachelor's degree in Accounting from Michigan State University Master in Accountancy – Tax Focus from Michigan State University	
Date of Hire	2019	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Big Rapids, MI; Keweenaw County, MI; Chesterfield, MI; Gretna, NE; Glennville, GA	
Prior Work Experience	2019-2023 2017-2018 2016-2017	<i>BS&A Software</i> – Implementation and Training Specialist Kortman Masonry – Laborer Holy Cross Lutheran - Janitor

Kyle Schian
Solutions Consultant Manager

Education	Bachelor's Degree in Finance & Business Administration	
Date of Hire	2015	
Responsibilities	Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements; manager of Community Development project management team	
BS&A Project Experience	Involved in numerous local and out-of-state implementations including: East Lansing, MI; Southfield, MI; Warren, MI; Battle Creek, MI; Shoreview, MN; Plymouth, MN; Prior Lake, MN; Skokie, IL; Lake Forest, IL; Wheeling, IL; East Point, GA; Douglasville, GA; Tucker, GA; Jupiter Island, FL; Medley, FL; Titusville, FL; South Milwaukee, WI; Greenfield, WI; North Little Rock, AR; Clark County, OH; Linn County, IA	
Prior Work Experience	2021 – 2022 2015 – 2021 2014 – 2015	<i>BS&A Software</i> – Project Manager <i>BS&A Software</i> – Implementation & Training Specialist <i>Nolan Transportation Group</i> – National Accounts Manager

Zack Kelly Community Development Project Manager		
Date of Hire	2018	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in numerous local and county implementations including Plymouth, Mn; Cape Canaveral, FL; Tucker, GA; Oconee County, GA; East Lansing, MI; Countryside, IL; Hayden, ID	
Prior Work Experience	2014 - 2018	<i>Medler Electric</i> – Inside Sales

Sue Hoch Conversion Analyst	
Education	Bachelor Degree in Geography
Date of Hire	2015
Responsibilities	Database configuration; developing custom reports
Prior Work Experience	<i>Defense Mapping Agency</i> – Cartographer <i>Manatron, Inc.</i> – GIS Programmer <i>City of Kalamazoo</i> – GIS Coordinator/Senior Systems Analyst

Implementation and Training Team

BS&A Software will provide information on personnel likely to be assigned to the project. In an effort to most effectively use resources, personnel will be assigned to the project upon commencement of implementation.

Abby Lasagna Financial Management Implementation Specialist		
Education	Bachelor’s degree in Mathematics	
Date of Hire	2019	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Genesee County, MI; Southfield, MI; Collinsville, IL; Frankfort Village, IL; Henniker, NH; Silver Bay, MN	
Prior Work Experience	2019 - 2020	<i>BS&A Software</i> – Financial Management Support Specialist

Aubrey Snyder Financial Management Implementation Specialist		
Education	Bachelor’s degree in Business Management	
Date of Hire	2022	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local implementations including City of Crystal Lake, IL; Indialantic, FL; Wilson Township, MI; City of Adairsville, GA; Village of Lake Isabella, MI	
Prior Work Experience	2020-2022	<i>Auto-Owners Insurance</i> - Underwriter

Brooklyn Witgen

Financial Management Implementation Specialist

Education	Bachelor of Business Administration degree in Management	
Date of Hire	2022	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Malabar, FL; Bay Township, MI; White Cloud, MI; and Broward MPO, FL.	
Prior Work Experience	2019-2022	MDOC Parole Board Departmental Technician

Chris Polack

Financial Management Implementation Specialist

Date of Hire	2001	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Grand Rapids, MI; Alton, IL; Suwanee, GA; Cadillac, MI; Cole County, MO; Clawson MI	
Prior Work Experience	2013 - 2014 2001 - 2012 1999 - 2001	<i>BS&A Software</i> – Financial Management Support Specialist <i>BS&A Software</i> – Tax Support Specialist and Trainer <i>New Horizons Computer Learning Center</i> – Software Trainer

Cody Simpson

Financial Management Implementation Specialist

Education	Bachelor's degree in Health Sciences	
Date of Hire	2021	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local, county, and special district implementations including Jackson County, IL; Arenac County, MI; Streetsboro, OH; Berlin, NH; Montmorency County, MI; Lowell, AR; Dundee Park District, IL	
Prior Work Experience	2016-2021	<i>Bowman Chevrolet</i> - Marketing and Communications Director

Connor Hengesbach

Financial Management Implementation Specialist

Education	Bachelor's degree	
Date of Hire	2023	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	N/A	
Prior Work Experience	2022-2023	Children's Protective Services

Corey Meiring

Financial Management Implementation Specialist

Education	Bachelor's degree in Accounting & Marketing	
Date of Hire	2005	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in numerous local and county implementations including Skokie, IL; Highland, IN; Longboat Key, FL; St. Joseph County, MI; Arlington Heights Park District, IL; Alachua, FL; Broward Metropolitan Planning Organization, FL; West Melbourne, FL; Jackson County, IL; Bennettsville, SC	
Prior Work Experience	2000 - 2005	<i>Thomson Reuters</i> – Software training

Cindy Baran

Community Development Implementation Specialist

Education	Bachelor's degree in Entertainment, Sport, and Promotion Management	
Date of Hire	2016	
Responsibilities	Implementation, Training & Support of BS&A Software Community Development Systems	
BS&A Project Experience	Involved in numerous local and county implementations including: Grand Haven Twp, MI; Greenville, MI; Round Lake Beach, IL; Gilberts, IL; Elburn, IL; Flint, MI; Island Lake, IL; Skokie, IL; Longboat Key, FL; Tequesta, FL; Gretna, NE; Bennettsville, SC; Isle of Palms, SC; Rochester, MI; Royal Oak, MI; Livingston County, MI	
Prior Work Experience	2014 - 2015	<i>Macomb County's Martha T. Berry Medical Care Facility</i> – Administrative Support
	2013 - 2014	<i>Northwood University</i> – New Student Coordinator for Admissions
	2001 - 2016	Professional Figure Skating Coach

Christal Canfield

Financial Management Implementation Specialist

Education	Bachelor of Science, Small Business & Entrepreneurship	
Date of Hire	2022	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management	
BS&A Project Experience	Involved in local implementations including Woodhull Twp, MI; Matteson, IL; Sycamore, IL; Ovid Twp, MI; Secord Twp, MI and Additional Training for Indialantic, FL and Whitefish Twp, MI	
Prior Work Experience	2021-2022	<i>Haven House</i> ; East Lansing, MI – <i>Operations Manager</i> (In-house tech support, building maintenance manager, and financial processing, operating, and investment management.)
	2015-2021	<i>Jackson National Life</i> ; Okemos, MI – <i>Various Roles</i> (Started as <i>Customer Service Advocate</i> , advanced to being <i>Variable Annuity Expert</i> , then promoted to <i>Manager</i> and transitioned to Claims Department overseeing beneficiary death benefit claims and Legal review for trust and probate, and electronic transfers.)

Devin Banek

Financial Management Implementation Specialist

Education	Bachelor's degree in Banking, Finance, and Business Management	
Date of Hire	2014	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local, county, and special district implementations including Houghton County, MI; St. Joseph Charter Twp, MI; Zion Park District, IL; Eaton Rapids, MI; Freeport Park District, IL; Alachua, FL; North Little Rock, AR; Frankenmuth Twp, MI; Johnstown Twp, MI; Adairsville, GA; Peachtree City, GA; Alton, IL; North Charleston Sewer District, SC; Kalkaska, MI.	
Prior Work Experience	2012 - 2014	<i>Wolverine Bank</i> – Deposit Sales and Service Representative

Jeff Delany

Financial Management Implementation Specialist

Education	Bachelor's Degree in Accounting	
Date of Hire	2014	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in numerous local and county implementations including Grosse Pointe Park, MI; Beverly Hills, MI; Haring Charter Twp, MI; Kalamazoo Lake Sewer & Water Authority, MI; Manistique, MI; Wayne County, GA; Lake Bluff, IL; Sullivan's Island, SC; Winfield, IL; Somers, WI.	
Prior Work Experience	2014	<i>BS&A Software</i> – Financial Management Support Specialist

Joel Kinell

Community Development Implementation Specialist

Date of Hire	2018	
Responsibilities	Implementation, Training & Support of BS&A Software Community Development Systems	
BS&A Project Experience	Involved in numerous local and county implementations Montcalm County, MI; City of Easley, SC; Village of Riverside, IL; City of Plymouth, MN; Chippewa County, MI; Village of Mukwonago, WI; City of Lake Forest, IL; City of East Lansing, MI	

Jordan Laird

Financial Management Implementation Specialist

Date of Hire	2023	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including City of Warrenton, MO	
Prior Work Experience	2023-Current 2022-2023 2016-2022	<i>BS&A Software</i> – Implementation Specialist <i>Tecomet</i> – HR Generalist <i>EmployBridge</i> – Workforce Solutions Manager (Implementation Manager)

Kelly Crull Community Development Implementation Specialist	
Education	Bachelor's degree in Public Administration and Political Science
Date of Hire	1996
Responsibilities	Implementation, Training & Support of BS&A Software Community Development Systems
BS&A Project Experience	Involved in numerous local and county implementations including West Melbourne, FL; Oakland County, MI; Lincolnshire, IL; Greenfield, WI; Channahon, IL; Warren, MI; Charlevoix County, MI; Plymouth Twp, MI; Roseville, MI; Madison Heights, MI
Prior Work Experience	1996 - 2012 <i>BS&A Software</i> – Training and support of property applications 1993 - 1995 <i>City of Battle Creek</i> – Property Appraiser

Ryan Romer Community Development Implementation Specialist	
Education	Bachelor's degree in Psychology
Date of Hire	2020
Responsibilities	Implementation, Training & Support of BS&A Software Community Development Systems
BS&A Project Experience	Involved in numerous local and county implementations including New Lenox, IL; Highland, IN; Houghton County, MI; Maumee, OH; Frankfort, IL; Melbourne Beach, FL; Wheeling, IL; and East Jordan, MI

Mary Reardon Financial Management Implementation Specialist	
Education	Bachelor's Degree in Finance
Date of Hire	2007
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems
BS&A Project Experience	Involved in local and county implementations including Clark County, OH; Montgomery Twp, PA; Covington, GA; Libertyville Village, IL; North Little Rock, AR; New Brighton, MN; Muskegon County, MI
Prior Work Experience	2007 - 2011 <i>BS&A Software</i> – Support Specialist for the Financial Mgmt 1994 - 2007 <i>City of Ludington</i> – Community Development Director

Nathan Kramer Financial Management Implementation Specialist	
Education	Bachelor's degree in Sport Management from the University of Michigan – Ann Arbor
Date of Hire	2022
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems
BS&A Project Experience	Involved in local and county implementations including Crystal Lake, IL; Cumberland, IN; Pewaukee, WI; Carver, MN; Edinboro, PA; Sister Lakes, MI; Tybee Island, GA; Hampton, NH
Prior Work Experience	2018-2021 <i>Auto-Owners Insurance</i> – Quality Analyst 2021-2022 <i>Auto-Owners Insurance</i> – Personal Lines Underwriter

Tina Walker
 Financial Management Implementation Specialist

Education	Bachelor's degree in Accounting	
Date of Hire	2009	
Responsibilities	Implementation logistics; data conversions; training arrangements	
BS&A Project Experience	Involved in numerous local and county implementations including Clinton Charter Township, MI; Shorewood Village, WI; West Melbourne, FL; Fort Meade, FL; Jupiter Island, FL; Alton, IL; Tifton, GA; Oak Park IL	
Prior Work Experience	2002 - 2009	<i>Wilbur Ellis Co.</i> – Budget preparation, revenue forecasting, monthly sales and gross margin reports

4.0 Statement of Understanding

BS&A Software understands that the City of Sterling seeks a reliable, modern financial management and ERP solution that fully replaces the City's existing SimpleCity system while preserving continuity of operations and historical data. The City requires a solution that delivers core financial, payroll, utility billing, court, cemetery, and human resource functionality today, while also providing the flexibility to expand into additional modules such as asset management, budgeting, forecasting, and community development as resources allow. Ease of use, strong reporting, secure electronic payments, integration across modules, and support for paperless workflows are essential to meeting the City's operational and compliance needs.

We are fully committed to providing the services, modules, features, implementation support, and ongoing customer service outlined in this RFP. Our team will work collaboratively with City staff to deliver a successful implementation aligned with the City's fiscal calendar, provide comprehensive training, and ensure a smooth transition with minimal disruption to daily operations. We commit to delivering a stable, secure, and scalable solution that meets required specifications, supports the City's long-term goals, and serves as a trusted system of record for years to come.

BS&A Software does not currently provide a Court Management solution; therefore, Court Management is excluded from the scope of this proposal and is identified as a No Bid item.

5.0 Scope of Services

Address the modules, features and functionality of the software in reference to the scope of services provided in Section IV of the RFP. Include a description of the approach for providing such services and the methodology for providing ongoing support.

BS&A Cloud is a web-based Enterprise Resource Planning (ERP) software that streamlines all government business practices, allowing information to be easily shared across all parts of the organization.

Global ERP Functionality

- Dashboards are customizable to display data relevant to a specific user or role in multiple different formats e.g. charts, graphs, tiles and list views.
- Notifications can be provided whenever an action is required for approval or if a record or field is updated. These notifications can be sent within the Module or via text or email.
- Internal chat provides an efficient way for your team members to collaborate while working within the Module.
- Customizable workspaces and views allow for each user to view a set of data in the most relevant manner. Multiple workspaces can be saved with different filters allowing each user to quickly view the same data in different ways.
- Our powerful customizable workflow allows the software to be configured to meet your needs and work with your processes. Workflow can route documents for approval, notify you when a specific record or field has been updated, and even automate the running of a report.
- Master name and address records allow the user to inquire as to what any person or company owes the city across all modules.
- Role based security simplifies the creation and deployment of security and user setup as well as the ongoing maintenance.
- Favorites enables the user to customize the menu to their specified preference allowing for quick and easy navigation of the Module.
- Global Search enables you to search or navigate the system by simply typing what it is you would like to view or do. This eliminates the need to remember where to click to run a process or view a specific record.
- Single Page Module (SPA) architecture reducing the need to always refresh a screen or open a new tab.
- Unlimited user defined fields on all record types.
- All reports can be emailed or printed to Excel, PDF, or other Modules and file formats.
- Individual User Report Profiles allow users to run saved sets of reports.
- Detailed audit tracking to log all changes made.
- Integration with GIS Integration with Laserfiche ECM Suite.

Financial Management Modules

General Ledger

BS&A's General Ledger module is the foundation of our cloud-based Financial Management Suite. It acts as the central data warehouse for financial entries from our other seamlessly integrated modules tied to GL accounts while also providing strict security and control.

It is a powerful general ledger system designed using Generally Accepted Accounting Principles (GAAP) for fund accounting and the specific needs of governmental GASB reporting. We provide a flexible chart of accounts structure and sophisticated reporting tools to comply with state regulations and to meet the specific needs of Cities, Counties, and Townships.

All GASB 34 reports are built-in with no need for a separate reporting module. Enter Adjustment journal entries in a separate Adjustments fund or in a GASB 34 Adjustments area.

Run statistical reports to identify major/minor funds with support calculations. Run reports in a summary format – the prescribed reporting format – or in a detailed format, which shows general ledger balances and adjustments. Summary report formats provide drilldown into individual account balances.

Budgeting is integral to the financial function of any municipality, and unlike some other systems, it is included as part of the BS&A GL module.

Budgeting

The Budgeting function supports decentralized budget entry, imports of preliminary budgets from spreadsheets, and multiple user-definable budget levels.

The final budget document is completely user-definable or may be saved as a spreadsheet to give you unlimited options in formatting.

BS&A's Budgeting function allows for budget projections, worksheets, and proposed budget reports that can be used for review and approval and are fully exportable for use with other analysis tools.

It interfaces with HR allowing you to load the budget with key information such as; employee longevity, grade, raises and benefit projections.

You can build projections based on prior year actuals or the past several rolling years actual amounts and then increase/decrease by percentage.

With the Budgeting function, you can review mid-year projections so you can make adjustments to the budget as well as calculate what-if scenarios.

And, being a fully integrated cloud-based solution, the information you are reviewing and using is all real-time and provides an additional level of integrity of the data.

Project and Grant Accounting

Project accounting empowers you to budget for current projects as you would for departments and funds.

With Project accounting you are able to quickly view the budget status for the project in real-time, with comprehensive drill down functionality to view the transactions that make up your activity. If you need to roll project activity into the overall activity of their parent fund or departments, it is as simple as unchecking an option to transition from granular to high-level project details.

Grant accounting has become critical to municipal accounting. With BSA's Grant Accounting, you are able to Budget and report your grant activity in the Grant's Fiscal Year, as it can be unique to your municipality FYE.

Grant Accounting provides you the versatility to budget for the present year as well as future years where you may be planning large purchases or projects that are grant funded. Perhaps your Grant requires use of the funding within the next few years; we can easily track items such as our lifetime activity, expiration date, and activity relative to budget within the Grant view, as well as detailed grant reports.

Bank Reconciliation

Many software applications use the term “reconciliation”, when in fact they merely offer the ability to mark the checks cleared. While BS&A allows for this functionality, identifying open and cleared transactions – manually or electronically via export file from your bank – we offer a more comprehensive solution.

BS&A also allows for the grouping of cash transactions by deposit and reconciles other transactions (e.g. manual journal entries) that affect cash. This enables a complete reconciliation between your general ledger account balances and your corresponding bank account balances.

As with all the BS&A modules, our Bank Reconciliation function gives users search and exporting capabilities.

Allows for multiple bank accounts and pooled cash functionality. You can easily clear transactions in groups or individually, or electronically via bank statement download.

When you need to look up an item quickly, you can do so based on amount range, type and/or status. The program is built with the end-user in mind, making the task of reconciliation easy and efficient with the fewest number of key strokes.

Accounts Payable

In addition to the standard invoice entry/check printing functionality, BS&A Accounts Payable interfaces with all of our billing applications for easy tracking and maintenance of refund requests. As part of your budgeting process, BS&A's AP module provides real-time budget verification to prevent overspending.

Our use of a Graphical Workflow User Interface allows for easy status checks, modification, and configuration.

The system provides email notifications and supports approvals via the software, dashboard, email, and smartphones.

Electronic check requests can be transferred to Accounts Payable by selecting a pending Check Request for payment, and relevant information is filled in for you. You can query Accounts Payable for the status of the check request. For example, the Utility Billing Clerk can look up requested information without having to consult the Accounts Payable Clerk, increasing internal efficiencies between departments.

BS&A's AP Purchasing Card Support imports transactions from your P-Card vendor. Detailed tracking of purchasing information is tied to the true vendor, while payments are made to the issuer of the Purchasing Card.

Our AP module also supports ACH payment capability. It's as easy-to-use as a check run using paper checks.

Once a vendor has been set up as being paid via ACH, the module handles the rest. Upon processing an ACH check run, you'll be prompted to generate the ACH file and the transfer will go as instructed by your bank.

BS&A also can facilitate Positive Pay per your bank's specifications. The easily-created export file provides a list for your bank to use as a cross-reference and important component in check fraud prevention.

Cash Receipting

Centralize your cashiering process with BS&A's Cash Receipting System, a robust cashiering solution that manages revenue collection from multiple locations and collection points. Easily accept payments for utility bills, property taxes, fees, tickets, and fines.

BS&A's Cash Receipting functionality allows you to manage revenue collection from multiple locations and collection tools including receipt printers, scanners, barcodes, and credit card readers. You can also add user-defined receipt items to handle charges not maintained in BS&A. Receipt items can be set up to link to third-party billing systems by way of an end-of-day procedure that automatically creates an export file.

Receipt transactions are easily grouped by deposit, providing quick balancing and easy end-of-month reconciliation of deposits.

By simply entering a name or address, you can retrieve a detailed list of items owed and the grand total. You have the flexibility to mark any or all bills and process for payment.

Repetitive receipts – for example, utility bill mail payments – may be entered as fast as the bar-coded bills can be scanned. Running batch totals are then matched up with the total money received.

Utility Billing

Our UB module provides complete billing and tracking for a variety of utility account types. The use of process managers helps simplify complex tasks into efficient step-by-step operations such as; Final Bill, Meter Change, and Past Due/Shutoff. Deposit and work order processing features are also available.

Flexible billing item setup accommodates both consumption-based and flat rate fees for items including but not limited to Water, Sewer, Stormwater, and Refuse.

Our Internal Billing capability simplifies the process of billing internal accounts without requiring bills to be printed and payments processed.

We can help you streamline your payment process by using ACH – payments can be automatically debited from the customers' bank accounts. Additionally, bills can be emailed to customers who want to go paperless.

Tools provided step-by-step guidance for common tasks such as shut-offs, final bills, the billing process, etc., ensuring all necessary steps are completed.

Customers can customize the billing cycle to include only those tasks they use. For example, removing meter export/import steps for flat rate billings.

Deposit Tracking provides the ability to calculate interest on deposits and offers flexibility in returning deposits to customers. The deposit may be applied to the customer's next bill, refunded to Accounts Payable via electronic transfer or by check request.

The ability to track detailed meter inventory such as; purchasing information, manufacturer, serial numbers, meter location (specific area of customer's location), curb box location, and information in general for necessary meter reads.

Meter read export/import file layouts are provided for various meter manufacturers including but not limited to; Sensus, Badger, SLC/Neptune, Itron, Greentree, and Hersey.

Each customer's history information can be accessed including payment reversals, bill adjustments, and the ability to print various reports.

BS&A's UB Module allows for an unlimited number of user-definable billing items per customer account as well as an unlimited number of services to be used in the calculation of billing.

Aging reports can be generated as needed by specifying an "as of" date. This flexibility eliminates the need to print them on the last day of the month.

Our customers can use a variety of methods to read estimations including; account average usage, user-defined data range of meter reads, or user-defined amount of usage.

The budget billing feature lets you bill fixed amounts based on user-definable history instead of the actual usage for the current cycle. You can determine – for each billing item – whether or not to allow budget billing.

The fully integrated work order process allows you to track the details of all work done on a customer's account. The process checks for scheduling conflicts of the staff person assigned to the task. Shut-off fees, etc., can be billed to the customer once completed.

Customized letters may be generated for elected accounts, increasing customer communication and reducing clerical tasks.

Payroll

Power, flexibility, and accuracy are the hallmarks of our Payroll module. Designed to automate the most complex compensation and deduction scenarios, it supports all necessary reports for quarterly reporting including W2 processing and electronic submission. Simple direct deposit processing and emailing of check stubs in a password-protected PDF format supports paperless offices.

Easily view YTD information for each employee based on user-defined parameters. Items that can be displayed include: pay codes, deductions/expenses, leave balances, and direct deposit amounts. You can also drill down to individual transactions to ascertain which checks are included in the totals, and print transaction registers that show details.

Our flexible means of accruing and tracking leave time based on user-definable parameters include; a) the maximum number of hours allowed in each leave bank, b) number of hours that may be carried forward to the next year, c) frequency of accrual (e.g. monthly, first of the year, anniversary date, etc.), d) accrual method based on a table (e.g. number of years worked).

Automated W2 processing uses all IRS-supported formats including the EFW2 file for submission to the Social Security Administration.

Complex deduction scenarios are easily set up for each employee from the setup screen without having to access each employee's screen. Child support and garnishment calculations are built-in, and deductions can be set up using tables to reduce the number of deduction codes needed.

BS&A provides Federal and State reports needed including tax, Affordable Care Act, EEO4, unemployment, and retirement reports.

Manage contributions, interest, and withdrawals for self-administered retirement plans, generate Form 945, 1099Rs, and retirement statements.

Hours can be easily imported through BS&A Timesheets or various third-party Time and Attendance Software.

Easily reconcile your benefit plan invoices with payroll deductions and expenses.

Employee raises, including rate table updates and step increases, can be scheduled for future effective dates, including the ability to allow rates to be split automatically in the middle of a pay period.

Included is a utility to streamline retro pay calculation processes.

Human Resources

BS&A's Human Resources module streamlines processes from the online job posting and applicant tracking through employee management.

Electronic employment applications reduce the amount of staff time and resources devoted to processing and storing paper applications. Prospective employees may apply via the web or at a designated on-site workstation. Track basic applicant information such as an address, phone number, etc., and more detailed information such as employment and education history.

Workflow-enabled personnel action forms allow for electronic approvals to be required for a rate increase, position changes, etc., eliminating the need for manual tracking and paper forms.

Set up and track benefit plans including enrollment, rate tables, costs, enrollees, beneficiaries, changes, and effective dates. Cobra management, reporting, and invoicing.

Via Position Control, track current employees, openings, and applications position to position. Position Tracking saves time by storing user-defined position requirements and defaults to facilitate the setup of new employees.

HR Compliance and Reporting including:

- Employee Beneficiary Information
- Continuing Education
- Employee Asset Tracking
- Reviews
- Position and Rate History
- OSHA Management
- Compensation Reports

Sophisticated Position Budgeting utilizes historical and user-defined data, and scheduled pay-rate information, all of which may be transferred to BS&A General Ledger. Unlimited budget scenarios allow "what-if" analysis for budget planning.

Allowing employees to manage their benefit plans online increases employee satisfaction and reduces the drain on clerical resources.

Cemetery Management

User-friendly and comprehensive, our Cemetery Management application provides users with detailed record tracking of all cemeteries and associated plots within a municipality. Wizards and a variety of other utilities allow for easy linking of owners, plots, and deeds. Integration with our Financial Management Cash Receipting and General Ledger applications allows for accurate accounting of all monies exchanged. GIS mapping integration allows for detailed mapping of all cemetery properties and gives a powerful view of unlimited map layers, expediting the search for a specific plot or group of plots.

Cash Receipting and General Ledger Integration

Cemetery Management allows for full-feature access to Cash Receipting and General Ledger. Plot fees can be charged and invoiced through CM and receipted into CR. Real-time receipting allows for instant record of payment into CM. Journal entries are created for streamlined accounting via our General Ledger application.

GIS Integration

GIS integration allows for a direct link between your data and GIS maps, giving you a very powerful tool to view data, plot and print various datasets, and quickly view cemetery plots.

Quick Plot Entry/Mass Add Plots Feature

Setting up (or adding to) a cemetery is a simple task with the Mass Add Plots feature. An easy-to-use form allows you to add multiple lots and plots in seconds. You can also link owner(s) and/or a deed to the range of lots and plots added.

Owners

Multiple owners can be linked to a single plot. A single owner may be linked to multiple plots, allowing for a single data entry point. Owners are listed in their own table view, letting you quickly and easily view, sort, edit, block, mark, search, and print.

Occupants

Multiple occupants can be linked to a single plot, allowing for a single data entry point. Occupants are listed in their own table view, letting you quickly and easily view, sort, edit, block, mark, search, and print.

Burial Rights Certificates/Deeds

Deeds can be linked to multiple plots, allowing for a single data entry point. Deeds are listed in their own table view, letting you quickly and easily view, sort, edit, block, mark, search, and print.

Plot Flag

A Plot Flag is a specialized comment designed to grab your attention by scrolling across a plot record. Each plot may have a unique flag.

Comments

Unlimited comments - with no size restrictions - can be added to each plot, owner, occupant, and deed.

Attachments

Image and/or document files can be attached to each plot, owner, occupant, deed, and cemetery.

Custom Plot Fees

Unlimited user-defined fees can be added to each plot. Invoices can be generated using these fees and items paid either via BS&A Cash Receipting or directly from the Plot screen in CM. Integrated GL function allows for proper GL number setup on the Plot screen for error-free journalizing and posting to BS&A General Ledger.

Customizable Invoices and Burial Rights Certificates/Deeds

Using the built-in Report Designer, you can create custom invoices and burial rights certificates to suit your needs.

Custom Segment Structure

The Segment Setup area was designed to provide maximum flexibility in the structure of your cemetery segments. You may rename, omit, format, or un-format each of the plot segments.

Table Views

Easy-to-use table views are provided for each of the following: Plots, Owners, Occupants, Deeds, Receipts, Financial History, Journal Entries, and Audit.

Plot Transaction History

Fully detailed financial history is displayed for each plot.

Veterans Listing

Detailed listing of all veterans within each cemetery allows for easy location and placement of memorial tributes, as well as requests for military burial information from outside sources.

BS&A Online - Public Records Search

Key Features:

- Allows Accounts Receivable, Utility Billing, Business License, Tax and Building Department (permit) data to be displayed on the web, and supports online payment of these bills
- Reprint bills and view detailed account history
- Interfaces with online credit card processors

BS&A Payments

Key Features:

- Real-time payment processing
- Automated reconciliation
- Centralized transaction data
- Modernize your payments acceptance, in person and online

OPTIONAL MODULES

Building Department

Projects combine multiple aspects of your Planning Zoning and Engineering (PZE), permitting, inspection, and accounting processes. This provides a centralized view of complex construction projects for both planning and building departments. It has been designed to be customized as each department's process can be quite intricate. Documents and email can be put to work electronically by triggering specific events to happen, all of which are part of a workflow designed to ease your data entry and extraction.

Track permits from application to finish. From the start, the Add Permit tool speeds data entry while ensuring critical information is entered. Link to existing Contractor and Licensee records, or add them on the fly. Calculate

costs by selecting items from your fee schedules and add them to the invoice. Take payments, issue permits, and print receipts as required. Once the permit is issued, use inspection tools to schedule and process inspections. Productivity tools assist you with the creation of letters and the attachment of images and documents. Attach reminders manually or automatically through a workflow to a permit or inspection so that no follow-up gets lost in the shuffle. Use workflow rules to automate common activities: apply fees, schedule inspections, generate letters, create reminders, send emails, and more.

Use our flexible scheduler to set your appointments and schedule inspections. Create violations with user-defined checklists. Append information through our "Quick Text" screen. Track violations, their location, details, and current status. Use the violation text in Correction Notice letters or repair emails. Capture images of violations directly into the inspection history.

The Building Department module comes ready to handle the accounting requirements of your community. Enter invoices, take payments and bond deposits, do adjustments and transfers, and print receipts. Run balance reports to match your totals. Generate detailed and summary general ledger information for deposits. This module also allows for Configurable Workflow and Bluebeam Integration.

BS&A's Planning, Zoning, and Engineering (PZE) allow for the tracking of all of a municipality's process steps, documents, related activities, and procedures involved with the PZE aspect of Community Development. It has been designed to be customized, as each department's process can be unique. Each step can contain one or more requirements such as reviews, meetings, or other activities. PZE processes also support configurable fees, prerequisites, and inspections.

Track all property maintenance issues such as weeds, trash, inoperable vehicles, etc. The Code Enforcement feature of our Building Department software offers comprehensive management of the entire process. Once the case is generated, use Inspection tools to schedule and process inspections. Productivity tools assist you with the creation of letters and the attachment of images and documents.

Attach reminders manually or automatically through a workflow to an inspection so that no follow-up gets lost in the shuffle. Use workflow rules to automate common activities: apply fees, schedule inspections, generate letters, create reminders, send emails, and more.

BS&A Online - Community Development

Key Features:

- Online Applications: Enables contractors and the general public to submit applications and required documents online
- Inspection Scheduling: Enables contractors and the general public to submit requests for inspections online
- View My Activity: Enables contractors and the general public to easily access all activity related to their account or property
- Building Department Search: Performs a search by any record number, including addresses, permits, and certificates
- Payment of Fees: Enables contractors and the general public to pay for permit and other fees online

Fixed Assets

GASB 34 made the accurate tracking and reporting of fixed assets necessary. Because of the singular architecture of our cloud-based system, the Fixed Assets module greatly simplifies the tracking of these items and GASB 34 compliant reports necessary for financial statement note disclosure are included.

Construction projects can be tracked and automatically converted to capital assets once completed.

Because of system-wide integration, Purchase Orders or invoices may be flagged as asset purchases, facilitating electronic transfer to BS&A Fixed Assets. In addition, rules can be set to specify amounts and accounts that automatically flag purchases for asset creation. Depreciation, capitalization, and disposal accounting information are posted to GL. This integration eliminates errors and duplication of data entry.

With Flexible Asset Disposal, assets can be partially disposed of based on quantity, dollar amount, or percentage of the total cost, eliminating the need to record each asset as an individual for disposal purposes.

For example, library books can be recorded as a lump sum and then written off as a percentage of the original cost. The module also supports splits, repairs, and disposals, including partial disposal.

Work Order

Our Work Order application streamlines the myriad resources used by your municipality in the management of your work orders, including inventory, equipment, employees, and vendors.

Tight Integration With Many BS&A Applications

Tight integration with numerous BS&A applications allows for easy tracking and robust reporting with a high level of accuracy. Some examples of this integration:

- Inventory Management: track and report on inventory used
- Timesheets: track and report on employee time and equipment used
- Accounts Receivable: create invoices to bill for services rendered
- Accounts Payable: generate invoices to third-party vendors involved with the work order

GIS Mapping

Use your existing GIS map layers to plot your work orders, assets, and facilities. This functionality enables you to efficiently utilize your GIS information in evaluating your work order data.

BS&A Online Services Interface

Requiring only an internet connection, employees can view their assigned work orders in real time via BS&A Online Services.

Scheduling

Our customizable scheduling feature lets you define rules to allow for quick and easy assignment of tasks to appropriate workers, avoiding scheduling conflicts.

History by Asset

Easily view the history of each asset tied to your facilities.

Professional Services Scope

Project Management and Implementation Services

BS&A will assign an experienced Project Manager to oversee all phases of the implementation. Services include project initiation and planning, development of a detailed implementation schedule, system configuration, coordination of data conversion and testing activities, risk management, and ongoing status communication.

Implementation support includes system setup, workflow configuration, integration testing, quality control, and on-site or remote assistance during go-live and post-go-live stabilization.

Data Conversion Services

BS&A Software will provide comprehensive data conversion services from the City's existing system in accordance with the defined conversion scope. This includes data extraction, mapping, validation, and multiple conversion iterations to ensure accuracy and completeness. BS&A will perform preliminary, test, and final conversions, support parallel processing for critical functions such as payroll and utility billing, and collaborate with City staff to reconcile balances and validate historical data prior to go-live.

User Training

BS&A will provide comprehensive, role-based training for City staff using the City's converted data. Training will be tailored to user roles and responsibilities and may include one-on-one, small group, and classroom-style sessions. Training covers system navigation, daily processing activities, reporting, and departmental workflows. BS&A also supports parallel processing and hands-on practice to ensure staff readiness prior to go-live.

Ongoing Support and Maintenance

Following implementation, BS&A will provide ongoing support and maintenance services, including unlimited access to the BS&A help desk during standard business hours. Support services include issue resolution, troubleshooting, and functional guidance. Customers receive regular software updates and enhancements, compliance-related changes, and continued access to system improvements as part of the annual maintenance program.

BS&A believes that providing superior support is the key to success. We have over 60 team members dedicated to supporting our software, along with over 30 software developers to provide a higher level of assistance when needed. Many of our team members are degreed accountants, including multiple CPAs. This exceptional level of understanding of the accounting process, combined with their expertise in our software, has enhanced the quality of our software support. Our technical support team continuously receives outstanding evaluations from our customer base!

BS&A's management measures the success of the support team in several ways. First, approximately 3 weeks after conclusion of the project, we conduct a Post-project review. The purpose of this activity is to determine what aspects of the project went well and uncover any areas where improvements need to be made. If any additional training or support activities are required those will be completed to ensure satisfaction with the project. Then, after approximately 60 days post-implementation, a member of the senior BS&A management team will conduct an additional follow up. Here the focus is two-fold, improving future projects and determining if there is anything needed to ensure your complete satisfaction. Each team member is evaluated based on several criteria; however the greatest weight is given to their overall customer care, product and process knowledge, and willingness to consistently go above and beyond to solve customer problems.

BS&A tracks statistics for issues reported, resolved on the first call, average call duration, and the average time to reach issue resolution, as well as numerous other metrics. This information is monitored for the purposes of evaluating our effectiveness and efficiency. These statistics are only a small portion of how we measure the quality of our support. We believe each customer should be given the appropriate amount of assistance, and our ultimate goal is complete satisfaction.

Annual Fees

Unlimited support is included in your annual fee. BS&A reserves the right to increase the annual fees.

Onsite Support

BS&A staff will be at your location during the implementation, training, and final Go-Live dates. Additional onsite training or support is available for \$1,225 /day, plus travel expenses. For example, if you want a representative onsite for training new staff, we can provide that.

System Support

Our support team is available Monday through Thursday, 8:30 a.m. – 6:00 p.m., and Friday from 8:30 a.m. – 5:00 p.m. (EST). The average response time is less than 15 minutes; 95% of our support requests are answered in under 30 minutes. All calls are answered by a live team member, are queued and taken in the order received. Support via email and remote assistance is also available. Email support requests can be initiated directly from within any BS&A Module. With your annual support agreement, there is no limit on the number or frequency of support calls. Support assistance outside the normal business hours, can be available upon request. If client's problem cannot be resolved during the phone call, database backups can be sent for BS&A Support staff to review with our Developers, and City will be updated in a timely manner.

Software Updates

Our support platform includes software updates/enhancements for each Module that are available to all current customers on a monthly basis, and are accompanied by an update log that details the changes/enhancements. All updates are cumulative and there is no need to install each update in a sequential fashion in order to patch properly.

BS&A Software has, and will continue to be, committed to statutory and process compliance changes as deemed necessary at the Federal or State level. All users with paid support agreements receive periodic updates. Program changes are researched thoroughly and active communication is maintained with the appropriate State agencies.

6.0 Implementation Process

Project Management

BS&A has developed a Project Management approach that leverages our extensive experience and skilled personnel. Our goal is to deliver every project on time and within budget. We combine our years of experience in governmental software with industry standard project management concepts and processes. Using these practices, we are confident in our ability to successfully deliver a project that will exceed the expectations for the City of Sterling.

As part of this process, a member of our Project Management and Implementation Planning team will be assigned to coordinate your project. Our consultant will remain with you throughout the project and oversee the implementation process, schedule all necessary meetings, facilitate data transfer and conversion, and develop a detailed implementation plan. Coordination, documentation, and communication will be provided throughout the project by way of Microsoft SharePoint.

An overview of our planned method which follows a standard five-phased project management approach is detailed below.

Initiation: One of the first major activities of the project is the Kick-Off meeting with Project Stakeholders. The initial goals are to introduce team members, confirm and agree on project scope and initiate discussions on target timeline.

Planning: Comprehensive planning is the next major step in the process. Planning is completed and is put in place through a formal Implementation Plan. The plan specifically outlines dates, timelines, tasks, responsible persons, and schedule of events.

Execution: Execution is an extension of the planning process. It puts the Implementation Plan in motion and begins the key processes of data conversion and system configuration.

Control: Project control is a series of processes and steps that the project manager and other team members carry out to monitor the project in terms of progress, quality, changes, action items and issues. The ultimate purpose of project control is to manage work during each stage of the project and prepare for the next stage. One of the primary tools used to



Project Management Testimonials

"BS&A has gone massively above and beyond any sort of reasonable expectation – they always stand up and say 'we can solve that problem for you.'"

Steve Milford, Gulf Breeze FL

"I was impressed from the very beginning. We had worked very hard to identify our needs, so we already had an idea of how any software needed to function. The 'Discovery' process was fantastic. It helped users in the different departments understand the changes that were coming well in advance of training and go-live by letting them see the applications. The scheduling and meticulous thought that went into the timeline was great and it allowed me to show the department how things would flow."

Karen Scott, North Little Rock AR

"Speaking for the City, the entire process was an amazingly smooth one, and employees, management, and City Council are very pleased with the new software. Working with the BS&A project management folks, IT Team, and each implementation and training specialist was a pleasure. When things didn't work quite right, which was rare, it just provided comic relief!"

Melody N. Marlowe, Dahlonega GA

share information and to assist in project control will be a SharePoint site where project information is shared. A dedicated SharePoint site will be created to facilitate all project communication between BS&A and the City.

Closure: In this phase the project is completed and activities transition from implementation to our regular support processes. BS&A will remain onsite for the first several Go-Live dates, for each Module if necessary. Additionally, follow-up visits may be scheduled to assess progress and answer questions. Of course, the BS&A support team is always here for you.

Change Management

In every software implementation, change management is a critical piece of a successful project. Every organization can experience challenges when implementing new technology, business processes and procedures that come with a new ERP system. Based upon our experiences we have learned that new technologies, strategic visions, and even perfect planning can only take you part of the way. To ensure success, change management is essential in every project.

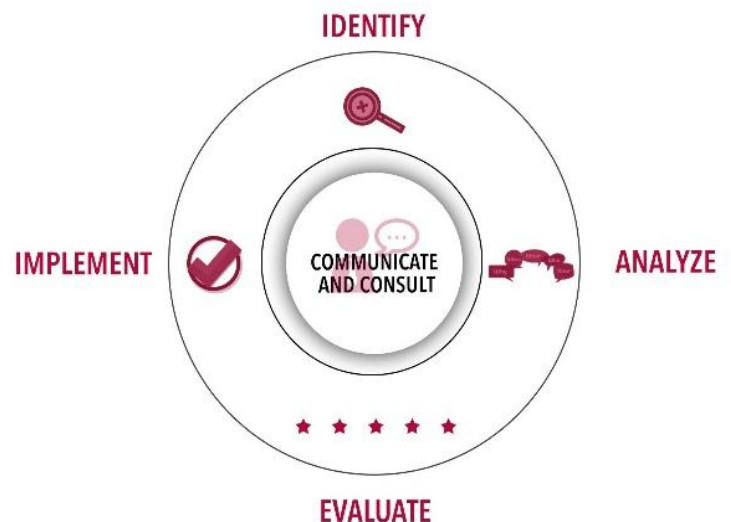
- Assess your processes. Your project team will collaborate with your organization to assess your business processes from both a management standpoint as well as an end user’s standpoint, ensuring any changes are delivering the expected results as well as acceptance from the end users. BS&A’s team will leverage their experience and knowledge of the software and combine it with your goals and personnel. Early in the project it is important to identify if there is organizational buy-in or potential issues, as this will guide us in tailoring the project plan to ensure success.
- Engaging the users. Throughout the project our team will work closely with your staff, starting with process review and discovery, continuing with onsite implementation, and concluding with end user training and go-live assistance. Involving your staff early in this process empowers them and creates a sense of ownership.
- Supporting and reinforcing the change. As we begin to deploy the change in the form of on-site training BS&A team members will be present to assist your staff, and we will work alongside your key stakeholders to reinforce and deliver lasting change.

Project Risk Management

Any successful implementation project requires an assessment of the risks and developing strategies to mitigate them. At the outset of the project, your project manager will identify and analyze project risk. As needed, they will implement strategies to minimize or eliminate those risks. Then, as the project progresses, they will continually monitor risks and discuss any changes during the regular project status meetings and/or calls..

The project risk management model that we follow is:

1. Identify
2. Analyze
3. Evaluate
4. Implement



Final Phase and Cut-Over

In the final phase of the project, you will be running BS&A as your primary system. For some modules this will simply involve transitioning from your current system to BS&A. For other modules, this may involve a short period of time where you are running both systems in parallel. For payroll and billing cycles, we will run at least one cycle in parallel where paychecks or utility bills are created in both systems. We will make the cutover to BS&A, only after validating that both system achieve similar results. No matter which approach is used, BS&A will be onsite during these Go-Live periods to help quickly resolve any problems that may arise. At the conclusion of this phase, we will transition you to our support team.

Implementation Plan

Our goal with every project is to have clients who are completely satisfied with their selection of BS&A. We utilize our extensive experience to accomplish this in an efficient, accurate, and timely manner, making the transition from your current system as smooth and painless as possible. In the majority of our implementations we are able to have our clients live in less than one year.

BS&A's project management team will work with you to develop an implementation plan. Our approach is to jointly craft a plan that leverages our experience and considers the needs of the project, the availability of BS&A resources and key dates/activities for the city. For example, many municipalities believe the best time to convert is at the start of a fiscal year. Our experience has shown that this is often the busiest time of year – not the optimal time to transition to new software.

Implementation meetings are held to discuss and review information about key topics and processes. This might include such things as: workflow processes, approval routing, banking information, reporting requirements, etc. As part of these meetings, key team members from the municipality are identified and included, ensuring that risks are identified and potential issues are addressed.

Implementation Approach

BS&A has developed a five phase approach to implementation.

Initiation: In the first phase of your implementation BS&A will assign a project manager that will lead you through your implementation. Once the project manager



Implementation Testimonials

"As far as service goes, BS&A went overboard when it came to implementation. They went above and beyond making sure there were no inaccuracies after we left. Their support staff is exactly what they advertise it to be and more."

Tom Kloss, Hutchinson MN

"I considered the BS&A implementation team to be the expert in the implementation process and relied on their assurance (that) the transition would be as smooth as possible, and it was."

Melissa Burton, Overland MO

"Despite the COVID-19 Pandemic, we were not in a position to delay our ERP implementation. Based on our experience, BS&A was extraordinary and so customer-oriented. We score them a perfect 10! Do nothing different!"

John DeLeo, SR, Cape Canaveral FL

has been assigned our next step will be to schedule the project kickoff meeting. In this meeting we will introduce our project team to the key stakeholders on your end. BS&A will define and review the roles and responsibilities for each party. Your project manager will assess the scope of your project and create an implementation plan for your review. The next key event will be the extraction of your data so that our team may begin working on your preliminary data conversion.

Consultation: The consultation phase is one of the most critical to your implementation. Here is where we will be gathering information on your current and future processes as part of our business process review. BS&A will make recommendations based upon our own experiences as well as industry best practices. Our goal is to work with you in the redesign of your business processes to create a more efficient environment with greater internal controls. During this phase we will review your chart of accounts, to ensure it is optimized to take advantage of the efficiencies new software brings.

Conversion: A key aspect of the data conversion process is to review your preliminary data conversion with you. In a typical implementation, BS&A will convert your data no less than three times: the preliminary which we will review with you, a second conversion to provide up to date account information prior to training, and the final data conversion just before the cutover to BS&A.

System Setup: As we enter this phase, your implementation specialist will be working with you to make any final configuration changes. They will set up roles, users and security rights, configure and test system workflows and integrations, and set up your custom forms.

Training/Go-Live: Our training team will be working with you and your team as we run parallel cycles in BS&A and confirm the results with your legacy system. We will ensure things are configured correctly prior to Go-Live. BS&A implementation team will be onsite to assist with your first payroll, billings, and check and report runs. They will review the new processes with you and transition you to the BS&A support team.



Proposed Implementation Schedule

Dates are estimated based on the expected Go-Live date and are subject to change.

Timetable	Scope of Work
1 Month Post Signing	Kick-Off Meeting – This meeting will assemble all project stakeholders to discuss expectations and concerns. BS&A Software will lead the discussion and review: project scope, team, roles & responsibilities, project management processes and timing.
	Assemble Project Team – The respective Project Managers will administer the day-to-day operations of the project.
	Establish a timeline for project components such as conversions, customizations, program training.
Month 2	Meet with the City IT team to identify possible network issues and review existing system configurations.
Months 3 - 5	Preliminary Data Conversion & Data Review – Begin process of converting City's existing data into BS&A, following the agreed upon conversion plan.
	City sends preliminary data to BS&A for analysis and first run of data conversions. Upon completion of initial conversion, BS&A meets with key stakeholders to review conversion output. If necessary, the conversion will be updated and the process will be completed again until we have successfully converted all data. During this process, we will also gather requirements for any required program customizations.
Month 7	Establish Environment for learning and evaluation purposes. This allows time for staff to become familiar with the Modules, execute test cases and review tutorials prior to formal training. Final converted data to be installed at a later date.
Months 8 - 10	Implementation/Training
	The converted data will go through a Quality Control test. BS&A will first review/test the data, and then pass it to the City for their review and critique. BS&A begins Program Training. This will familiarize staff with the new software and processes.
1 Month Post Go-Live	Evaluation
	After you are up and running we don't disappear. We will conduct a post project review meeting to tie up any loose ends and evaluate the entire process. We want your feedback to make sure you're completely satisfied and learn of anything that could be done to make our process better.

Sample – High Level Work Plan

The following Sample Implementation Schedule details the overall implementation timeframe and schedule of events. The dates, times and order of events are subject to change based on availability of the City and BS&A teams. This will be determined at the kick-off meeting should BS&A be the selected vendor. BS&A guarantees that the system will be fully functional according to the completion document once finalized at the commencement of the project.

Sample Implementation Schedule [Below Template will be updated to fit your needs]

Task	Responsible Parties (Bold is Primary)	Start	Duration
Initiation Activities			
Conduct Kick-off Meeting	BS&A and City	Month 1	1 day
Review Project Scope and Project Management Process	BS&A	Month 1	1 day
Establish Project Meeting Schedule	BS&A and City	Month 1	1 day
Assemble BS&A Project Team	BS&A	Month 2	1 day
Assemble City Project Team	City	Month 2	1 day
Create Initial Project Timeline	BS&A & City	Month 2	1 day
IT and Data Conversion Activities			
Meet with City IT Staff to review Hardware Configurations	BS&A and City	Month 2	1 day
Extract Preliminary Data from current System	BS&A and City	Month 3	1 week
Conduct Data Mapping and Develop Data Conversion Routines	BS&A	Month 3-5	1 month
Conduct Review of Converted Data with City	BS&A and City	Month 5	Approx. 1 day
Establish Environment	BS&A	Month 8	1 day
Knowledge Transfer			
Conduct On-site Process Review Meeting	BS&A and City	Month 5	2 days
Conduct Analysis of Current Forms	BS&A and City	Month 5	1 day
Conduct Review of Required Reports	BS&A and City	Month 5	1 day
Conduct Analysis of System Interface Requirements	BS&A and City	Month 5	1 day
Develop Best Practices Recommendation	BS&A	Month 5	1 day
Approve Recommendations	City	Month 6	1 day
Provide Consulting and Assistance with Chart of Account Redesign	BS&A	Month 6	1 day
Create System Specification Document	BS&A	Month 6	3 days
Implementation			
Create Forms	BS&A	Month 6	2 days
Create Reports	BS&A	Month 6	2 days
Conduct Acceptance Testing	City	Month 9	2 days
Conduct Final Data Extraction	City	Month 9	2 days
Convert Final Data	BS&A	Month 9	2 days
On-site Set-up for Users & Configuration Items	BS&A	Month 9	4 days
Training			
On-site Training	BS&A and City	Month 10	Varies
Post-Project Activities			
Conduct Post Project Review & Assessment	BS&A and City	1 month post go-live	Varies
Conduct Post Implementation Follow Up Training	BS&A and City	TBD	TBD

Data Conversion

Data conversion is a critical aspect of any ERP implementation project. After reviewing your RFP, it is clear this is also important to the City of Sterling with respect to your migration from SimpleCity. The BS&A team has completed thousands of data conversions and hundreds each year. Leveraging this experience, we have evolved our processes to the point where they are Best-In-Class. This process maximizes BS&A technical experience while minimizing your efforts. Many software providers will minimize the importance of converting your historical data, in some cases to the point of recommending eliminating conversions. Conversely, BS&A recommends comprehensive conversion of your data.

Data Conversion Process

Our data conversion process minimizes the work on your part and maximizes your ability to access historical data. Following is an outline our data conversion process.

Data Extraction & Formatting

BS&A will work with the City to determine if it is possible for us to extract data from your current system. In the event that this can be accomplished, the City will simply need to provide access to the data, and assistance in running some reports to aid us in balancing the data. In some cases, where the data is not accessible, or not in a readable format, it may be necessary for the City to provide data layouts, or work with your current provider to extract the data from your current system.

Preliminary Data Conversion/Mapping

One of the early activities in the project is to extract an initial copy of your data. BS&A consultants will then map your existing data into the appropriate fields within BS&A. This mapping will be used to drive the development of our data conversion routines. Once those routines are developed, a preliminary conversion is conducted.

Data Review

Once we have converted the initial data, it will be installed onsite for review by your transition team and BS&A staff. Together, we will walk through the data to determine if we need to make any changes to our data conversion approach. Any deficiencies in the raw data and/or conversion process are identified and addressed. From this point forward, the data will remain on your test system for evaluation throughout the remainder of the process.



Data Conversion Testimonials

"We had zero trouble migrating data over to BS&A. The conversion in total was fantastic. They showed us examples of how they converted data from our old system to BS&A for other customers, so we were able to see exactly how our data would appear. Having been through multiple conversions and software migrations, this is the easiest one I've ever had. The process was as smooth as anyone could expect."

Paula Schafer, Greenfield WI

"BS&A has obviously perfected the process by converting hundreds of municipalities and counties. I don't know what other vendors do to convert customers, but I believe that BS&A's approach is the best."

Karen Scott, North Little Rock AR

Parallel Cycles

To validate the efficacy of our data conversion, we run parallel cycles for aspects of the project that involve complex calculations, e.g., payroll and utility billing. After running a payroll or billing in your current system, we will re-run the same payroll or billing in BS&A to make sure that all data is replicated and balanced. With other processes, such as accounts payable, we have found it is not necessary to run in parallel to verify correct results.

Final Conversion

Just prior to the cut-over date for a particular Module, we will again extract a copy of your data to obtain all the latest transactions. We will re-run our conversion and load the data onsite into the appropriate BS&A Module

Scope of Data Conversion

The cost proposal identifies conversion costs. The scope of those conversions is specified in the following table.

Application	Scope of Conversion
General Ledger <i>Standard Conversion from gWorks</i>	Chart of Accounts, Bank Accounts, Current and Prior FY Amended Budget, Up to 5 years monthly balances per GL Account
Accounts Payable <i>Standard Conversion from gWorks</i>	Vendor Master File, 1099 Amounts (current year), Open checks
Cash Receipting <i>Standard Conversion from gWorks</i>	Receipt Item Types, Tender Types
Payroll <i>Standard Conversion from gWorks</i>	Master Data, Employee Master, Up to 5 years of YTD Balances per employee
Human Resources <i>Database Setup</i>	Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees
Utility Billing <i>Advanced Conversion from gWorks</i>	Accounts, Services, Deposits, Rates, Meters; Up to 5 Years of Service, Billing & Payment History
Optional Modules	Scope of Conversion
Comm Development <i>Database Setup</i>	Setup of Permit and Enforcement Types, Fee Schedules
Fixed Assets <i>Standard Conversion from gWorks</i>	Import of Assets with Book Value and Total Accumulated Depreciation
Work Order <i>Database Setup</i>	Setup of Work Order Types, Facilities, Assets, Equipment, Materials, Workers (if not using Employees as Workers)

Testing Approach

Our testing plan outlines the activities and processes necessary to ensure that the project objectives are successfully accomplished. A variety of different testing activities are undertaken throughout the project with the end goal of having the city confident in the overall solution, well before the Go-Live date. The following summarizes the key testing activities:

1) Data Conversion Testing

The converted data will go through an internal BS&A validation with each iteration of a data conversion. With the goal being to identify any issues with data, due to data mapping, legacy data issues or conversion errors.

Our goal is to have acceptance of data conversion prior to the Go-live period. To achieve this goal, BS&A, will reconcile balances, record counts and other available metrics to validate the converted data. After we have completed this initial review,, we will then collaborate with the city for further review and confirmation. By validating the data conversion early, it provides for ample time to adjust or modify the project plan to ensure success.

2) System Testing

System Testing is the overall approach used to validate that an entire system satisfies the requirements, business processes, and operational objectives. The purpose of this testing is to validate the efficacy of the business process decisions made throughout the project. This is accomplished by running a set of sample transactions that reflect your business processes.

3) Integration Testing

Integration testing is intended to verify operational requirements between modules and third party Modules. Test cases should be constructed to test that modules interact correctly and any interaction with third party systems creates the desired results. Integration testing will be conducted for any contracted integration, customization or interface delivered by BS&A

Training Approach

Training is a critical part of any software implementation. Effective training of your staff will increase efficiencies and ensure a successful project. BS&A Software performs training in person and onsite at your facilities using your data. While onsite is our preferred method, BS&A Software where necessary.

Your onsite implementation specialist will work closely with your staff to execute the implementation plan. Some general objectives of all training include.

- Familiarization with BS&A Software's user interface and global functionality
- Software configuration to fit your needs
- Configuration and testing of custom workflow
- User and security setup
- Group training sessions
- Parallel cycles
- Verification of converted data for balancing and audit purposes

In addition to expertise in our system, the majority of our implementation specialists hold degrees in accounting, finance, or public administration. We believe this is very important to effectively communicate and consult with your staff throughout the project. Our implementation specialists teach in a friendly, relaxed yet professional manner, which helps alleviate any apprehension your staff may have over learning a new system and ensures their buy-in of the entire project.

Every project is unique and requires its own customized training plan. Your BS&A Implementation team will work with you to create a training plan to ensure your project's success. BS&A Software utilizes multiple training methods including end user, classroom, and train the trainer. Where practical, we find a hands-on end user training approach at your desk most effective. This method will be used for the majority of your primary users training as well as the processing of parallel cycles. For the more casual users we offer training in a classroom environment, allowing for a greater number of users to be trained concurrently. When appropriate, in some limited cases we will deploy a train the trainer method. In all cases, we utilize your converted data, easing the transition for your users and delivering the best results.



Training Testimonials

"The onsite training far exceeded my expectations. They were very patient, very diligent during reconciliations and very knowledgeable. The staff were highly trained and experienced."

Karin Callan, Douglasville GA

They had an answer for everything we threw at them and presented a 'can do' philosophy with a strong commitment and track record on customer service."

Victor Curfman, Altoona PA

"One of the biggest things for us was the trainers who were here. They related very well to us, they were in the trenches with our staff, and became a part of the Cooper City family."

Karen Correa, Cooper City FL

"Overall, the training and support staff experience has been excellent. They are very accessible, they answered all of our questions, and we had a number of conference calls to discuss questions which was very helpful."

Kristen Berhorst, Cole County MO

BS&A will provide customized training documents to assist with your training. The training materials provided can be used, copied, combined and/or distributed for any City training sessions.

End User Training

The estimated number of training days for end user training for City staff on all software modules:

Software Setup	Days: 3
Financial Management Modules	Days: 4
Personnel Management Modules	Days: 6
Utility Billing Modules	Days: 12
Cemetery Management	Days: 1
Post-Go Live Follow Up	Days: 4
<hr/>	
Total:	30

Optional Modules Training

Software Setup	Days: 3
Financial Management Modules	Days: 3
Community Development Modules	Days: 10
Post-Go Live Follow Up	Days: 2
<hr/>	
Total:	18

Optional Post-Go Live Follow-up Training

BS&A strongly recommends follow-up training days after initial training has been completed. During these sessions we will work one-on-one with any users who require additional assistance. For this project, we would recommend 4 days of follow-up training. Activities include:

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,225/day + travel costs
- Days quoted are estimates; you will only be billed for actual days used

User Groups and Conferences

BS&A Software offers complementary regional user groups to our clients. This gives the opportunity to network with other communities that are BS&A Clients, review best practices within the software, and learn the new features and functionality that have been added to the software in the last 12 months. BS&A also holds an annual user conference. This is a multiday event that allows you to interact with industry peers as well as the BS&A Software staff. Here you will be able to build new and strengthen existing relationships as well as gain new product knowledge. The conferences offer numerous opportunities for continuing education including, classes, training sessions, workshops and keynote and industry relevant presentations.

7.0 Pricing Structure and Cost

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Modules – **Annual Fee**

Financial Management

General Ledger	\$1,480
Accounts Payable	\$1,210
Cash Receipting	\$1,305

Utilities Management

Utility Billing	\$3,810
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Personnel Management

Payroll	\$2,015
Human Resources	\$1,425

Auxiliary

Cemetery Management	\$2,225
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BS&A Online

Public Records Search + Online Bill Pay <i>With use of integrated Credit Card Processor</i>	\$1,805
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Subtotal	\$15,275
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Data Conversions

Conversion scope and price are estimates, pending review of preliminary data.

Convert existing SimpleCity gWorks data to BS&A format:

General Ledger (Setup of Work Order Types, Facilities, Assets, Equipment, Materials, Workers (if not using Employees as Workers))	\$3,675
Accounts Payable (Vendor Master File, 1099 Amounts (current year), Open checks)	\$2,450
Cash Receipting (Receipt Item Types, Tender Types)	\$2,450
Payroll (Master Data, Employee Master, Up to 5 years of YTD Balances per employee)	\$4,300
Utility Billing (Accounts, Services, Deposits, Rates, Meters, Unlimited Years of Service, billing and Payment History)	\$10,000

Database Setup:

Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees) **\$3,675**

Subtotal **\$26,550**

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$15,090

Implementation and Training

- \$1,225/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each module
- Performing final process and procedure review
- Configuring custom settings in each module to fit the needs of the customer
- Setting up module integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	3	\$3,675
Financial Management Modules	Days:	4	\$4,900
Personnel Management Modules	Days:	6	\$7,350
Utilities Management Modules	Days:	12	\$14,700
Cemetery Management	Days:	1	\$1,225
	Total:	26	Subtotal \$31,850

Optional Pricing

Modules – **Annual Fee**

Community Development

Building Department	\$2,380
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Financial Management

Fixed Assets	\$1,135
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Utilities Management

Work Order	\$1,210
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BS&A Online

Community Development - <i>Permit Application Feature enables contractors and the general public to submit permit applications online</i>	\$1,065
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Subtotal	\$5,790
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Data Conversions

Conversion scope and price are estimates, pending review of preliminary data.

Data Import to BS&A format:

Fixed Assets (Import of Assets with Book Value and Total Accumulated Depreciation)	\$2,850
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Database Setup:

Work Orders (Setup of Work Order Types, Facilities, Assets, Equipment, Materials, Workers (if not using Employees as Workers)	\$2,850
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Building Department (Setup of Permit and Enforcement Types, Fee Schedules)	\$6,125
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Subtotal	\$11,825
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Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	\$1,500
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Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$10,415

Implementation and Training

- \$1,225/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each module
- Performing final process and procedure review
- Configuring custom settings in each module to fit the needs of the customer
- Setting up module integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	3	\$3,675
Financial Management Modules	Days:	1	\$1,225
Utilities Management Modules	Days:	2	\$2,450
Community Development Modules	Days:	10	\$7,350
	Total:	16	Subtotal \$19,600

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,225/day
- Days quoted are estimates; you are billed for actual days used

Post-Go Live for all modules for which training was performed Days: 2 **\$2,450**

Cost Totals for Optional Modules

Modules – Annual Fee	\$5,790
Data Conversions	\$11,825
Custom Import	\$1,500
Project Management and Implementation Planning	\$10,415
Implementation and Training	\$19,600
Post-Go Live Assistance	\$2,450
Total Proposed	\$51,580

8.0 Client References

City of Merriam, KS	
Contact Person	Donna Oliver
Title	Finance Director
Phone Number	913-322-5504
Email	dolive@merriam.org
Address	9001 W. 62 nd Street, Merriam, KS 66202
Contract Date	5/2024
Modules	Cloud Accounts Payable, Cash Receipting, Fixed Assets, General Ledger, Accounts Receivable, Purchase Order
Population	10,966
Converted From:	Central Square/Naviline HTE

City of Scott City, KS	
Contact Person	Brad Pendergast
Title	City Administrator
Phone Number	620-872-5322
Email	cityadmin@scottcityks.org
Address	221 West 5 th Street, Scott City, KS 67871
Contract Date	10/2025
Modules	Cloud Accounts Payable, Cash Receipting, General Ledger, Human Resources, Purchase Order, Payroll, Utility Billing
Population	4,113
Converted From:	gWorks

City of Hillsboro, KS	
Contact Person	Danielle Bartel
Title	Clerk
Phone Number	620-947-3162
Email	dbartel@cityofhillsboro.net
Address	118 E. Grand Avenue, Hillsboro, KS 67063
Contract Date	Currently in Implementation; expected go-live 10/2026
Modules	Cloud Accounts Payable, Accounts Receivable, Cash Receipting, General Ledger, Human Resources, Purchase Order, Payroll, Utility Billing, Work Order
Population	2,688
Converted From:	gWorks

10.0 Additional Information

SAMPLE CUSTOMER TERMS AND CONDITIONS

The Parties agree as follows:

1. Definitions.

1.1 **“Authorized User”** means Customer’s employees, consultants, contractors, and agents: (i) who are authorized by Customer to access and use the Platform under this Agreement; and (ii) for whom access to the Platform has been purchased hereunder.

1.2 **“BS&A IP”** means the Platform and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, BS&A IP includes Usage Data and any information, data, or other content derived from BS&A’s provision of the Platform but does not include Customer Data.

1.3 **“Business Contact Data”** means Personal Information that relates to BS&A’s relationship with Customer, including, by way of example and without limitation, the names and contact information of Authorized Users and any other data BS&A collects for the purpose of managing its relationship with Customer, identity verification, or as otherwise required by applicable laws, rules, or regulations.

1.4 **“Customer Data”** means information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform, including Business Contact Data; provided that, for purposes of clarity, Customer Data as defined herein does not include Business Contact Data or Usage Data.

1.5 **“Documentation”** means Company’s end user documentation relating to the Platform, including any user guides.

1.6 **“Harmful Code”** means any software, hardware, or other technology, device, or means, including any virus, worm, malware, or other malicious computer code, the purpose or effect of which is to permit unauthorized access to, or to destroy, disrupt, disable, distort, or otherwise harm or impede in any manner any (i) computer, software, firmware, hardware, system, or network; or (ii) any application or function of any of the foregoing or the security, integrity, confidentiality, or use of any data processed thereby.

1.7 **“Order”** means: (i) a purchase order, order form, or other ordering document entered into by the Parties that incorporates this Agreement by reference; or (ii) if Customer registered for the Platform through BS&A’s online ordering process, the results of such online ordering process.

1.8 **“Personal Information”** means any information that, individually or in combination, does or can identify a specific individual or by or from which a specific individual may be identified, contacted, or located, including without limitation all data considered “personal data”, “personally identifiable information”, or something similar under applicable laws, rules, or regulations relating to data privacy.

1.9 **“Platform”** has the meaning set forth on the Order.

1.10 **“Professional Services”** means training, migration, implementation, integration, or other professional services that are memorialized in writing in a Statement of Work and provided to Customer in connection with its use of the Platform hereunder.

1.11 **“Statement of Work”** or **“SOW”** means a written statement of work for Professional Services executed by both Parties that incorporates this Agreement by reference.

1.12 **“Subscription Period”** means the time period identified on the Order during which Customer’s Authorized Users may access and use the Platform.

1.13 **“Third-Party Products”** means any third-party products provided with, integrated with, or incorporated into the Platform.

1.14 **“Usage Data”** means usage data collected and processed by BS&A in connection with Customer’s use of the Platform, including without limitation test configuration metadata, activity logs, and data used to optimize and maintain performance of the Platform, and to investigate and prevent system abuse. For purposes of clarity, Customer Data is not Usage Data and Usage Data does not contain Personal Information or any other Customer Data.

1.15 **“Usage Limitations”** means the usage limitations set forth in this Agreement and the Order, including without limitation any limitations on the number of Authorized Users (if any), and the applicable product, pricing, and support tiers agreed-

upon by the Parties.

2. Access and Use.

2.1 Provision of Access. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including without limitation the Usage Limitations, Customer may, solely through its Authorized Users, access and use the Platform during the Subscription Period on a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable basis. Such use is limited to Customer's internal business purposes and the features and functionalities specified in the Order. Each Authorized User must have its own unique account on the Platform and Authorized Users may not share their account credentials with one another or any third party. Customer will be responsible for all of the acts and omissions of its Authorized Users in connection with this Agreement and for all use of Authorized Users' accounts.

2.2 Documentation License. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, Company hereby grants to Customer a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable license to use the Documentation during the Subscription Period solely for Customer's internal business purposes in connection with its use of the Platform.

2.3 Use Restrictions. Customer shall not use the Platform for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of any BS&A IP, whether in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Platform or Documentation to any third party; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Platform, in whole or in part; (iv) remove any proprietary notices from any BS&A IP; (v) use any BS&A IP in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law; (vi) access or use any BS&A IP for purposes of competitive analysis of BS&A or the Platform, the development, provision, or use of a competing software service or product, or any other purpose that is to BS&A's detriment or commercial disadvantage; (vii) bypass or breach any security device or protection used by the Platform or access or use the Platform other than by an Authorized User through the use of valid access credentials; (viii) input, upload, transmit, or otherwise provide to or through the Platform any information or materials, including Customer Data, that are unlawful or injurious or that infringe or otherwise violate any third party's intellectual property or other rights, or that contain, transmit, or activate any Harmful Code; or (ix) use any BS&A IP for any activity where use or failure of the BS&A IP could lead to death, personal injury, or environmental damage, including life support systems, emergency services, nuclear facilities, autonomous vehicles, or air traffic control.

2.4 Reservation of Rights. BS&A reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the BS&A IP.

2.5 Suspension. Notwithstanding anything to the contrary in this Agreement, BS&A may temporarily suspend Customer's and any Authorized User's access to any portion or all of the Platform if: (i) BS&A reasonably determines that (a) there is a threat or attack on any of the BS&A IP; (b) Customer's or any Authorized User's use of the BS&A IP disrupts or poses a security risk to the BS&A IP or to any other customer or vendor of BS&A; (c) Customer, or any Authorized User, is using the BS&A IP for fraudulent or illegal activities; (d) subject to applicable law, Customer has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; (e) BS&A's provision of the Platform to Customer or any Authorized User is prohibited by applicable law; or (f) any Customer Data submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform may infringe or otherwise violate any third party's intellectual property or other rights; (ii) any vendor of BS&A has suspended or terminated BS&A's access to or use of any Third-Party Products required to enable Customer to access the Platform; or (iii) in accordance with Section 7.1 (any such suspension described in subclauses (i), (ii), or (iii), a "**Service Suspension**"). BS&A shall use commercially reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Platform following any Service Suspension. BS&A shall use commercially reasonable efforts to resume providing access to the Platform as soon as reasonably possible after the event giving rise to the Service Suspension is cured. BS&A will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

2.6 Business Contact Data and Usage Data. Notwithstanding anything to the contrary in this Agreement, BS&A may process Business Contact Data: (i) to manage BS&A's relationship with Customer; (ii) to carry out BS&A's core business operations, such as, by way of example and without limitation, accounting, audits, tax preparation and for filing and compliance purposes; (iii) to monitor, investigate, prevent and detect fraud, security incidents and other misuse of the Platform, and to prevent harm to BS&A, Customer, and BS&A's other customers; (iv) for identity verification purposes; and (v) to comply with applicable laws, rules, and

regulations relating to the processing and retention of Personal Information to which BS&A may be subject. BS&A may process Usage Data for any lawful purpose, including to monitor, maintain, and optimize the Platform. ’

3. Customer Responsibilities.

3.1 General. Customer is responsible and liable for all uses of the Platform and Documentation resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement’s provisions as applicable to such Authorized User’s use of the Platform and shall cause Authorized Users to comply with such provisions.

3.2 Third-Party Products. BS&A may from time to time make Third-Party Products available to Customer or BS&A may allow for certain Third-Party Products to be integrated with the Platform to allow for the transmission of Customer Data from such Third-Party Products into the Platform. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions. BS&A is not responsible for the operation of any Third-Party Products and makes no representations or warranties of any kind with respect to Third-Party Products or their respective providers. If Customer does not agree to abide by the applicable terms for any such Third-Party Products, then Customer should not install or use such Third-Party Products. By authorizing BS&A to transmit Customer Data from Third-Party Products into the Platform, Customer represents and warrants to BS&A that it has all right, power, and authority to provide such authorization.

3.3 Customer Control and Responsibility. Customer has and will retain sole responsibility for: (i) all Customer Data, including its content and use; (ii) all information, instructions, and materials provided by or on behalf of Customer or any Authorized User in connection with the Platform; (iii) Customer’s information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Customer or through the use of third-party platforms or service providers (“**Customer Systems**”); (iv) the security and use of Customer’s and its Authorized Users’ access credentials; and (v) all access to and use of the Platform directly or indirectly by or through the Customer Systems or its or its Authorized Users’ access credentials, with or without Customer’s knowledge or consent, including all results obtained from, and all conclusions, decisions, and actions based on, such access or use. For purposes of clarity, Customer Systems do not include BS&A’s information technology infrastructure, including computers, software, databases, electronic systems (including database management systems, and networks operated directly by BS&A and its third-party service providers.

4. Support. Subject to and conditioned on Customer’s compliance with the terms and conditions of this Agreement, including payment of applicable Fees, BS&A will use commercially reasonable efforts to provide Customer with basic customer support via BS&A’s standard support channels during BS&A’s normal business hours.

5. Professional Services. BS&A will perform Professional Services as described in an Order or Statement of Work. Customer will provide BS&A all reasonable cooperation required for BS&A to perform the Professional Services, including without limitation timely access to any reasonably required Customer materials, information, or personnel. Subject to any limitations identified in an Order or Statement of Work, Customer will reimburse BS&A’s reasonable travel and lodging expenses incurred in providing Professional Services. To the extent the Professional Services result in any work product of any kind or character (“**Work Product**”), all such Work Product will remain owned solely and exclusively by BS&A and, to the extent any such Work Product consists of enhancements, improvements, or other modifications to the Platform, such Work Product may be used by Customer solely in connection with Customer’s authorized use of the Platform under this Agreement.

6. Insurance. During the Subscription Period, BS&A shall procure and maintain appropriate insurance policies with coverage limits that are commensurate with industry standards and sufficient to protect against potential risks associated with this Agreement. The insurance policies shall be obtained from reputable and financially sound insurance providers, and BS&A agrees to provide proof of such insurance upon request by Customer.

7. Fees and Taxes.

7.1 Fees. The Platform may be provided for a fee or other charge. Customer shall pay BS&A the fees (“**Fees**”) identified in the Order without offset or deduction at the cadence identified in the Order (e.g., monthly or annually). BS&A may increase the Fees annually, provided that BS&A will provide Customer at least thirty (30) days’ notice of such increase prior to the end of the then-current Term. The amount of the Fee increase will be in BS&A’s sole discretion, provided that Customer agrees that the increase may be at least the greater of: (i) five percent (5%); or (ii) the annual increase in the relevant Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics for the then-current calendar year, in each case as compared to the Fees applicable during then-current Term, as applicable. Fees paid by Customer are non-refundable. Customer shall make all payments hereunder in US dollars by ACH or via another reasonable method chosen by BS&A, to such account as BS&A may specify

in writing from time to time, or by another mutually agreed-upon payment method. If Customer pays via invoice, Customer will pay the invoiced amount within thirty (30) calendar days of the invoice date. If Customer fails to make any payment when due, and Customer has not notified BS&A in writing within ten (10) days of the payment becoming due and payable that the payment is subject to a good faith dispute, without limiting BS&A's other rights and remedies, and to the fullest extent permissible under applicable law: (i) BS&A may charge interest on the undisputed past due amount at the rate of 1.5% per month, calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse BS&A for all reasonable costs incurred by BS&A in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees; and (iii) if such failure continues for ten (10) days or more, BS&A may suspend Customer's and its Authorized Users' access to all or any part of the Platform until such amounts are paid in full.

7.2 Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on BS&A's income.

8. Confidential Information.

8.1 Definition. From time to time during the Subscription Period, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media that: (i) is marked, designated or otherwise identified as "confidential" or something similar at the time of disclosure or within a reasonable period of time thereafter; or (ii) would be considered confidential by a reasonable person given the nature of the information or the circumstances of its disclosure (collectively, "**Confidential Information**"). Except for Personal Information, Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party without use of, reference to, or reliance upon the disclosing Party's Confidential Information.

8.2 Duty. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees, contractors, and agents who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder ("**Representatives**"). The receiving Party will be responsible for all the acts and omissions of its Representatives as they relate to Confidential Information hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. Further, notwithstanding the foregoing, each Party may disclose the terms and existence of this Agreement to its actual or potential investors, debtholders, acquirers, or merger partners under customary confidentiality terms.

8.3 Return of Materials; Effects of Termination/Expiration. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-use and non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire three (3) years from the date of termination or expiration of this Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

9. Data Security and Processing of Personal Information.

9.1 Customer Data. Customer hereby grants to BS&A a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for BS&A to provide the Platform and otherwise perform its obligations hereunder. Customer may export the Customer Data at any time through the features and functionalities made available via the Platform. For the avoidance of doubt, aggregated, de-identified, and anonymized portions, sets, or other combinations of Customer Data that do not contain personally identifying elements of Customer's identity or of any Authorized Users are Usage Data and not Customer Data.

9.2 Security Measures. BS&A will implement and maintain commercially reasonable administrative, physical, and technical safeguards designed to protect Customer Data (including Personal Information provided as part of Business Contact Data) from unauthorized access, use, alteration, or disclosure.

9.3 Processing of Personal Information. BS&A's rights and obligations with respect to Personal Information that it collects directly from individuals (if any) are set forth in BS&A's Privacy Policy (as amended from time to time in accordance with its terms). Personal Information processed by BS&A on behalf of Customer is considered Customer Data and is governed by the terms of this Agreement.

10. Intellectual Property Ownership; Feedback.

10.1 BS&A IP. Customer acknowledges that, as between Customer and BS&A, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the BS&A IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.

10.2 Usage Data. Customer acknowledges that, as between BS&A and Customer, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the Usage Data.

10.3 Customer Data. BS&A acknowledges that, as between BS&A and Customer, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data, including all Business Contact Data.

10.4 Feedback. If Customer or any of its employees or contractors sends or transmits any communications or materials to BS&A by mail, email, telephone, or otherwise, suggesting or recommending changes to the BS&A IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("**Feedback**"), BS&A is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback.

11. Mutual Warranties; Disclaimer of Other Warranties.

11.1 Mutual Warranties. Each party hereby represents and warrants to the other that: (i) it has the full right, power, and authority to enter into, execute, and perform its obligations under this Agreement without any conflict with or violation of any other obligations to which it may be subject; and (ii) this Agreement is binding on such party in accordance with its terms.

11.2 Disclaimer of Other Warranties. THE BS&A IP IS PROVIDED "AS IS" AND BS&A HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. BS&A SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. BS&A MAKES NO WARRANTY OF ANY KIND THAT THE BS&A IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER PLATFORM, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

12. Indemnification.

12.1 BS&A Indemnification.

(a) BS&A shall indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) ("**Losses**") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("**Third-Party Claim**") brought against Customer alleging that the Platform, or any use of the Platform in accordance with this Agreement, infringes or misappropriates such third party's US intellectual property rights; provided that Customer promptly notifies BS&A in writing of the claim, cooperates with BS&A, and allows BS&A sole authority to control the defense and settlement of such claim.

(b) If such a claim is made or appears possible, Customer agrees to permit BS&A, at BS&A's sole discretion: to (i) modify or replace the Platform, or component or part thereof, to make it non-infringing; or (ii) obtain the right for Customer to continue use. If BS&A determines that neither alternative is reasonably commercially available, BS&A may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, and as Customer's sole and exclusive remedy therefor, BS&A will provide to Customer a prorated refund of prepaid, unused Fees attributable to the Platform (and not including any one-time Fees for Professional Services).

(c) This Section 12.1 will not apply to the extent that the alleged infringement arises from: (i) use of the Platform in combination with data, software, hardware, equipment, or technology not provided by BS&A or authorized by BS&A in writing; (ii) modifications to the Platform not made by BS&A; (iii) Customer Data; or (iv) Third-Party Products.

12.2 Customer Indemnification. To the extent permitted under applicable laws, Customer shall indemnify, hold harmless, and, at BS&A's option, defend BS&A from and against any Losses resulting from any Third-Party Claim alleging that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's intellectual property or other rights and any Third-Party Claims based on Customer's (i) negligence or willful misconduct; (ii) use of the Platform in a manner not authorized by this Agreement; or (iii) use of the Platform in combination with

data, software, hardware, equipment or technology not provided by BS&A or authorized by BS&A in writing; in each case provided that Customer may not settle any Third-Party Claim against BS&A unless BS&A consents to such settlement, and further provided that BS&A will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

12.3 Sole Remedy. THIS SECTION 12.3 SETS FORTH CUSTOMER'S SOLE REMEDIES AND BS&A'S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE PLATFORM INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

13. Limitations of Liability. IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (i) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (ii) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (iii) LOSS OF GOODWILL OR REPUTATION; (iv) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (v) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER BS&A WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY WILL NOT APPLY WITH RESPECT TO LIABILITIES ARISING FROM: (A) A PARTY'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER SECTION 8; (B) A PARTY'S GROSS NEGLIGENCE, FRAUD, OR WILLFUL MISCONDUCT; OR (C) A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 12 (PROVIDED THAT BS&A'S TOTAL AGGREGATE LIABILITY IN CONNECTION WITH SUCH INDEMNIFICATION OBLIGATIONS WILL NOT EXCEED THREE TIMES (3X) THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM).

14. Subscription Period and Termination.

14.1 Subscription Period. The initial term of this Agreement begins on the Effective Date and, unless terminated earlier pursuant to this Agreement's express provisions, will continue in effect for the period identified in the Order (the "Initial Subscription Period"). This Agreement will automatically renew for additional successive terms equal to the length of the Initial Subscription Period unless earlier terminated pursuant to this Agreement's express provisions or either Party gives the other Party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term (each a "Renewal Subscription Period" and together with the Initial Subscription Period, the "Subscription Period").

14.2 Termination. In addition to any other express termination right set forth in this Agreement:

(a) BS&A may terminate this Agreement, effective on written notice to Customer, if Customer: (i) fails to pay any amount when due hereunder, and such failure continues more than ten (10) calendar days after BS&A's delivery of written notice thereof; or (ii) breaches any of its obligations under Section 2.3 or Section 8;

(b) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) calendar days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(c) either Party may terminate this Agreement, effective immediately upon written notice to the other Party, if the other Party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

14.3 Effect of Expiration or Termination. Upon expiration or earlier termination of this Agreement, Customer shall immediately discontinue use of the BS&A IP and, without limiting Customer's obligations under Section 8, Customer shall delete, destroy, or return all copies of the BS&A IP and certify in writing to the BS&A that the BS&A IP has been deleted or destroyed. No expiration or termination will affect Customer's obligation to pay all Fees that may have become due before such expiration or termination or entitle Customer to any refund.

14.4 Survival. This Section 14.4 and Sections 1, 5, 8, 10, 11, 12, 13, 14.3, and 15 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

15. Miscellaneous.

15.1 Relationship of the Parties. BS&A performs its obligations hereunder as an independent contractor and not a partner, joint venture, or agent of Customer and shall not bind nor attempt to bind Customer to any contract without Customer's prior written approval on a case-by-case basis. BS&A is responsible for hiring, firing, and supervising its personnel is solely responsible hereunder for its personnel, including without limitation for: (a) payment of compensation to such personnel; (b) withholding (if applicable), paying, and reporting, for all personnel assigned to perform services (including Professional Services) in connection with this Agreement, applicable tax withholding, social security taxes, employment head taxes, unemployment insurance, and other taxes or charges applicable to such personnel; and (c) health or disability benefits, retirement benefits, or welfare, pension, or other benefits (if any) to which such personnel may be entitled. For purposes of clarity, BS&A's personnel will not be eligible to participate in any of Customer's employee benefit plans, fringe benefit programs, group insurance arrangements, or similar programs.

15.2 Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement; and (ii) second, any other documents incorporated herein by reference.

15.3 Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile or email (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

15.4 Force Majeure. In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

15.5 Amendment and Modification. No amendment or modification to this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

15.6 Waiver. No failure or delay by either Party in exercising any right or remedy available to it in connection with this Agreement will constitute a waiver of such right or remedy. No waiver under this Agreement will be effective unless made in writing and signed by an authorized representative of the Party granting the waiver.

15.7 Severability. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

15.8 Governing Law; Submission to Jurisdiction. To the extent permissible under applicable laws, this Agreement is governed by and construed in accordance with the internal laws of the State of Delaware without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Delaware. To the extent permissible under applicable laws, any legal suit, action, or proceeding arising out of or related to this Agreement must be instituted in the federal courts of the United States or the courts of the State of Delaware in each case located in New Castle County, Delaware and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding. If Customer is located in a jurisdiction that requires that this Agreement be governed by and construed in accordance with laws other than those of the State of Delaware, or that require any legal suits, actions, or proceedings arising out of or related to this Agreement be instituted in state and federal courts located anywhere other than New Castle County, Delaware, then the Parties agree that such other laws shall apply and to institute any such legal suits, actions, or proceedings in such other jurisdiction(s).

15.9 Assignment. Neither Party may assign any of its rights or delegate any of its obligations hereunder (except in the

case of either Party utilizing authorized subcontractors and consultants), in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of the other Party. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns. Notwithstanding the foregoing, either Party may freely assign this Agreement to an affiliate or successor in interest in the event of a merger, acquisition, sale of all or substantially all of its assets, corporate reorganization, or other change in control, without the prior consent of the other Party.

15.10 Export Regulation. The Platforms utilize software and technology that may be subject to US export control laws, including the US Export Administration Act and its associated regulations. Customer shall not, directly or indirectly, export, re-export, or release the Platform or the underlying software or technology to, or make the Platform or the underlying software or technology accessible from, any jurisdiction or country to which export, re-export, or release is prohibited by law, rule, or regulation. Customer shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), prior to exporting, re-exporting, releasing, or otherwise making the Platform or the underlying software or technology available outside the US.

15.11 US Government Rights. Each of the Documentation and software components that constitute the Platform is a “commercial item” as that term is defined at 48 C.F.R. § 2.101, consisting of “commercial computer software” and “commercial computer software documentation” as such terms are used in 48 C.F.R. § 12.212. Accordingly, if Customer is an agency of the US Government or any contractor therefor, Customer only receives those rights with respect to the Documentation and the Platform as are granted to all other end users, in accordance with (a) 48 C.F.R. § 227.7201 through 48 C.F.R. § 227.7204, with respect to the Department of Defense and their contractors, or (b) 48 C.F.R. § 12.212, with respect to all other US Government users and their contractors.

15.12 Equitable Relief. Each Party acknowledges and agrees that a breach or threatened breach by such Party of any of its obligations under Section 8 or, in the case of Customer, Section 2.3, would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party will be entitled to equitable relief, including a restraining order, an injunction, specific performance and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity or otherwise.



Proposal for Financial Management / ERP Software RFP-2026-001

Prepared for:
City of Sterling, KS

Prepared by:
gWorks
3905 S. 148th St, Ste 200
Omaha, NE 68144

Travis Giesselmann
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(531) 325-1415

May 1, 2026

Ian Hutcheson
City Manager
City of Sterling
114 N. Broadway Avenue
PO Box 287
Sterling, KS 67579

RE: RFP-2026-001 – Financial Management / ERP Software

Dear Mr. Hutcheson,

GIS Workshop, LLC (DBA gWorks) is pleased to submit this proposal in response to the City of Sterling's Request for Proposals for a Financial Management / ERP software solution.

As Sterling already knows, gWorks is the developer of SimpleCity — the platform the City has used for its day-to-day financial operations. We are proposing the cloud-based successor to that platform: a fully hosted financial management and ERP suite that preserves the functions Sterling relies on today (general ledger, accounts payable, bank reconciliation, receipts, payroll, utility billing, court, and cemetery) and extends them with budgeting, modern dashboards, and stronger reporting.

gWorks was founded in 1999 and focuses exclusively on software for local government. Today, more than 2,000 municipalities, counties, and special districts across all 50 states use gWorks software, supported by approximately 110 professionals dedicated entirely to public-sector clients. That focus shapes how we build, implement, and support our products — around the realities of clerks, city administrators, finance officers, and utility staff in cities the size of Sterling.

The most important thing we bring to this project is direct SimpleCity migration experience. gWorks has completed many SimpleCity-to-cloud migrations and knows what Sterling's data looks like, where the typical friction points are, and how to validate accuracy before cutover. Because we built and continue to support SimpleCity, this is a known scope rather than a discovery exercise — which translates directly into lower risk, fewer surprises, and a faster, more predictable transition than a vendor encountering SimpleCity data for the first time. This proposal outlines that approach, with a target of going live at the start of the City's fiscal year on January 1, 2027. We appreciate the opportunity to submit this proposal and welcome the chance to discuss how gWorks can support Sterling's next phase of financial management and ERP operations.

Sincerely,

Travis Giesselmann
Manager, Sales
GIS Workshop, LLC (DBA gWorks)

Company Overview

gWorks is a software company focused exclusively on serving local government. Founded in 1999, the company has spent more than two decades building software that supports the daily operations of cities, counties, utilities, and special districts. Today, gWorks serves more than 2,000 government clients across all 50 states and continues to invest in products that help public-sector teams manage finances, deliver services to residents, and maintain the infrastructure their communities depend on.

gWorks is a financially stable and growing organization backed by BV Investment Partners, a long-established private equity firm with deep experience in software and technology-enabled services. Since that investment, gWorks has continued to grow through a combination of product development, client expansion, and strategic acquisitions. The company currently employs approximately 110 professionals dedicated to supporting government clients.

gWorks Cloud is hosted on Amazon Web Services (AWS), and the City's data benefits from AWS's compliance posture, including SOC 1, SOC 2, SOC 3, ISO 27001, and FedRAMP attestations along with AWS-managed infrastructure security, encryption at rest and in transit, and managed backups. The gWorks team serving Sterling's account is headquartered in Omaha, Nebraska.

gWorks provides software across a broad range of local government functions, including financial management and accounting, payroll and human resources, utility billing, court, cemetery, citizen engagement, public works operations, asset management, permitting, payments, document management, and citizen-facing service workflows. That government-exclusive focus matters. It means our product design, service model, and implementation approach are built around the practical realities of municipal operations rather than generalized private-sector software assumptions.

For this project, the City of Sterling would be working with a vendor that already understands the City's data, the regulatory and reporting environment in Kansas, and the realities of staffing and workflow at a city of Sterling's size. Implementation success depends not only on software functionality, but also on practical rollout, data migration, training, and long-term support — and that is the lens through which gWorks would approach this engagement.

Experience, Capacity, and Long-Term Fit

gWorks has substantial experience supporting local governments with financial management, accounting, payroll, utility billing, court, cemetery, and related municipal back-office workflows. The platform proposed for Sterling is part of gWorks' broader Financials offering and is used by hundreds of municipalities across the Midwest and nationally.

Our client base includes cities, towns, and utility districts of varying sizes, with particularly deep experience among small- and mid-sized municipalities in Kansas, Iowa, Nebraska, South Dakota, Missouri, and Oklahoma. Sterling's population, organizational structure, and operating profile sit squarely within the size of community we serve every day. A strong majority of our Financials clients operate with the same kind of small administrative team Sterling described in the RFP — a few licensed users handling finance, payroll, utility billing, court, and cemetery responsibilities together — and our software is designed for that environment.

From a capacity standpoint, gWorks has the personnel, product depth, and implementation experience needed to support a project of this size. The company combines leadership oversight, product expertise, implementation resources, client support, and technical staff capable of guiding discovery, configuration, migration, validation, training, and go-live support. Because gWorks serves only government clients, those resources are focused on public-sector use cases and municipal operating environments.

gWorks is also positioned to be a long-term partner. With a long operating history, strong retention, continued investment in product development, and a large existing government client base, the company brings the stability expected for a system that will become part of Sterling's day-to-day financial operations.

Relevant Experience Supporting Sterling's Objectives

Sterling is seeking a financial management / ERP solution that preserves the core functions the City uses today in SimpleCity — accounts payable, bank reconciliation, cemetery, court management, general ledger, payroll, receipt management, and utility billing — while adding integrated functionality for asset management, budgeting, community development, and forecasting. gWorks is well aligned to that objective.

The proposed solution is designed for the kinds of operational scenarios described in the RFP: a small administrative staff handling multiple functions, a city that owns and operates its own electric, water, and wastewater utilities, a four-person licensed-user environment with the flexibility to grow, fund accounting and multi-fund expense coding, year-over-year budget comparisons, and integration with utility meter reading systems (including the City's anticipated move from manual Itron reads to automated meter reading).

Just as important, gWorks understands that Sterling is not simply replacing software. The City is looking for a practical, supportable system that can carry forward its accounting structure and historical context, eliminate the limitations of locally-hosted software, and provide a foundation for more consistent operational execution as the organization grows. That is the lens through which gWorks would approach this project.

Migration and Continuity Approach

Sterling has indicated that it is currently running an older, locally-hosted version of SimpleCity and has not yet moved to the cloud-hosted gWorks platform. This is the central transition this project would address. Because gWorks built and supports SimpleCity, we are uniquely positioned to manage the migration of the City's existing data — chart of accounts, vendors, customers, employees, utility customers, court records, cemetery records, and historical transactions — into the new cloud environment.

Rather than treating migration as a generic data conversion, gWorks would approach it as a structured continuity exercise: validating the City's existing account structure, confirming utility billing setup, mapping payroll and HR records, and reviewing court and cemetery data to ensure that day-one operations in the new system feel familiar to City staff while taking advantage of the cloud platform's improved reporting, accessibility, and integration.

The City has also indicated interest in capabilities that sit outside the current SimpleCity scope — budgeting, asset management, community development, and forecasting. Budgeting is available within gWorks Financials. Forecasting is on the gWorks Financials roadmap. Asset management is available through gWorks Operations and is included in the proposed pricing alongside Work Orders and GIS Mapping. Community development capabilities are split across the gWorks product lines: licenses and permitting are available within gWorks Financials today, and construction and building inspections plus code enforcement (with GIS parcel data) are available through the gWorks Operations product line. gWorks would describe each option during discovery and confirm scope and sequencing as the City evaluates priorities.

Because Sterling is an existing gWorks SimpleCity customer, the migration is a known scope rather than a discovery exercise. gWorks would take direct responsibility for the data migration without requiring the City to manage middleware or third-party orchestration, and the implementation team has direct access to the people who built and support the SimpleCity platform the City is moving from.

Customer Account Team

The Sterling account would be served by gWorks’ dedicated SimpleCity and Cloud support team — 13 specialists with more than 75 years of combined direct SimpleCity product experience. Two team members began their careers as municipal staff, including a former Utility Clerk at a city in Kansas and a former City Clerk with 12 years in Iowa.

Name	Years of Experience
Chris Bahle	15 years
Heidi McGill	19 years
Allison Morsberger	5 years
Jessica Glick	1 year
Brenda Green	13 years
Michael Schlautman	6 years
Dara Hankin	6 years
Rick Alley	5 years
Dan DeWitt	2 years
Will Goettner	1 year
Shola Onatolu	1 year
Autumn Alder	8 months
Nikki Bennett	5 months

This structure gives Sterling specialists who know SimpleCity from years of direct support alongside Cloud-focused specialists trained on the new platform — practical coverage through the migration and beyond. Support is included in annual subscription fees.

Statement of Understanding

gWorks understands that the City of Sterling is seeking a cloud-based financial management and ERP software solution to replace its current locally-hosted SimpleCity environment, with a target go-live aligned to the start of the City’s fiscal year on January 1, 2027. The scope includes financial management, payroll and HR, utility billing with customer self-service, court management (planned for availability before go-live), cemetery, and integrated reporting and dashboards. The City has also identified optional capabilities of interest including budgeting, asset management, community development, and forecasting.

gWorks commits to delivering this scope through a structured implementation that includes discovery, configuration, data migration from SimpleCity to gWorks Cloud, mock processing cycles, training, and coordinated go-live, followed by ongoing support included in annual subscription fees. As the developer of SimpleCity and an existing partner to the City of Sterling, gWorks is uniquely positioned to manage the transition with the continuity, reduced risk, and predictability that come from direct knowledge of the City’s data, configuration, and operating environment.

gWorks will perform all work in accordance with the requirements set forth in RFP-2026-001 and any resulting contract, and is prepared to begin discovery and configuration upon award.

gWorks has reviewed the City’s required and optional features in detail and addresses each item directly in the Software Application Specifications section, including capabilities that are available today, on the roadmap, partial fits, or not currently supported. The most material items the City should be aware of are:

the Court Management module is on the Cloud roadmap targeted for availability before the January 1, 2027 go-live; the Cemetery module releases on May 8, 2026; forecasting is on the Financials roadmap; purchasing card payment workflows, accounts receivable write-off, full pension actuarial calculations, third-party benefits administration, employee self-service portal beyond paystub history, job posting/applicant tracking, and ten-year historical retention are not currently supported. Document attachments are available on vendor records today, with broader record-level attachments through the Storage module coming on the roadmap.

gWorks will work with the City during discovery to identify workarounds or roadmap timing for each gap, and will not represent capabilities as available that are not. The City should expect direct, transparent answers throughout implementation, including when items remain on the roadmap or require alternative workflows.

Software Application Specifications

The proposed gWorks Financials solution is designed to support the core financial management and ERP capabilities requested by Sterling, including financial management, payroll and HR, utility billing, court, cemetery, reporting, and administrative control. The system is intended to help the City standardize operational execution while preserving the flexibility needed across a small administrative team handling multiple functions.

The software is well suited for the kinds of municipal back-office scenarios described in the RFP and the broader objectives identified by the City: continuity with current SimpleCity functionality, multi-fund expense coding, integrated cash receipts and bank reconciliation, year-over-year budget reporting, ACH and electronic payments, customer self-service for utility billing, and a foundation for adding asset management, budgeting, community development, and reporting/dashboard capabilities over time.

1. Finance

Core fund accounting and financial management capabilities for municipal operations. Features include:

- General Ledger with multi-fund expense coding within the same department; Accounts Payable, including ACH payment generation and NACHA file output
- Bank Reconciliation integrated with cash receipts and the general ledger
- Cash receipts integrated with general ledger and bank reconciliation, including cash register / over-the-counter receipt entry for cash, check, and card payments with automatic posting to the GL
- Contract and vendor management
- Budget validation at PO entry, including alerts when entered amounts exceed available budget; Annual Budget feature for managing fund- and department-level budget authority
- Financial reporting that displays prior-year actuals, current-year budget, and year-to-date actuals side-by-side; reporting grouped by account segment (fund, department, account); check register reporting for payment review

Notes on Capability Coverage

gWorks Financials does not currently support City purchasing card (P-card) payment workflows or accounts receivable write-off processing. Both items are flagged as gaps in our capability response and are not on the immediate roadmap; gWorks will work with the City during discovery to identify acceptable workarounds, including manual workflows and recommended third-party options where applicable. Budget validation runs at PO entry today, with an alert when entered amounts exceed available budget; broader pre-encumbrance budget checks across all expenditure types are a partial fit and will be reviewed module-by-module during configuration.

Finance / Budgeting / Annual Budget / Budget Entry

Budget Entry Finalize Budget

Fund* 4 Fund Selected Department Enter Department Account Line Type Enter Account Line Type Generate

Fiscal YTD %: 99.7%

Search name, GL account or account break [Edit All] [Save All] [Hide Rows] [Export]

ALL \$4,094,695.00 101 - GENERAL FUND \$4,726,780.00 201 - RECREATION FUND \$103,328.00 211 - THIRD PENNY SALES TAX \$44,996.00

ALL 4000 - GENERAL REVENUES \$2,382,477.00 4111 - COUNCIL \$11,312.00 4113 - PUBLISHING \$6,760.00 4115 - CONTINGENCIES \$82,000.00 4121 - MAYOR \$7,222.00 4122 - CITY ADMIN \$169,979.00 4130 - ELECTIONS \$476.00 4141 - LEGAL \$26,000.00 41

Account Break	Last Two Years - 2022		Last Year - 2023		Current - 2024			New Budget - 2025		
	Budget	Actual	Budget	Actual	Budget	Year To Date	%	Est. Year End	%	New Budget
4000 - GENERAL REVENUES	\$0.00	\$0.00	\$2,063,287.00	\$2,285,455.00	\$2,290,843.00	\$48,159.00	2.10%	\$48,292.00	2.11%	\$2,382,477.00
101-4000-3111 PROPERTY TAX-CURRENT YEAR	\$0.00	\$0.00	\$1,207,728.00	\$1,234,066.00	\$1,262,072.00	\$0.00	0.00%	\$0.00	0.00%	\$1,312,555.00
101-4000-3116 PROPERTY TAX-ALL PRIR YRS	\$0.00	\$0.00	\$22,500.00	\$26,428.00	\$14,543.00	\$0.00	0.00%	\$0.00	0.00%	\$15,125.00
101-4000-3130 GENERAL SALES & USE TAX	\$0.00	\$0.00	\$501,023.00	\$569,271.00	\$605,000.00	\$35,922.00	5.94%	\$36,020.00	5.95%	\$629,200.00
101-4000-3150 AMUSEMENT TAXES	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	0.00%	\$0.00	0.00%	\$5,200.00
101-4000-3190 PENLTY & INT ON DELO TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
101-4000-3201 PERMITS	\$0.00	\$0.00	\$35,000.00	\$32,357.00	\$35,000.00	\$105.00	0.30%	\$105.00	0.30%	\$36,400.00
101-4000-3202 DOG LICENSE	\$0.00	\$0.00	\$1,000.00	\$1,180.00	\$1,500.00	\$190.00	12.67%	\$191.00	12.73%	\$1,560.00
101-4000-3203 LIVESTOCK/PEDDLERS PERMIT	\$0.00	\$0.00	\$500.00	\$675.00	\$750.00	\$100.00	13.33%	\$100.00	13.33%	\$780.00
101-4000-3204 LIQUOR PERMITS	\$0.00	\$0.00	\$7,500.00	\$11,700.00	\$7,500.00	\$50.00	-0.67%	\$50.00	-0.67%	\$7,800.00

Finance / Accounting / Bank Reconciliation / Reconcile Bank Statement / Reconcile / Summary

Reconcile Summary - Bank 05

FUND ACCOUNTING

Summary Table

	Opening Balance	Deposit Amount	Check Amount	Closing Balance
Statement	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Reconciled		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Difference		\$ 2,000.00	\$ 200.00	\$ 20,000.00

Reconciliation Table

Search [] All Transaction Type Transaction Date: 02/10/2023 - 03/26/2023 Hide Reconciled Transactions

Transaction #	Transaction Date	Transaction Type	Origin	Amount	Reference
<input checked="" type="checkbox"/> 12345	03/20/2023	ACH	Bank Rec	\$ 20,500.00	General
<input type="checkbox"/> 12347	03/20/2023	Check	Acc Pay	\$ 0.00	Invoice #112
<input checked="" type="checkbox"/> 12353	03/20/2023	Deposits	Bank Rec	\$ 0.00	Invoice #113
<input checked="" type="checkbox"/> 12355	03/20/2023	Deposits	Bank Rec	\$ 15,000.00	Invoice #116

Save as Draft Cancel Complete

2. Payroll and Human Resource Administration

Configurable payroll and HR functionality designed for small- and mid-sized municipalities. Features include:

- Configurable Pay Types that distinguish base pay from overtime, allowances, bonuses, shift differentials, and per-item pay
- Direct deposit as a payment method, configured at the employee level
- Overtime configuration including shift-specific OT rules, comp time exchange, minimum-hour thresholds, and holiday OT
- Leave Types with tiered accrual rules based on years of service, configurable carryover, and leave payout options
- State-specific pension reporting (e.g., KPERS for Kansas) generated in required state formats, with pensionable wages tracked via deduction-level Pension flags
- Paystub history searchable by employees from hire date forward via the employee-facing portal
- Employee/position history tracking; direct deposit and payroll runs

Notes on Capability Coverage

Three areas warrant note. First, employee paystub history is searchable from hire date forward via the employee portal, but a dedicated admin-facing compensation rate history view is not currently part of the

product; gWorks will work with the City during discovery to identify reporting workarounds. Second, the system tracks pensionable wages and generates state-specific pension reports (KPERs for Kansas), but does not perform full actuarial-grade pension plan calculations or retirement plan administration — the City would continue to rely on the pension plan’s actuary for those calculations. Third, gWorks Financials manages the payroll deduction and vendor payment side of benefits but does not include third-party benefits platform integration (enrollment, eligibility, carrier connectivity); the City would continue to use its current benefits administration approach alongside gWorks.

Payroll Run - Weekly

ACH Cutoff: 08/04/2023 18:00:00

Payroll Summary					
Employees	28	Total Gross	-	Total Net	-
Pay Date	08/07/2023	Created	07/20/2023	Updated	07/26/2023

Employee Name	Pay Period	Pay	Type	Rate	Regular	Overtime	Hol	
Christopher Drake	07/24/2023 - 07/30/2023	Per Item	\$ 100	Number of Items	N/A	N/A		
Emp_23399 test_Ricardo Holand	07/24/2023 - 07/30/2023	Hourly	\$ 60	00:00 - 00:00	Paid 00:00 - 00:00	Comp 00:00 - 00:00	Shift Paid 00:00 - 00:00	Shift Comp 00:00 - 00:00
		Salary	\$ 120000	N/A	N/A	N/A		

My Account

Net Pay: \$ 6604.75
Taxes: \$ 1444.42
Deductions: \$ 524.16
Gross Pay: \$ 8573.34

Latest Paystub
Net Pay:
Pay Date: 05/31/23

Paystubs
MM/DD/YYYY - MM/DD/YYYY Download All

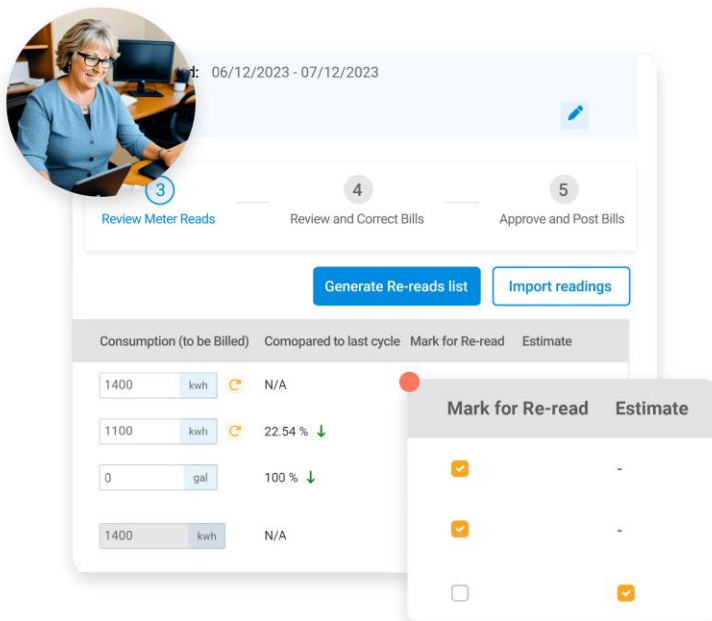
Period	Net Pay
03/23 - 05/05/23	\$ 201.90
01/23 - 05/31/23	\$ 3234.12
03/23 - 04/05/23	\$ 185.27

3. Utility Billing

Full-featured utility billing for municipalities operating their own water, wastewater, and electric utilities.

Features include:

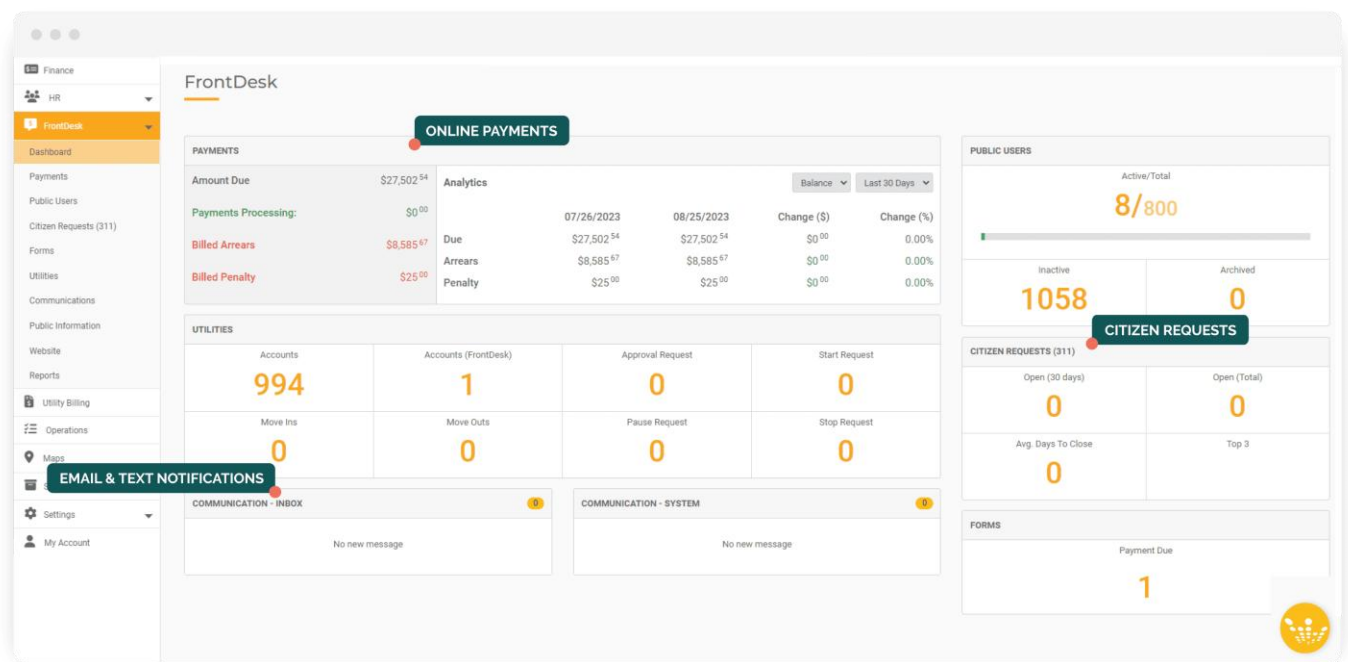
- Budget/flat billing options
- Customer deposits with interest accrual
- Estimated meter reading using prior-period consumption and previous-period averages
- Integration with utility meter reading systems, including support for Itron and the City's anticipated move to automated meter reading
- Unlimited charges, fees, rates, and penalties on customer bills
- ACH and electronic billing and payment; customer self-service portal for online account access and payment through FrontDesk

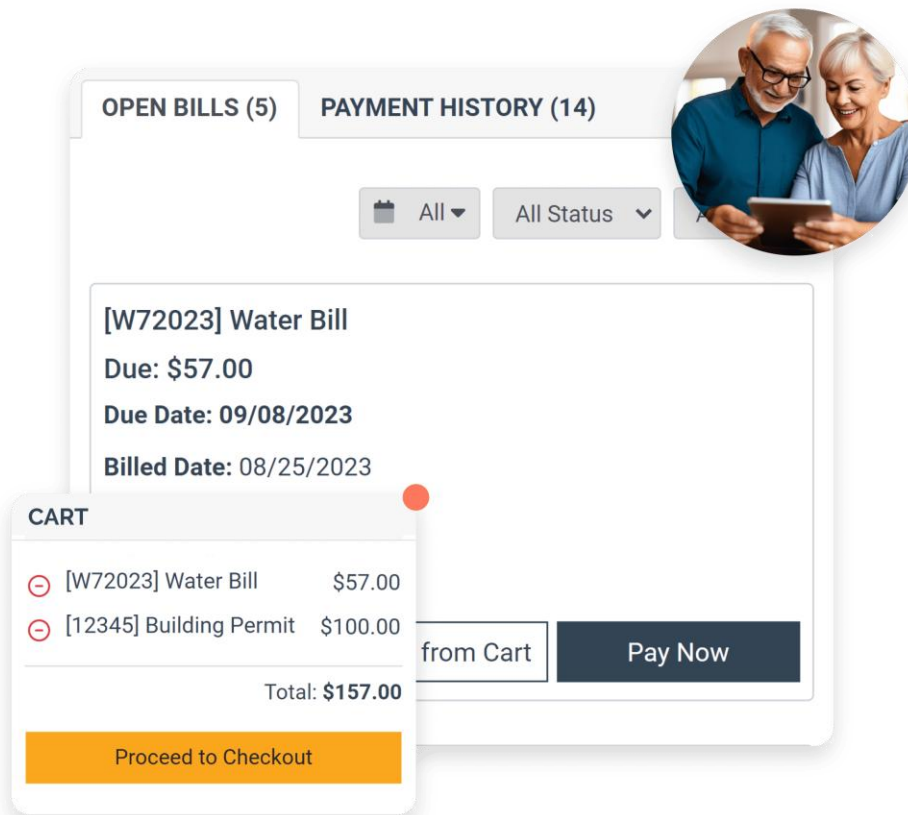


4. FrontDesk — Citizen Engagement and Online Payment Portal

FrontDesk is gWorks' citizen-facing online payment and engagement portal, and is the product that fulfills the required customer self-service portal described in the RFP. It integrates with both SimpleCity and the gWorks Cloud Financials platform. Features include:

- Online utility bill viewing and payment, with autopay, electronic billing, payment notifications, and one-time guest payments
- Direct integration with Utility Billing so invoices are automatically delivered to enrolled customers
- Direct integration with Financials so online payments post automatically to the general ledger and receipts module
- Public information publishing for agendas and minutes, public notices, and FAQs
- Email and SMS notifications for billing, payment confirmations, and City announcements
- Online forms with optional payment collection
- Mobile-friendly, responsive design across phones, tablets, and desktops
- Optional add-ons: 311 Citizen Requests and Website Builder





5. Court Management

A modern, workflow-driven case management system designed for municipal courts. The Court module is the cloud-based successor to the SimpleCity court system Sterling uses today and is on the gWorks Cloud roadmap, targeted for availability in advance of the City's January 1, 2027 go-live. The module is built around the daily realities of court clerks and judges — replacing manual tracking, spreadsheets, and tribal knowledge with a guided case lifecycle, embedded audit trails, and unified financial visibility. Capabilities include:

- Case intake, citation entry, and case lifecycle management with guided state transitions and guardrails to prevent missed deadlines or improper status changes
- Court date and hearing scheduling, with customizable dockets and calendar views that show readiness, conflicts, and upcoming activity at a glance
- Fine and fee management with payment plan tracking, case-level financial summaries, and full payment integration with the gWorks Financials cash receipts and general ledger modules
- Disposition and sentencing tracking, including conviction reporting in formats required for state submission
- Document management with the ability to attach supporting records (citations, court orders, correspondence, identification) to cases
- Real-time reporting and dashboards covering case aging, pending actions, hearing schedules, dispositions, and outstanding fines
- Time-stamped activity log and audit trail across case actions, financial transactions, and user activity, supporting transparent compliance and easier audit response; migration of existing SimpleCity court records into the new system as part of implementation

Notes on Capability Coverage

The Court Management module is on the gWorks Cloud roadmap and is targeted for availability in advance of the January 1, 2027 go-live, with conviction reporting included in the planned scope. The new module is a meaningful upgrade from SimpleCity Court — designed around modern UX principles (clear hierarchy,

predictable navigation, intelligent filtering) that significantly shorten training ramp for new clerks and reduce reliance on tribal knowledge. Sterling's existing SimpleCity court data would be migrated as part of implementation. gWorks will confirm release timing during kickoff and align it with the City's implementation schedule; if the Cloud release does not align with the go-live, gWorks would work with the City on a continuity plan to keep court operations running during transition.

gWorks [City Name] 🔍 ✉️ 👤

Finance **Court / Dashboard**

Dashboard

Court Summary

- My Tasks**: 5 unlinked Imported Tickets [View Docket](#)
- Next Court Session**: 2nd Court Session May '25 Today 9:00 AM Judge Miller | 24 cases | Courtroom B
- State Reporting**: Today's Report due in 2 hours Previous Report 3 errors found [Reporting](#)
- Collections**: \$94.81 today \$1,304.28 this week [Collections](#)

[Record Payment](#) [New Ticket](#)

Queue and Alerts

Search by case #, defendant Type Created Status Priority View Actions

Priority	Task Type	Reference	Description	Created	Actions
High	State Reporting	12/15/2025 (8 cases)	8 convictions from 12/15 court session need state reporting	2 hrs ago	Go to Case
High	Import Error	Batch #1234	Unable to import tickets: invalid citation numbers detected	4 hrs ago	Go to Import
High	Review Required	Case #1235	DUI offense requires immediate judicial review and action	1 day ago	Go to Case
Medium	Payment Issue	Def. J. Doe	Defendant missed two consecutive monthly payments	1 day ago	Go to Case
Medium	Review Required	Ticket #3242	Possible duplicate ticket entry for same violation date	1 day ago	Go to Ticket
Medium	Scheduling	Session #2341	15 unscheduled cases need court session assignment	10/10/2025	Go to Docket
Medium	Review Required	Case #2312	Bond account reconciliation required for case closure	10/10/2025	Go to Case
Info	State Reporting	12/18/2025 (3 cases)	3 convictions from 12/18 court session need state reporting	10/10/2025	Go to Case
Info	Import Error	Batch #1233	Error parsing PDF: unable to extract defendant information	10/10/2025	Go to Import
Info	Review Required	Case #3244	Warrant needs to be signed and processed for issuance	10/10/2025	Go to Case

Show 20 per page Showing 5 out of 100 work orders < Previous 1 2 Next >>

gWorks [City Name] 🔍 ✉️ 👤

Finance **Court / Cases**

Cases

Summary

- 453 active cases +32%
- 34 warrants active +10%
- \$2456.00 collections overdue +43%

[Daily Proceedings](#) [Court Docket](#) [Collections and Revenue](#) [Warrant List](#)

Case Repository

Search by ticket #, defendant, case # Status Date Range Judge Balance View [Export](#) [Actions](#)

Bond Hold

Status	Case #	Defendant	DL #	Violation ID	Balance	Balance Due	
Reopened	# 789012	Doe, John	KL9876543210	Speeding (SP02)	\$23.00	Speeding (SP02)	⋮
Open	# 890123	Hays, Kayden	GH7654321098	Speeding (SP02)	\$123.00	Speeding (SP02)	⋮
Reopened	# 012345	Booth, Edgar	AB1234567890	Speeding (SP02)	\$23.00	Speeding (SP02)	⋮
Warrant	# 901234	Zachary Lopez	CD2345678901	Reckless Driving (RD01)	\$5.00	Reckless Driving (RD01)	⋮
Reopened	# 678901	Bruce Craig	EF3456789012	Red light (RL213)	\$34.00	Red light (RL213)	⋮
Warrant	# 123456	Cecilia Moran	IJ5678901234	Distracted Driving (GF23)	\$78.00	Distracted Driving (GF23)	⋮
Reopened	# 345678	Skye Short	MN7890123456	Reckless Driving (RD01)	\$0.00	Reckless Driving (RD01)	⋮
Closed	# 456789	Braelynn Pate	OP901234567	Reckless Driving (RD01)	\$0.00	Reckless Driving (RD01)	⋮
Closed	# 234567	Aiden Knox	GR9012345678	Red light (RL213)	\$0.00	Red light (RL213)	⋮
Closed	# 567890	Maurice West	ST0123456789	Red light (RL213)	\$0.00	Red light (RL213)	⋮

Show per page Showing 18 out of 108 tickets << < 1 2 Next >>

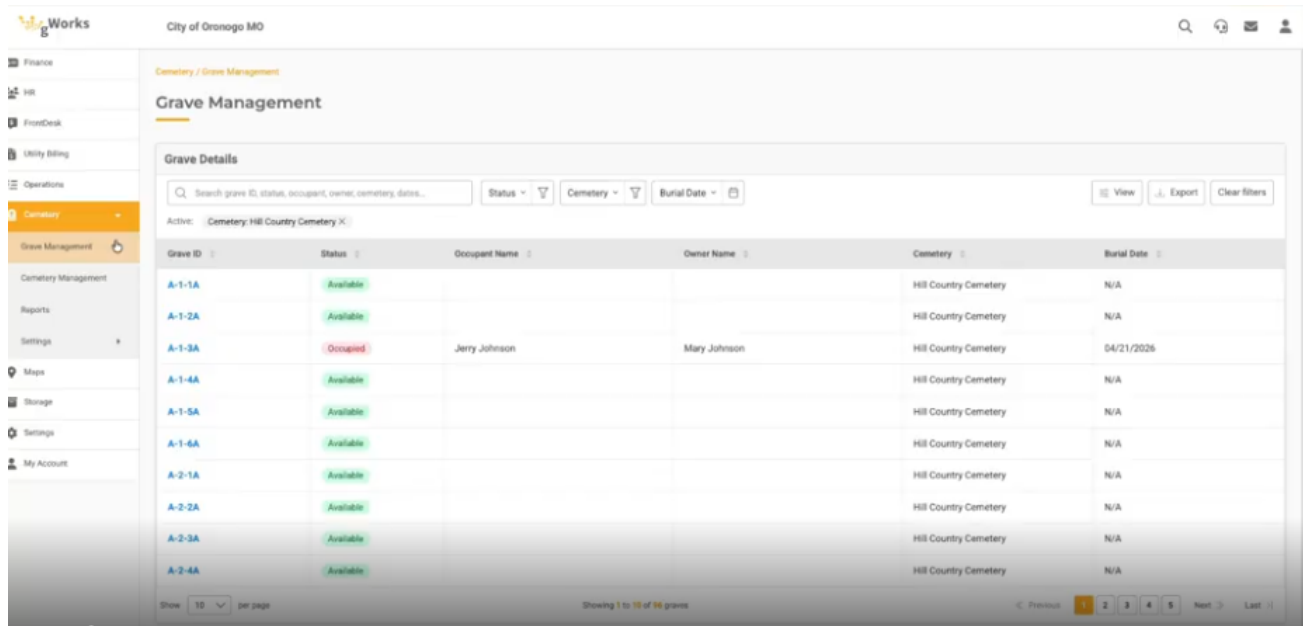
6. Cemetery

Cemetery records management, including plot tracking, ownership records, and burial history. The Cemetery module on the gWorks Cloud platform has a release date of May 8, 2026, well in advance of a January 1, 2027 go-live. Sterling's existing SimpleCity cemetery data would be migrated into the new module as part of the data migration phase. Capabilities include:

- Plot, lot, and section management
- Ownership and deed records
- Burial and interment records with date, location, and decedent information
- Search by name, plot, or date range
- Document attachment for deeds, contracts, and supporting records
- Reporting on plot availability, burial history, and ownership
- Migration of existing SimpleCity cemetery records into the new system as part of implementation

Notes on Capability Coverage

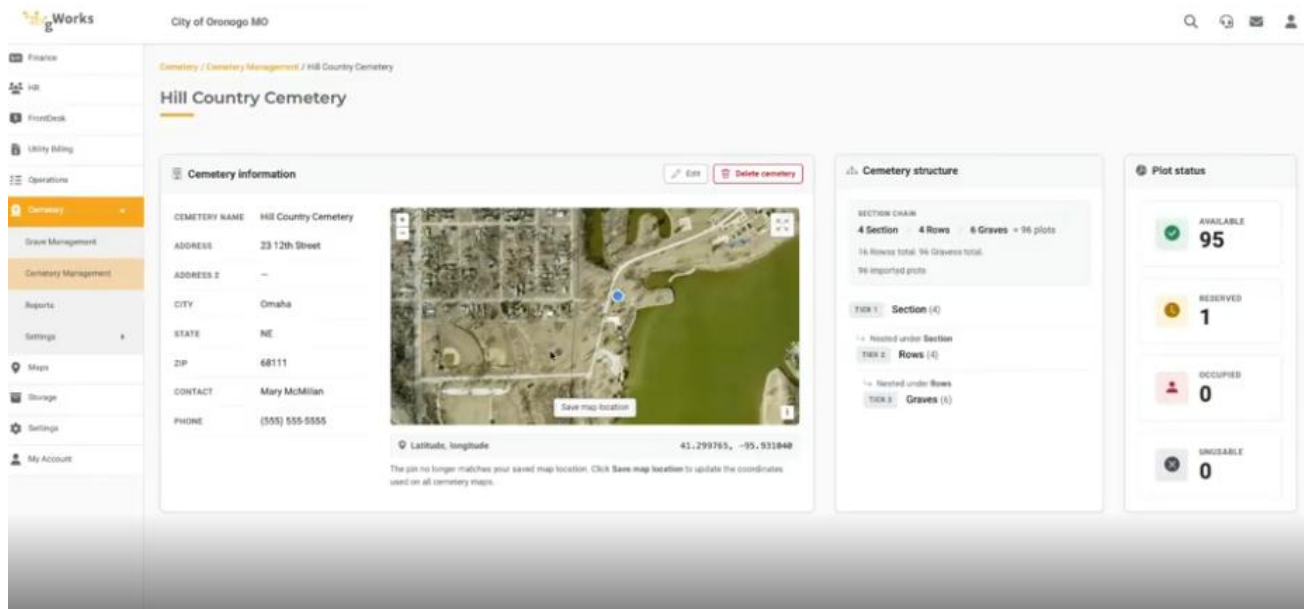
The Cemetery module on the gWorks Cloud platform has a release date of May 8, 2026 — well in advance of a January 1, 2027 go-live. The module will have been in production for several months by the time Sterling begins implementation, which significantly reduces release-related risk. Sterling's existing SimpleCity cemetery data would be migrated as part of the data migration phase.



The screenshot displays the gWorks interface for Cemetery Management. The main content area shows a table titled "Grave Details" for "Cemetery: Hill Country Cemetery X". The table has columns for Grave ID, Status, Occupant Name, Owner Name, Cemetery, and Burial Date. The data is as follows:

Grave ID	Status	Occupant Name	Owner Name	Cemetery	Burial Date
A-1-1A	Available			Hill Country Cemetery	N/A
A-1-2A	Available			Hill Country Cemetery	N/A
A-1-3A	Occupied	Jerry Johnson	Mary Johnson	Hill Country Cemetery	04/21/2026
A-1-4A	Available			Hill Country Cemetery	N/A
A-1-5A	Available			Hill Country Cemetery	N/A
A-1-6A	Available			Hill Country Cemetery	N/A
A-2-1A	Available			Hill Country Cemetery	N/A
A-2-2A	Available			Hill Country Cemetery	N/A
A-2-3A	Available			Hill Country Cemetery	N/A
A-2-4A	Available			Hill Country Cemetery	N/A

The interface also includes a search bar, filters for Status, Cemetery, and Burial Date, and a pagination control at the bottom showing "Showing 1 to 10 of 10 graves".




7. Reporting and Dashboards

Reporting and analytics tools across all modules. Capabilities include:

- Standard reports across financial management, payroll, utility billing, court, and cemetery
- Reports grouped by all account code segments used in the City's accounting structure
- Export to .csv, .xlsx, and .pdf formats
- Excel-based query and report builder
- Drill-down from summary reports to underlying transactions
- Year-over-year financial reporting and budget vs. actuals comparisons
- Export to standard formats for use in Excel, Adobe Acrobat, and other downstream tools

Notes on Capability Coverage

Standard reports across modules and Excel-based query/report building are available today within gWorks Financials. Fully customizable dashboards are a partial fit: dashboards are available within the gWorks Operations platform (which is included in this proposal) but are not yet a feature within Financials. gWorks will work with the City during discovery to confirm which dashboards are needed where and how Operations dashboards can be leveraged for Financials data.



Reports

Reports* Calendar Period* Fiscal Period

Balance Sheet 03 - 2023

GL Account #	GL Account Name	Month To Date B
001 - 1100 - 101 - 101	General	-\$ 1,000.20
	Cash	\$ 10,000.45
	State Grant	\$ 5,000.45
	Accounts Payable	-\$ 1,500.00

» **Export**

Format*

XLS PDF

Cancel **Export**



8. Document Management and General Capabilities

General-purpose document management and platform capabilities across the system. Features include:

- Internal document management with the ability to upload documents to vendor records today; broader record-level attachments (general ledger line items, utility customers, employees, court cases, cemetery records) are available through the Storage module on the gWorks roadmap
- Features that support a transition to paperless processes
- Print functionality across modules
- Historical data retained and accessible in the system; data migration scope from SimpleCity is typically 2 years for utility billing and prior-year financial and payroll history, with extended migration available on request
- Updates to purchased software included in annual subscription
- Cloud-hosted infrastructure with managed updates, patching, and backup included

Notes on Capability Coverage

Two notes on coverage. First, document attachments are currently supported on vendor records, with broader record-level attachments (general ledger line items, utility customers, employees, court cases, cemetery records) coming through the Storage module on the gWorks roadmap. The City would have vendor-record document management at go-live, with the broader Storage capability becoming available subsequently. Second, historical data scope from SimpleCity migration typically covers two years of utility billing detail and prior-year financial and payroll history; longer migration scopes are available on request and would be reviewed during discovery to balance migration time, validation effort, and operational priorities with additional costs scoped based on needs.

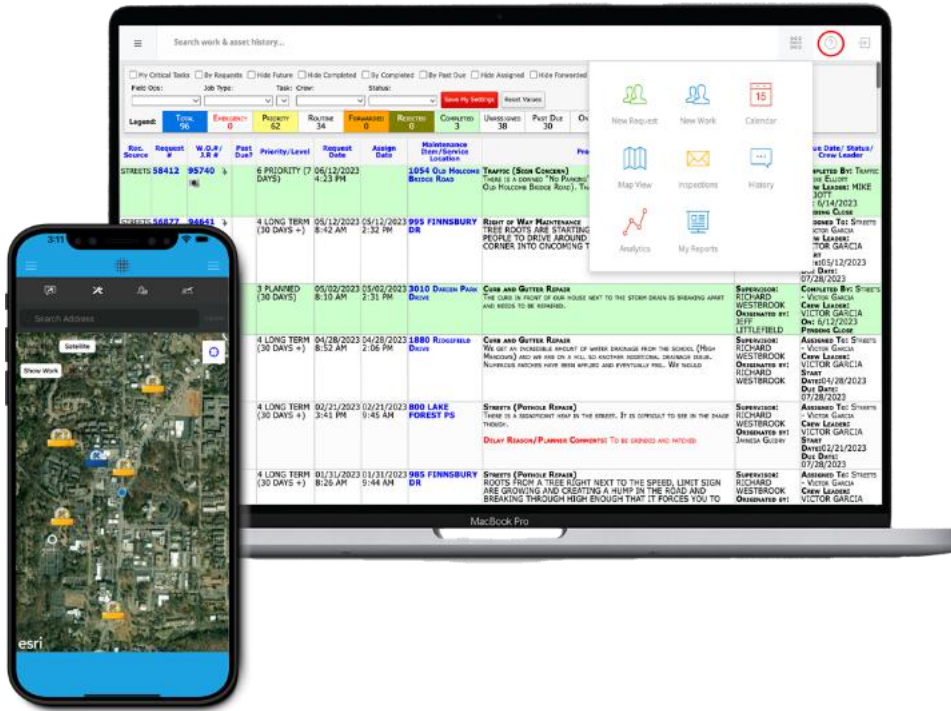
9. Optional and Add-On Capabilities

In addition to the core financial management and ERP modules described above, gWorks offers the following optional capabilities. Items noted as available on the gWorks Operations platform are part of a separate product line that the City could license alongside Financials if and when desired; they are not integrated modules within the Financials suite:

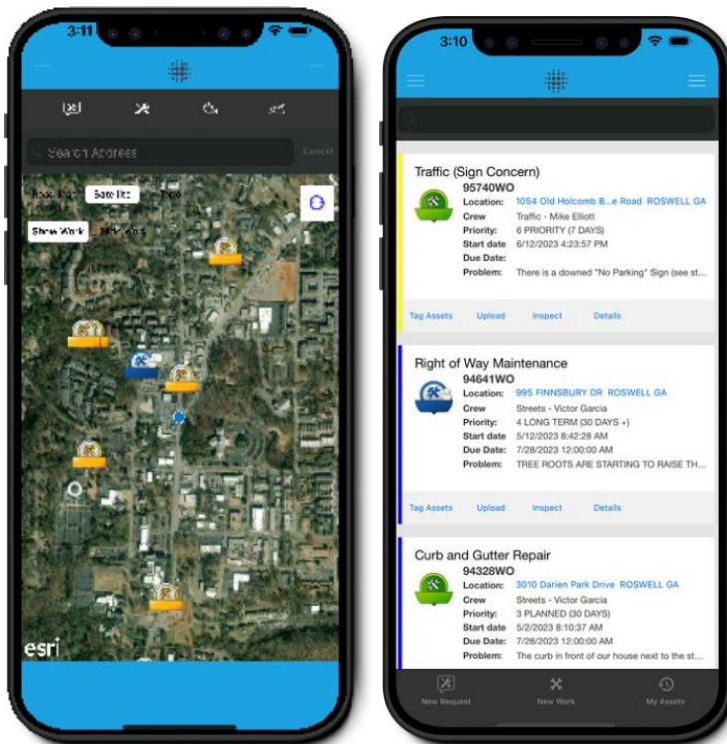
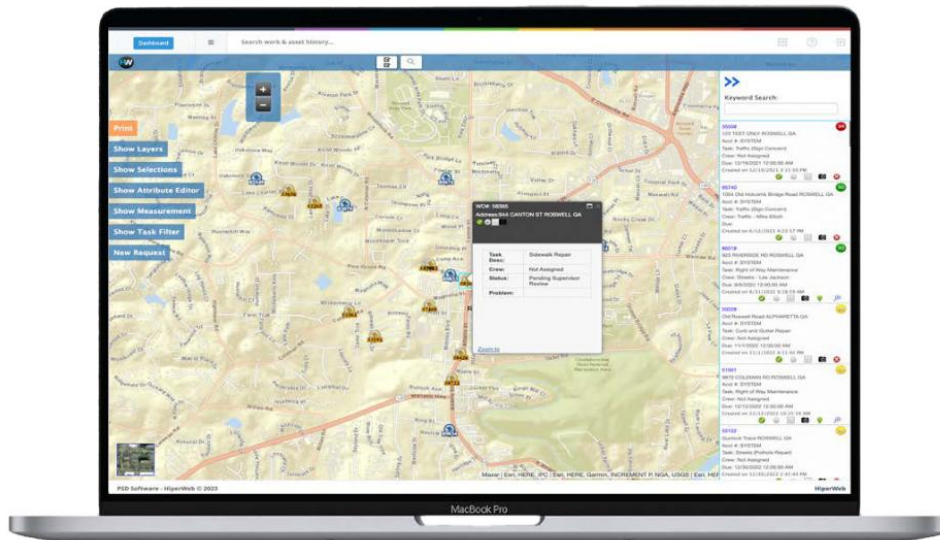
- Asset Management — lifecycle tracking, condition ratings, and replacement planning, available through the gWorks Operations platform
- Community Development — licenses and permitting available within gWorks Financials today; construction and building inspections and code enforcement (available with GIS parcel data) available through the gWorks Operations platform
- Work order generation for field employees, available through the gWorks Operations platform
- Electronic payment options for standard charges, fees, and penalties through FrontDesk Forms
- Excel-based query and report builder
- Customizable dashboards (Partially available, but a number of views and reports exist to begin)
- Historical data retention covers 5 years standard, with longer retention available on request

Notes on Capability Coverage

Several items in this section are not currently available and are flagged honestly here so the City can plan accordingly. Forecasting (Section IV.D financial management) is on the gWorks Financials roadmap and is not currently available. Performance management is not a current product capability. Employee self-service portal (beyond the paystub history portal noted in Section 2) and job posting/applicant tracking are not currently part of gWorks HR; the City would continue to use its current approach for those workflows or evaluate third-party tools. Within Community Development, code enforcement is available where GIS parcel data is in place; planning/zoning is on the gWorks Operations roadmap. Past-due invoice notifications within Accounts Payable are a partial fit today and will be reviewed during configuration. Standalone data visualization tools are not a separate product capability today; reporting visualization is delivered through the dashboards available in gWorks Operations and through Excel-based exports. Ten-year historical retention is not standard; the proposed scope is five years with extension available on request.



Unassigned Assets		PM Schedule Search Filters						
Filter By Facility: Yellow Fleet Choose A Process: Yellow Fleet Keyword Search:		September 2020						
1001 1003 1004 1006 1007 1008 1009 1010 1012 1013 1101 1102 1103 1104 1105 1106		Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5
		1405 BUS# 1405 BUS INSPECTION BUS INSPECTORS	1012 BUS# 1012 BUS INSPECTION BUS INSPECTORS	2317 BUS# 2317 BUS INSPECTION BUS INSPECTORS	2318 BUS# 2318 BUS INSPECTION BUS INSPECTORS	1916 BUS# 1916 BUS INSPECTION BUS INSPECTORS		
		2309 BUS# 2309 BUS INSPECTION BUS INSPECTORS	1015 BUS# 1015 BUS INSPECTION BUS INSPECTORS	2509 BUS# 2509 BUS INSPECTION BUS INSPECTORS	1512 BUS# 1512 BUS INSPECTION BUS INSPECTORS	2314 BUS# 2314 BUS INSPECTION BUS INSPECTORS		
		1006 BUS# 1006 BUS INSPECTION BUS INSPECTORS	1205 BUS# 1205 BUS INSPECTION BUS INSPECTORS	2706 BUS# 2706 BUS INSPECTION BUS INSPECTORS	2701 BUS# 2701 BUS INSPECTION BUS INSPECTORS	2612 BUS# 2612 BUS INSPECTION BUS INSPECTORS		
			2709 BUS# 2709 BUS INSPECTION BUS INSPECTORS	2215 BUS# 2215 BUS INSPECTION BUS INSPECTORS	2710 BUS# 2710 BUS INSPECTION BUS INSPECTORS	2708 BUS# 2708 BUS INSPECTION BUS INSPECTORS		
				2303 BUS# 2303 BUS INSPECTION BUS INSPECTORS	5870 BUS# 5870 BUS INSPECTION BUS INSPECTORS	2806 BUS# 2806 BUS INSPECTION BUS INSPECTORS		
				2310 BUS# 2310 BUS INSPECTION BUS INSPECTORS	2312 BUS# 2312 BUS INSPECTION BUS INSPECTORS	2223 BUS# 2223 BUS INSPECTION BUS INSPECTORS		



10. Security and Administrative Controls

gWorks Cloud adheres to modern security and IT governance standards. Features include:

- Role-based access control (RBAC)
- Multifactor authentication (when enabled)
- Full activity logging and audit trails
- Data retention controls
- Encrypted data in transit and at rest
- Administrative tools for workflow, user, and system configuration

11. Configurability

Most City requirements are met through configuration, allowing the City to maintain control of system behavior without custom development. Configurable elements include:

- Chart of accounts, fund structure, and account segmentation
- Pay types, leave accruals, and payroll rules
- Utility rate schedules, charges, fees, and penalties
- Roles, permissions, and user access
- Reports, exports, and dashboards
- Document templates, notices, and customer-facing communications

Ongoing Support

Ongoing support is included in annual subscription fees for all modules proposed. There are no separately metered support hours, no per-ticket charges, and no tiered support packages — every Sterling user has full access to gWorks support. Sterling's account is served by the Customer Account Team identified above, supported by gWorks' broader Cloud support staff.

Support delivery includes:

- Live phone support during business hours
- Ticket-based support with prioritization and escalation
- Training and onboarding resources, including gWorks University self-paced courses
- Software updates, patches, and infrastructure maintenance
- Cloud hosting, backups, and security patching managed by gWorks

Issues are prioritized based on operational impact. Critical issues (system unavailable or a core function blocked) are escalated immediately, with response and remediation prioritized over standard tickets.

Work Plan and Timeline Following Receipt of Purchase Order

gWorks uses a structured onboarding process to ensure a smooth transition. Implementation is typically 8–10 weeks from kickoff to go-live, depending on complexity and calendar availability. Based on the City's preference for a January 1, 2027 go-live aligned to the start of the fiscal year, gWorks recommends beginning implementation in October 2026 to account for holidays and ensure adequate time for testing and training. Final timing would be refined collaboratively during project initiation.

The implementation would be organized around a practical municipal rollout model rather than an overly rigid template. gWorks would work with Sterling to confirm priorities across financial management, payroll, utility billing, court, and cemetery; validate user roles and access needs; align the system to the City's operational workflows; and prepare the four licensed administrative users (with room to add more over time) for adoption. Because Sterling is migrating from SimpleCity to gWorks Cloud, much of the discovery work centers on validating existing setup and identifying improvements rather than starting from scratch.

gWorks' approach would include phased configuration and readiness activities across financial management, payroll, utility billing, court, and cemetery, followed by coordinated production launch on January 1, 2027 and post-go-live support.

Overall Approach

The implementation would generally include the following phases:

1. Kickoff & Planning

Confirm project objectives, participants, governance, timeline, and priority workflows.



2. **Initial Data Migration**
Load existing SimpleCity data into gWorks Cloud and validate with City staff.
3. **Configuration**
Configure billing, financials, and workflows with the City team.
4. **Mock Processing**
Complete mock billing and/or payroll to validate accuracy before go-live.
5. **Training**
Prepare staff for day-to-day use.
6. **Final Migration & Go-Live**
Complete final data conversion and transition to live operations, aligned to the start of the City's fiscal year; post-go-live stabilization support.

Implementation Timeline

Phase	Estimated Timing	Primary Activities
Kickoff & Planning	Early	Align on scope, timeline, and responsibilities; confirm stakeholders and user roles; review existing SimpleCity data and configuration
Initial Data Migration	Early–Mid	Load existing SimpleCity data into gWorks Cloud and validate with City staff
Configuration	Mid	Configure billing, financials, and workflows with the City team — chart of accounts, fund structure, payroll rules, utility billing setup, user permissions, dashboards, reporting
Mock Processing	Mid–Late	Mock billing and/or payroll cycles to validate accuracy and confirm operational fit before go-live
Training	Late	Prepare staff for day-to-day use; administrator training, lead-user training, knowledge transfer, final readiness checks
Final Migration & Go-Live	Target Jan 1, 2027	Complete final data conversion and transition to live operations, aligned to the start of the City's fiscal year; post-go-live stabilization support

This 8–10 week timeline is a representative implementation framework based on the current scope and should be understood as an estimated plan rather than a fixed contractual schedule. Final sequencing and duration would be refined during kickoff based on complexity, data readiness, City availability, and the holiday calendar leading into a January 1 go-live.

Data Migration and Validation

Because Sterling is an existing SimpleCity client, the data migration phase is materially different from a typical replacement project. gWorks already understands the structure of the City's data and would lead the extraction, transformation, and migration of records from the locally-hosted SimpleCity environment into gWorks Cloud. Migration would cover chart of accounts, vendors, customers, employees, utility customers, court records, cemetery records, and historical transactions.

As part of implementation, gWorks would work with City staff to review source data, validate test results, and prepare for final migration as part of the overall rollout plan. Mock processing cycles — mock billing and mock payroll in particular — are an important part of the validation process and are intended to give the City confidence that day-one operations in the new system will match the accuracy and reliability of the City's current operations before cutover.

Training and Go-Live Preparation

Training would be structured around the major user groups expected for the project, with an emphasis on the four current SimpleCity users plus additional users as the City’s workforce grows.

gWorks’ training approach would focus on practical readiness for production use. Training would typically include administrator training for system management, configuration, and oversight; lead-user training for finance, payroll, utility billing, court, and cemetery functions; and targeted knowledge transfer to support broader adoption within the City. Depending on the final implementation plan agreed upon during kickoff, training may be delivered primarily through remote sessions, supplemented by additional support as needed during go-live.

City Participation

A successful implementation depends on active collaboration between gWorks and Sterling. While gWorks would lead the overall project, the City’s participation would be important in several areas, including identification of subject matter experts, review of configured workflows, validation of migrated data, feedback during readiness review, and participation in training. This collaborative model helps ensure that the final system reflects the City’s actual operational needs while remaining practical to administer and use.

Go-Live and Early Support

Following configuration, migration, validation, and training, gWorks would support a coordinated production launch on January 1, 2027 — the start of the City’s fiscal year. The goal at go-live would be to provide Sterling with a stable, usable system that supports day-to-day operations across financial management, payroll, utility billing, court, and cemetery while preserving the City’s historical context from SimpleCity. Following launch, gWorks would provide short-term stabilization support to address questions, resolve initial issues, and help the City transition into steady-state use. Ongoing support is included in annual subscription fees thereafter.

Pricing Structure and Cost

The proposed pricing for the City of Sterling is summarized below. The annual subscription and one-time implementation fee bundle the full proposed scope, covering both gWorks Financials (Cemetery, Court, Financial Management, HR/Payroll, Utility Billing, FrontDesk, Permits and Licensing) and gWorks Operations (Work Orders, Asset Management, GIS Mapping, Inspections, Code Enforcement). Implementation, training, and ongoing support are included as described.

Item	Amount
Annual subscription — Includes modules listed above and support	\$27,000
One-time implementation — gWorks Financials and gWorks Operations (discovery, configuration, data migration from SimpleCity, training and onboarding)	\$5,000
Year 1 total	\$32,000

Multi-year agreement options are available to provide additional cost predictability:

- 2-year agreement — Year 2 subscription increase capped at 7%
- 3-year agreement — Annual subscription increases capped at 5%

The implementation fee reflects gWorks’ direct knowledge of Sterling’s existing SimpleCity data and configuration as the incumbent vendor — discovery, data mapping, and configuration validation for the Financials scope are materially shorter than for a vendor encountering this data for the first time. The fee

bundles the full scope of work: Financials configuration and SimpleCity migration, Operations setup for Work Orders, Asset Management, and GIS Mapping, training for current and future users, mock processing cycles, and go-live support.

Additional Operations modules (Inspections, Code Enforcement, Fleet, Inventory) and additional Financials modules (Permits and Licensing, Budgeting, Storage) are available beyond the bundled scope at incremental cost; gWorks will provide module-level pricing on request as the City evaluates priorities and timing.

Client References

The following gWorks Financials clients are available to serve as references for the City of Sterling. All four are small municipalities in the gWorks regional footprint, comparable in size and operational profile to Sterling, with direct experience using the proposed modules. Contact details for each will be provided directly to the City upon request to coordinate scheduling and respect their availability.

Name	Title	Municipality
Wanda Gabel	City Clerk	City of Ness City, KS
Kendra Jantzen	City Clerk	City of Adams, NE
Keith Hall	Deputy Finance Director	City of Herreid, SD
Christy Bower	City Clerk	Cities of Clare and Barnum, IA

References are available to discuss gWorks' implementation approach, support quality, and overall fit with municipalities of comparable size to Sterling.

Evidence of Insurance

gWorks (legal name GIS Workshop, LLC dba gWorks) maintains commercial insurance coverage placed through Willis Towers Watson Northeast, Inc. and underwritten by Chubb National Insurance Company and Federal Insurance Company. The current ACORD Certificate of Insurance is reproduced below; an updated Certificate naming the City of Sterling as Certificate Holder will be provided prior to contract execution.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

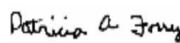
PRODUCER Willis Towers Watson Northeast, Inc. fka Willis of New Jersey, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center	
	PHONE (A/C, No, Ext): 1-877-945-7378	FAX (A/C, No): 1-888-467-2378
E-MAIL ADDRESS: certificates@wtwco.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Chubb National Insurance Company		10052
INSURER B: Federal Insurance Company		20281
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** W43826388 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y Y	D02165363	02/20/2026	02/20/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y Y	(26) 7363-97-63	02/20/2026	02/20/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$	Y Y	5672-05-51	02/20/2026	02/20/2027	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A Y	(27) 7184-03-90	02/20/2026	02/20/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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SR ID: 29311107

BATCH: 4297258





City of Sterling, KS

RFP-2026-001

Financial Management / ERP Software

May 1, 2026

Bryce Edmunds
Regional Sales Director
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Please Note: Edmunds GovTech considers the contained references, pricing, insurance information (if applicable), financial documents/reports (if applicable), and MCSJ software information proprietary and confidential.

1. Cover Sheet



April 28, 2026

City of Sterling, KS
Attn: Ian Hutcheson, City Manager
114 N. Broadway Avenue
Sterling, Kansas 67579

RE: Financial Management / ERP Software (RFP-2026-001)

Ian,

Edmunds GovTech (EGT) is pleased to provide The City of Sterling, KS with the following response for Financial Management / ERP Software in accordance with this RFP.

In business since 1972, Edmunds GovTech takes considerable pride in our 99% client retention. We partner with over 2,300 small to mid-sized municipalities, counties, authorities, and government agencies throughout the United States to improve efficiency and productivity. Local government technology is our business, and customer service is our passion.

We believe our software can effectively help the City achieve a new level of efficiency with our proposed solution. EGT's software productively generates reports, improves business processes, and is backed by superior customer support. The solution also includes several integrative features that empower cohesive data management and communication.

Edmunds GovTech acknowledges that we have received, read, and understand all aspects of the RFP including any released addendum(s). EGT owns, develops, and supports the proposed solution.

I, Bryce Edmunds, am authorized to participate in proposal modifications and contract negotiations on behalf of Edmunds GovTech.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Bryce Edmunds'.

Bryce Edmunds
Regional Sales Director
bdedmunds@edmundsgovtech.com

2. Company Profile

Executive Summary

Edmunds GovTech (EGT) appreciates the opportunity to participate in your RFP. Our response offers a completely integrated MCSJ Software Suite used by over 2,300 local governments in more than 30 states across the nation. EGT acknowledges all aspects of the RFP and any released addendums. We are pleased to confirm we should be able to provide all requested functionality of the items under section IV of the RFP, except Court Management and Cemetery. More details have been provided in the following sections.

Located in Northfield, NJ, Edmunds GovTech is proud to provide our clients with cost effective financial and revenue collection software solutions. Edmunds GovTech has been dedicated to servicing only government agencies since 1972 and began developing PC based financial and revenue collection software for clients in 1984.

EGT is a privately owned, financially stable corporation. Our company is 100% dedicated to serving the local government market. All marketing, sales, implementation, training, data conversion, support, and other related services are performed by staff hired by EGT.

Edmunds GovTech has also been awarded to Government Technology's GovTech 100 company list for six consecutive years.

If awarded the project, EGT will apply a time-tested implementation experience to meet and exceed the goals agreed upon in the bid. All software applications are developed exclusively for government agencies by EGT. The annual operating budget of these clients ranges from less than \$850,000 to over \$1,000,000,000. The product line includes the following modules:

Finance

- Finance Super Suite
- Requisitions & Mobile App
- Inventory & Mobile App
- Escrow
- Vendor Self-Service Portal
- Municipal Dashboard
- ViewPoint Dashboard

Tax & Revenue

- Real & Personal Property Tax Billing & Collections
- AR & Business Licensing
- Clerk
- Animal Licensing
- Parks & Recreation
- Online Bill Pay

Utility

- Utility Billing & Collections
- Inventory & Mobile App
- Work/Service Orders & Mobile App
- Fleet Maintenance
- Online Bill Pay
- Online Service Applications
- Outbound Notifications
- ViewPoint Dashboard

Personnel

- Payroll
- Human Resources
- Employee Self-Service Portal
- Attendance App

Community Development

- Permitting & Code Enforcement
- Rentals
- Land Management
- Online Permit Applications
- Online Bill Pay
- Inspection Mobile App

Citizen Engagement

- Online Bill Pay
- Parks & Recreation
- Open Records Request Tracker
- Resident Self-Service Portal
- MyTown Mobile App

More details on our solutions can be found here:

<https://www.edmundsgovtech.com/solutions/>

Company Profile

EGT's track record over the 50+ years in business is proof that quality software and award winning support can still be affordable. Our solutions offer the definition of value; feature rich, easy to use, technologically advanced software, and award winning customer service for a reasonable price.

To learn more about how EGT's solutions enhance our client's operations, please visit our case study library: <https://www.edmundsgovtech.com/case-studies/>

Edmunds is happy to have added clients nationwide each and every year. Even with the extensive company growth, ownership has not changed, but staffing has increased to provide clients with superior customer support that is second to none.

Our customer service team is available in a variety of ways. Our support hours are from 8 am to 5 pm (EST), Monday through Friday. All calls are answered by a receptionist. A prompt 2-hour response time is guaranteed for most cases, and the current average response time for urgent cases is under 30 minutes. Full details on case response times can be viewed on the SLA document included in this proposal. System end users can initiate an online connection to the support department so that both the client and support specialist can work together in real-time. For the client that prefers to find their own answers, EGT also offers a very robust customer website that includes FAQs, helpful hints, video tutorials, and more. Once a government client joins the EGT user community, many seminars, webinars, and user group meetings become available for clients to access.

MCSJ System Overview

- True MS-Windows compatible software, developed solely by Edmunds GovTech
- Available in a self-hosted or hosted environment
- Complete and seamless integration among all software modules
- Unlimited number of tasks can be processed concurrently
- Each solution has a built in, very easy to use, custom report writer which allows you to create, save, and generate any report
- All reports offer point-in-time reporting, allowing reports to be run as of any prior date, with or without transaction detail
- Detailed end user documentation available for every application
- Dynamic end user web site featuring FAQ's, helpful hints, manuals, user forums for sharing ideas with other users, and a video tutorial library
- Continuing education opportunities, including user group functions and frequent web classes on new features, end of year processing, and other relevant topics
- Quarterly solution enhancements available to all end users included in yearly maintenance fee
- Easy and dynamic access of database can be used with popular third party tools
- Solutions all feature an incorporated document attachment system which allows records to have an unlimited number of documents attached to it for easy viewing – any format is compatible including pdf, doc, docx, xls, tiff, etc
- Workspace functionality permits the end user to create screens and inquiries based upon personal preferences
- Favorites menu stores frequently visited screens to make them easy and quick to access

Company Profile

Company Overview

Edmunds GovTech is headquartered in Northfield, NJ with other offices in Clifton Park, NY and Raleigh, NC. The company has over 240 employees and has been in business since 1972, offering in-house financial and revenue collection software to local governments since 1984.

EGT is a privately owned, financially stable corporation. More than 70% of employees are dedicated to customer support, product implementation/management, and product development. In addition, Edmunds GovTech has been awarded to Government Technology's GovTech 100 list for recognition as a leading government technology provider in 2021 and each consecutive year through 2026.



To learn more about Edmunds GovTech, please visit:

<https://www.edmundsgovtech.com/about/>

Staff Overview

Number of staff members by primary responsibility:

Customer Support: 49

Client Success: 11 (assist with escalated support cases)

Development: 47 (assist with escalated support cases)

Quality Assurance: 11

Product Management: 5

Implementation & Data Conversion Services: 66 (assist with new customer support)

IT Services: 15

Marketing & Sales: 29

Admin, HR, & Accounting: 8

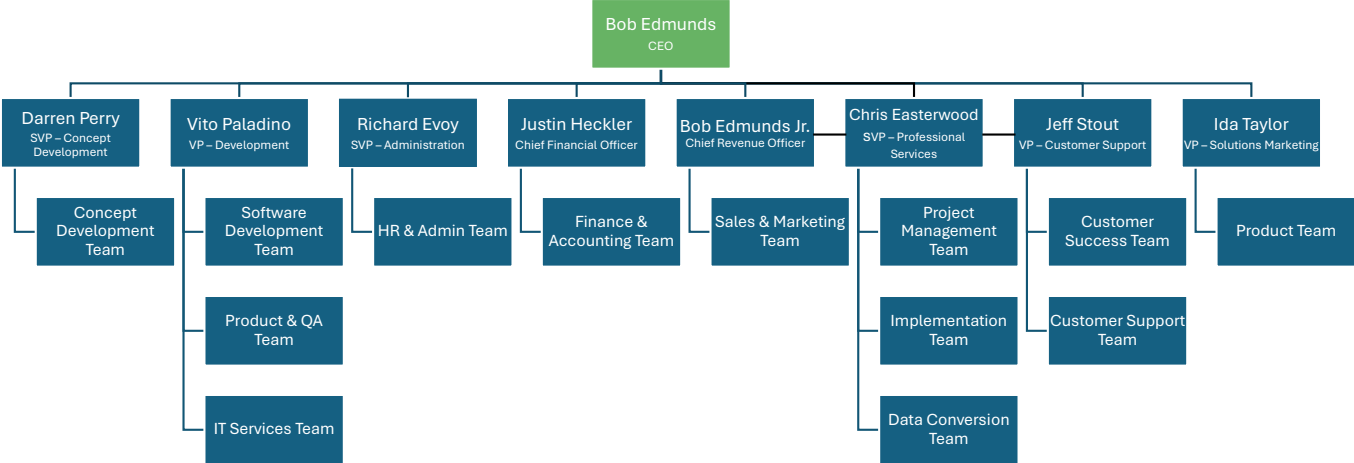
Grand Total: 241

To learn more about our team, please visit:

<https://www.edmundsgovtech.com/our-team/>

Company Profile

Edmunds GovTech Organization Chart



3. Customer Account Team

Key Personnel:

Name: Chris Easterwood

Title: Senior Vice President of Professional Services

Experience: Chris joined Edmunds in 2010 as a Software Support Specialist with a degree and background in Accounting. Through the years, he has led over 700 implementations, and has managed our Client Services/Customer Support Team. Chris received his certificate as a Project Management Professional in 2015, and is currently leading our experienced Professional Services Team who is responsible for delivery of our software implementations.

Relevant Duties: Chris leads the Professional Services Team which includes our Implementation, Data Services, and Project Management teams. Their goal is to work together to deliver our products successfully to new and existing customers.

Name: Darren Perry

Title: Senior Vice President, Engineering

Experience: Darren joined EGT in 2019 as a Senior Software Engineer. He is a multi-talented individual who has held a variety of previous roles including Software Architect, Engineering Manager, Math Teacher, and even a professional Opera Singer. After striking the right notes at Edmunds, he was promoted to a Software Architect, VP of Software Strategy and Development, and most recently SVP of Engineering. Darren holds bachelor's degrees in both Computer Science and Vocal Performance, as well as a graduate degree. He is also certified as a AWS Solutions Architect Associate.

Relevant Duties: Darren's main objective is to lead strategic planning to achieve business goals by identifying and prioritizing development initiatives of all company products and services. He also focuses on establishing support processes for development, design, and introduction of new products and services.

Name: Vito Paladino

Title: Vice President of Development

Experience: Vito started with Edmunds in 1988 in the computer programming department. He has a B.A. in Computer Science from Richard Stockton College of New Jersey and has also taken Computer Science graduate courses at the University of Delaware. Vito has technical certifications that include a MCSE and SCJP. In addition to his computer programming and software development accolades, he has a Tax Collection Certification (CTC).

Relevant Duties: Vito is the lead in system configuration and customization that is needed during the term of the project and through on-going support efforts.

Customer Account Team

Name: Richard White

Title: Director of Data Services

Experience: Rich joined Edmunds GovTech in 2014 shortly after graduating from Stockton University. He began in customer support before transferring into a technical role as a computer programmer. Throughout his career, Rich has functioned as a Software Specialist, Consultant, Data Analyst, Data Engineer, and Team Lead where he successfully implemented and contributed to hundreds of software projects for government organizations throughout the country. His skillset ranges from teaching/training/educating, data modelling, systems design, software architecture, and business process engineering. Rich holds a B.S. in Applied Physics from Stockton University and a M.S. in Computer Science from Vanderbilt University. Rich has led the roll-out and implementation of new technologies to automate and improve the implementation process and overall system configuration. Rich is an open-source software advocate and contributes as a software developer both professionally and as a hobbyist/enthusiast.

Relevant Duties: Rich's main objective is to ensure our customer's success throughout their system implementation life cycle focusing primarily on the data oriented aspects of the implementation process. He is responsible for managing the technical resources on each of the project teams, monitoring all data conversion and technical project initiatives, ensuring on time delivery of all technical project deliverables, and driving client success through go-live. Rich is also responsible for process improvement initiatives internally at EGT that are focused on providing the most efficient, effective, and engaging customer experience possible.

Name: Joseph Graham

Title: Director of Implementations

Experience: Joe started at Edmunds in December of 2017 as a member of the client services team. He provided high-level customer support for the revenue collections modules and was promoted to team lead, responsible for training the team. In 2020, Joe transitioned to an Implementation Consultant, bringing new customers live on their purchased software, ensuring a smooth transition from their legacy system into MCSJ. Joe was promoted to Senior Implementation Consultant in 2021. Due to his dedication to ensuring customers were implemented with the highest level of care, Joe was promoted to the Director of Implementations in 2025.

Relevant Duties: Joe's main objective is to ensure our customer's success throughout their system implementation life cycle. He is responsible for managing the project implementation teams, monitoring all implementation tasks and training for each project, ensuring on time delivery of all project deliverables, and driving client success through go-live. Joe is also responsible for training improvement initiatives internally at EGT that are focused on providing the most efficient, effective, and engaging customer training experiences possible.

Name: Michele Lysack

Title: Director of Customer Support Operations

Experience: Michele has over 20 years' experience in the service industry, 11 of which have been in municipal government. Michele served as Director of Customer Relations at Business Automation Services until 2019 when Edmunds GovTech acquired BAS. In 2020, Michele was promoted to Director of Customer Support Operations for her outstanding attention to customer satisfaction.

Relevant Duties: Michele's main objective is to ensure that customers receive outstanding product support. Managing a team of support specialists, this is achieved by closely monitoring

Customer Account Team

customer support cases and reviewing customer calls to ensure timely responses and quality assurance. She is instrumental in the advancement of our staff, providing ongoing educational opportunities and training events to build upon industry and product knowledge. Michele also helps create new processes that will enhance the customer experience. EGT is known as a software provider, and while developing a competitive product portfolio is important, the team understands that providing outstanding customer support is the key to developing long successful relationships with our customers. We feel that this is what sets us apart from other providers and greatly attributes to our 98% client retention rate.

Name: Paul Skibo

Title: Customer Success Director

Experience: Mr. Skibo has been with Edmunds GovTech since 2002 where he served as a Network Technician in our IT Department. In 2008 Paul transitioned into the role of Customer Relations Director. Now the Director of Customer Success, Paul heads a customer advocacy team committed to helping customers achieve their goals. Paul has a B.S. in Management Information Systems from Florida State University.

Relevant Duties: The main objective of the Customer Success Team is to ensure customers meet their evolving goals through utilizing our products/services completely and efficiently. Every customer is assigned a dedicated Customer Success Manager (CSM) who serves as the main point of contact throughout the relationship. The CSM's are responsible for aiding in the onboarding of new customers, monitoring customer health, collecting customer feedback for operational teams, and keeping customers informed of products, services, and company initiatives. Paul is also responsible for providing continuing education opportunities via virtual training events and user conferences.

Name: Reid Burchell

Title: Director of IT Services/DevOps

Experience: Reid became the Director of IT Services/DevOps in 2019 after serving as the Chief Software Innovation Officer at Business Automation Services (BAS) which EGT acquired in 2019. Reid has served as a technical lead in many functional areas over his 10 years with the business, with experience ranging from operations and implementations to product design, development, and quality assurance. Reid is a graduate of the Pennsylvania State University with a B.S. in Information Sciences and Technology.

Relevant Duties: The IT Services/DevOps team supports the business in both internal IT operations/security, management of our hosted environments and product offerings, and technical escalation for our Customer Support department. Reid's team assists in staging new hosted environment implementations or migrations from legacy on-premise installations. They deploy updates and upgrades to our hosted applications, monitor system health, security, and availability to ensure uptime, adherence to security best practices, and integrity of backup systems. The team also performs migrations, reinstalls, and assists with technical troubleshooting for clients.

Customer Account Team

Name: Allen Foster

Title: Senior Vice President, Product Management

Experience: Allen started at Edmunds in 2002 in the support department where he learned the product and helped support clients. He worked for many years in implementations and has also managed our internal employee training. Allen was moved into a product manager role where he helped drive the product enhancements and updates, later becoming the SVP of Product Management in 2025. Allen helps prepare product releases and manages development requirements. He continues to assist the Support and Implementations teams when needed. Allen has a B.S. in Business Administration from Drexel University and is a Certified Municipal Finance Officer. He is the part-time finance officer in Maurice River Township, NJ where he prepares the budget, annual financial reports and manages the Finance office.

Relevant Duties: He is involved in the approval and requirement gathering process for new development requests and helps to ensure any new enhancements or product modifications meet client needs.

Name: Jeffrey Stout

Title: Vice President of Customer Service

Experience: Jeff joined Edmunds in 1999 as a Software Support Specialist. Prior to Edmunds he served as a treasurer for a local government in southern NJ. After implementing and supporting hundreds of customers, he moved to Edmunds Solution Consulting department. He was responsible for demonstrating our software and consulting with both perspective and current customers. Since October of 2020 he has been running our Customer Support Department.

Relevant Duties: Jeff leads the Customer Support Team which includes the customer support and customer success teams. Their goal is to provide the industry's best customer support experience.

Name: Bill Barber

Title: System Manager

Experience: Bill has been with the company since 1999. He started managing software installations and the hardware department in 2000. In 2020, he moved into the System Manager role.

Relevant Duties: Bill's current role focuses on clients in the cloud environment on AWS. He installs and configures the hosted client software with the EGT cloud solution and assists client IT teams when needed along with environment maintenance.

Customer Account Team

Name: Anthony Martella

Title: Director of Customer Support

Experience: Anthony joined EGT in 2019 as a finance and payroll Customer Support Representative. Taking day-to-day support calls in this role, Anthony became proficient in supporting many of our software modules, including finance, payroll, accounts receivable, permitting and code enforcement. In 2022, after 2.5 years as a Support Representative, Anthony was promoted to Tier 2 Support. In this role, he managed complex cases and projects while assisting other staff members in the support department. Anthony demonstrated great leadership skills in this position and was promoted to Director of Customer Support in November of 2023. He holds a B.S. degree in Business with a concentration in Accounting from Stockton University.

Relevant Duties: Anthony's main objective in his current role is to lead our Support Department. He ensures our internal protocols are followed, and that our Service Level Agreement (SLA) metrics are being met on support cases. He coordinates internal and external training for our employees and clients and ensures that informative documentation is created for the online user community to improve our client's overall user experience.

Name: Bryan Adams

Title: Director of Project Management

Experience: Bryan Adams joined Edmunds GovTech in 2015, starting in Customer Support. Over the years, he advanced through various roles, including Implementation Consultant, Senior Implementation Consultant, Project Manager, and Senior Project Manager. Since 2023, he has been serving as the Director of Project Management. Bryan holds a B.S. degree in Political Science with a minor in International Studies from Ramapo College of New Jersey.

Relevant Duties: As the Director of Project Management, Bryan oversees a team of Project Managers and Coordinators. He is responsible for developing and executing strategies, defining best practices, collaborating with cross-functional teams, and ensuring optimal resource allocation to align with business objectives and revenue targets.

4. Statement of Understanding

EGT has vast experience in converting from the legacy systems with SimpleCity/gWorks. EGT's MCSJ platform covers every module the City currently uses in SimpleCity, with the possible exception of cemetery management, unified within a single integrated system. General Ledger and fund accounting are core to MCSJ's Finance Super Suite, which is GAAP compliant and supports multi-fund management, real-time budgetary controls, and a customizable chart of accounts with drill-down reporting and one-click Excel export. Accounts Payable is tightly integrated within the Finance Super Suite - a single source of entry eliminates duplicate data entry, and all related postings flow automatically to the appropriate modules. Bank Reconciliation is included within the Finance Super Suite as well, with positive pay export, automated reconciliation tools, and full audit trail support across all transactions.

Receipt Management maps directly to MCSJ's Cash Receipts module, which supports multiple hardware options including cash drawers, barcode scanners, and credit card devices. Payroll is handled through MCSJ's Personnel Suite, which supports multiple pay cycles and employee types, automated tax withholding, filing form/report generation, direct deposit with multi-account setup, and payroll journals. Utility Billing is addressed by MCSJ's Utility Billing and Collections module, which handles meter-based billing for water, sewer, trash, and other required service types; automated penalty, disconnect, and reconnect workflows; and full integration with the General Ledger upon posting - no manual entries required.

We note that MCSJ does not include a Cemetery or Court Management module in our standard suite, but customers may use the Accounts Receivable module to track plots and receive payments. Cash receipts can also be posted directly in MCSJ from the court system. We are happy to discuss whether existing MCSJ integration and import/export capabilities could connect to third-party solutions the City may already use for those functions, and we would flag these two areas for further discussion prior to any contract execution.

Addressing the City's desired expansion areas, MCSJ is designed specifically to grow with an organization as resources and budgetary constraints allow, and each of the City's target expansion areas is addressable within the platform.

Asset Management is supported through MCSJ's Fixed Assets module (with added Inventory Control options, if desired, optional), which handles asset tracking, depreciation schedules, and full integration with the General Ledger. For operational asset management tied to utility or field operations, MCSJ's Work Orders module supports service requests, field operations, and work order workflows linked back to the central database.

Budgeting is included within the Finance Super Suite. MCSJ's budget preparation tools allow the City to export budget details to Excel or work directly within the application, and the system enforces real-time budgetary controls across all departments. Grant, project, and capital account management are also included.

Community Development - including code enforcement, construction and building inspections, licenses and permitting, and planning and zoning - maps to MCSJ's Permitting and Code Enforcement module and the Accounts Receivable and Business Licensing module. These are sold on an a-la-carte basis and can be added to the contract scope at any time, making them well-suited to a phased adoption model tied to the City's annual budget cycle. Another popular add-on modules is MCSJ Parks & Recreation.

Statement of Understanding

Forecasting and financial planning capabilities are supported through MCSJ's reporting tools, which are point-in-time and fully date-sensitive, and through the Finance ViewPoint Dashboard, which provides visual representation of configured charts and graphs drawn from live system data. There is also a dashboard feature available in Utility Billing & Collections.

5. Scope of Services

We have provided a brief overview of the modules and features and functionality in narrative format in this section. Please review the additional marketing materials and details regarding the e5 Implementation Methodology for full details around the project plan, training, data conversion, support services, and more. The overview below gives insight into the key modules and optional add-ons.

Required Modules

Financial Management

MCSJ's Finance Super Suite provides the City with a fully integrated financial management platform purpose-built for local government. The suite brings General Ledger, Accounts Payable, Bank Reconciliation, Cash Receipts, Budgeting, Fixed Assets, Electronic Requisitions, Project and Grant Accounting, and the Finance ViewPoint Dashboard together within a single unified interface. A single source of entry eliminates duplicate data entry and ensures that all related postings flow automatically to the appropriate modules in real time. The system is GAAP compliant, supports multi-fund accounting, and enforces real-time budgetary controls across all departments.

Contract and Vendor Management is addressed through MCSJ's Vendor Self-Service module and Electronic Requisitions module. Vendors can view and download payment details through the self-service portal, and the purchasing workflow supports decentralized purchase requests with configurable approval routing by user, department, account number, and dollar threshold. It is a popular add-on module.

Receipt Management is included within MCSJ's Cash Receipts module, which supports multiple hardware configurations including cash drawers, barcode scanners, receipt validators, and credit card devices - providing full cash register functionality at the counter.

MCSJ supports budget authority entry across multiple funds within the same department, allowing the City to code expenses to any combination of fund, department, and account within a single transaction. Real-time budgetary controls are enforced system-wide - every expenditure is checked against available budget authority before it is posted, preventing over-expenditure without an authorized budget amendment. Budget check verification applies to all expenditure types across the system.

ACH payments are supported in both the Accounts Payable module (for vendor disbursements) and Utility Billing (for customer payments). Most clients leverage the fully-integrated online bill pay feature for real-time updates and citizen/customer led payments, available 24/7.

City purchasing card transactions can be imported and coded within the Finance and General Ledger modules. MCSJ supports p-card import file formats as part of its standard import/export feature set. Accounts receivable/utility write-off functionality is available within the Finance Super Suite.

Cash Receipts are fully integrated with the General Ledger. All receipts post to the appropriate revenue accounts in real time, and bank reconciliation draws from the same system - no re-entry or file transfer required. Cash register functionality is included, with hardware support for cash

Scope of Services

drawers, barcode scanners, and card readers.

Financial reporting in MCSJ is point-in-time and fully date-sensitive. Standard financial reports display prior-year actuals, current year budget, and year-to-date actuals, and can be run as of any prior date. The Finance ViewPoint Dashboard provides visual summary reporting with configurable charts and graphs organized by fund, department, account, and any other account code segments in use. Users can drill down from summary totals to individual transactions throughout the system.

All reports can be exported to Excel (.xlsx), CSV, and PDF, with presentment on-screen prior to printing to paper or e-mailing, if desired. The built-in custom report writer allows users to build, save, and name their own reports without external tools or database experience - no IT involvement required. The custom report exports with one-click to Excel.

Document attachments are supported at record levels across many modules. Files can be attached to line items on requisitions/purchase orders, vendor records, employee records, utility accounts, or any other maintenance record in the system. There is no limitation on the number or size of attachments, and documents can be scanned directly into MCSJ, supporting the City's transition to paperless processes.

Human Resource Administration

MCSJ's Personnel Suite covers the full employee lifecycle within a single integrated system. The Payroll module supports multiple pay cycles and employee types, automated tax withholding, tax filing report generation, garnishments, retirement contributions, direct deposit with multi-account setup, and real-time payroll journals. The Human Resources module maintains centralized employee records and employment history, supports position control with job codes, salary grade tracking, and FLSA status, and tracks certifications and digital documents at the employee record level. Employee Self-Service (ESS) allows employees to manage personal information, view benefit elections, time-off requests, pay stubs, and to view tax forms directly through the portal.

MCSJ's Payroll module tracks employee base pay separately from all supplemental compensation factors including incentives, longevity pay, overtime, and more. Each compensation element is coded and tracked independently, allowing the City to report on any combination of pay components across its workforce. Employee compensation history is maintained from hire date through the present, with full position and pay history available at the employee record level.

Overtime tracking and compensation calculations are handled within the Time and Attendance module, which integrates directly with Payroll. Paid-time-off accruals and balance tracking support merit- and longevity-based calculation rules configured during implementation.

Pension and retirement plan wage tracking and calculations are included in the Payroll module. The system can generate pay-related inquiries suitable for submission to plans, tracking applicable wages, contribution rates, and deductions per employee and plan. Third-party health plan benefits management is supported, with the ability to import benefit enrollment information via CSV or Excel, track employee elections, and manage ACA compliance reporting.

Scope of Services

Direct deposit is included, supporting multi-account setup per employee and full positive pay compatibility.

Utility Billing

MCSJ's Utility Billing and Collections module handles meter-based billing for water, sewer, trash, and any other service type needed; automated penalty, disconnect, and reconnect workflows; customer deposits; and full integration with the General Ledger - all postings flow to finance automatically with no manual entries required. Electronic bill presentment and payments are supported through MCSJ's Online Bill Pay portal, WIPP (Web Inquiry and Payment Portal). WIPP provides residents with online access to account information, billing history, e-statements, online payments, and e-wallet options. Online payments are processed through WorldPay, which is PCI compliant. The customer self-service portal allows residents to view their accounts, view usage history, make payments, and submit service requests with optional add-on modules, 24 hours a day.

MCSJ's Utility Billing module supports both metered and budget/flat billing options. The budget billing option allows the City to spread estimated annual usage evenly across billing cycles, with true-up adjustments at defined intervals. Flat-rate billing options are also configurable per rate code.

Customer deposits are tracked within the Utility Billing module, including interest accrual calculations per the City's defined parameters. Deposit balances are maintained at the customer account level and can be applied to final bills or refunded through the standard disbursement process.

Estimated meter reading is supported using prior period consumption, previous period averages, or other configurable estimation methods. The system also supports integration with utility meter reading systems. MCSJ has an established interface with Itron and accommodates standard meter reading import file formats along with AMI reads. As the City moves toward an automated meter reading solution, EGT will work with the City during the Business Process Review phase to configure the appropriate reading software interface for the replacement AMR/AMI system.

Optional Utility Features

Work order generation and completion for field employees is included through the MCSJ Work Orders module, which includes a mobile app at no additional cost with the work order module. It ties field activity back to the central database for reporting and asset management visibility, and it can integrate with the optional Inventory Control module, as well. Resident Self-Service allows customers to submit requests for work, and an Online Utility Application makes it even easier to request utility service or disconnects.

The rate structure in MCSJ Utility Billing supports an unlimited number of charges, fees, rates, and penalties per customer bill. Rate codes, service types, tiers, and penalty schedules are fully configurable and maintained by City staff without programming assistance.

Scope of Services

Optional Dashboard Features

MCSJ's Finance ViewPoint Dashboard and Utility ViewPoint Dashboard provide customizable dashboard and data visualization capabilities, with configurable charts, graphs, and summary views built from live system data. These are included with their respective module suites.

Optional Community Development Features

MCSJ's Permitting and Code Enforcement module and Accounts Receivable and Business Licensing module together address the City's Community Development objectives, including code enforcement, construction and building inspections, licenses and permitting, and planning and zoning functions. These modules are sold on an a-la-carte basis and can be added to the City's contract at any time, making them well-suited to a phased adoption as resources allow.

General System Features

Drill-down functionality is available throughout MCSJ. Users can navigate from any summary report or dashboard total directly to the underlying transaction detail with a click. Export to Excel (.xlsx), with options for CSV, and PDF is standard across all modules and reports. The system's built-in custom report writer allows users to build and save their own queries without external tools - and because MCSJ is ODBC compliant, users with appropriate access can also query the database using third-party tools including Excel-based query builders.

MCSJ is designed to support a transition to paperless operations. Electronic workflow and approval routing, document attachments at every record level, e-billing and e-statements through WIPP, and employee self-service all reduce the City's reliance on paper-based processes. Printing functionality is included across all standard reports, checks, bills, and notices, with many e-mail options to remain eco-friendly and to save money.

All software upgrades and enhancements - including state and federal mandated changes - are included in the annual support and maintenance subscription at no additional charge. Major releases are delivered three to four times per year; smaller patches are published nearly weekly. Hosted clients receive all updates automatically without any action required from City staff.

MCSJ retains historical data indefinitely, with older data moving to an archive database. The system supports ten or more years of historical data for most modules, and all reports are point-in-time, meaning the City can run any report as of any prior date with full transaction detail.

Cemetery and Court Management

MCSJ does not include a Cemetery module or Court Management module (including Conviction Reporting) in its standard suite. These are required modules per the RFP, and AR/Business Licensing sometimes handles these areas effectively, depending on the level of detail needed. Cash receipts are 100% covered in the system to accept payments for these services, regardless.

EGT can confirm requirements with the City to showcase how cash, or the standard file import will handle a third-party integration path. There are details on this in the above section, as well.

6. Implementation Process



The e5 Implementation Method

Edmunds GovTech is focused on providing the best-in-class implementation services. Our proprietary, customer-centric implementation process is focused on one thing: providing our customers with the most efficient, thorough, and engaging experience possible.



Engage: Project Planning

During the Project Planning Phase, the entire project is reviewed, planned, and scheduled with the client's designated project manager. The project management team will discuss the overall implementation process, key milestones within the project's lifecycle, and expectations for success.



Explore: Requirements Gathering

Within the Business Process Review (BPR), the Edmunds team will collect all data files and perform a detailed analysis. Together, we will review business processes, existing data, and critical business needs. Our expert consultants then plan and document how the client's data will be converted and how the system will be configured to meet the client's business requirements.



Evaluate: Data Conversion

After the data is converted, our experts perform thorough testing and detailed assessment to ensure quality, accuracy, and business usability. The converted data is then reviewed and approved by the client for use during training.



Educate: Training & Configuration

Training is the most unique aspect of implementation, as we emphasize education during each phase. Our team provides training and user documentation in a variety of ways, working around client schedules to ensure success. Our user portal, Community, also has an extensive library of knowledge base articles, release guides, and user-driven forums to enhance your experience.



Empower: Go Live

Our goal is to empower our clients to be experts in their own system so they can operate effectively. To ensure our clients remain knowledgeable of their system, we continually provide post-implementation training opportunities, such as user groups, online webinars, and a dedicated Customer Success Manager.

Implementation Process

The e5 Method

Engage | Explore | Evaluate | Educate | Empower



Mission & Vision

The Edmunds GovTech Professional Services team is focused on providing the best in class implementation consulting services. We accomplish this through effective engagement, exploration, evaluation, and education to empower our client's success. Our proprietary and customer-centric implementation process is focused on one thing: providing our customers with the most efficient, thorough, and engaging system implementation experience possible. At Edmunds GovTech, we strive for excellence so that we can empower our customers to do the same.

Project Planning

During the Project Planning phase, the entire project is reviewed, planned, and scheduled with the designated project manager. Our Project Management team discusses the overall implementation process, key milestones within the project life cycle, and establishes expectations for success from both the client's project team and the Edmunds GovTech's Professional Services team. Once all resources have been assigned, and the project plan is accepted, the Client Business Discovery phase can begin.

Client Business Discovery

The Client Business Discovery phase begins with a project kick-off meeting that gathers all members of both the client and Edmunds GovTech's project teams. During this call, the Project Management team explains the overall implementation process, reviews the project plan, and answers any questions the team may have.

Following the kick-off meeting, our Implementation Consultants begin the Client Business Discovery session in collaboration with the client's subject matter experts. This phase establishes a strong foundation for the rest of the project's success by performing a detailed analysis and review of the client's processes, existing data, and critical business needs. Our expert consultants then outline the data conversion plan and how the system can be configured to meet the client's requirements. All necessary data files are obtained to complete this phase and begin the Data Conversion and Assurance process.

Milestone Progress



Implementation Phases

Customer Centric Success Approach



Data Assurance

The Data Conversion and Assurance process involves a team of both technical and business experts that analyze and convert the client's data into their new system. Once the data has successfully been converted, a thorough and detailed assessment is performed by multiple team members to ensure its quality, accuracy, and business usability in the new system. Following the review of converted data with the client's team, the Data Conversion and Assurance process is marked complete when stakeholder acceptance is received, setting the stage for a successful client go-live.

Training

The Training phase is a unique step within the implementation process because it takes place throughout the project's life cycle. Edmunds GovTech is dedicated to providing our clients with the best training resources possible by utilizing multiple delivery methods, including remote, in-person, and web training. The goal of this phase is to empower our clients to become self-sufficient when using the system to support their business needs. This training is accomplished through online webinars, and the distribution of support materials, product documentation, and how-to guides. In addition to the end-user training offered during the implementation process, Edmunds GovTech also provides additional educational materials, webinars, seminars, and annual user group conferences to ensure continued success.

Implementation Process

Edmunds GovTech e5 Implementation Method Overview

EGT's time tested implementation process known as "The e5 Method" has been refined throughout 30+ extensive years of providing software to public entities. The e5 Implementation Methodology detailed above is a breakdown of our standard implementation phases from the start of the project through go-live.

Project Management

Appropriate project management is important to keep the implementation on track and the project team members working effectively. Proper management of the implementation phase must include planning, monitoring, and reporting of progress to ensure the health of the project and to be aware of any problem areas. To facilitate proper management of the project, the client's Project Manager and the EGT Project Manager will discuss the tools, meetings, and reporting that will occur on a scheduled basis during the project planning phase.

EGT strives to provide our clients with a high level of service and establish clear channels of communication during the implementation/project management phases to ensure a successful install, as well as set up the framework for continued success post go-live.

Every phase of the implementation process includes allocated project management time to provide the necessary level of project support and guidance. To facilitate efficient progression through the project, the first task of each phase is to conduct a phase kick-off meeting. The purpose of these meetings is to introduce the objectives of the phase to the project team members and to review the tasks ahead.

If selected for this project, EGT personnel will lead communications during these initial meetings to establish key project dates and learn more about your internal processes. During this time is when a concrete project timeline and training schedule will be established.

Sample Timeline Details

We have included a sample implementation schedule for reference to illustrate our project life cycle, milestones, and key tasks. Projects are typically phased by subject matter area and may consist of one or more phases based upon final selection of modules. Upon award, our project management team will work closely with your staff to develop a detailed schedule that aligns with your availability and organizational priorities. The sample schedule can be altered upon further discovery and final contract negotiations.

Implementation Process

Project name: RFP: Sterling City, KS Sample Project (3 Phases)					
Task number	Outline number	Name	Est. Start	Est. Finish	Milestone
1	1	Project Initiation & Planning:	9/8/2026	7/16/2027	No
2	1.1	Contract Closing	9/8/2026	9/8/2026	No
3	1.2	Internal Sales Transition Meeting	11/10/2026	11/10/2026	No
4	1.3	Project Kick Off & Planning Call	11/11/2026	11/17/2026	No
5	1.4	Technical Data Discovery	11/18/2026	12/8/2026	No
6	1.5	Project Plan Acceptance	6/4/2027	7/16/2027	No
7	2	Project Execution	7/19/2027	4/21/2028	No
8	2.1	Phase 1: Finance, Finance Viewpoint, Requisitions, Employee Self Service, Human Resources, Payroll	7/19/2027	2/21/2028	No
9	2.1.1	Requirements Gathering & Discovery	7/19/2027	9/27/2027	No
10	2.1.1.1	Business Process Review Sessions	7/19/2027	8/6/2027	No
11	2.1.1.2	Data Extraction	8/9/2027	8/20/2027	No
12	2.1.1.3	Data Mapping	8/23/2027	9/24/2027	No
13	2.1.1.4	Technical Review	9/27/2027	9/27/2027	No
14	2.1.2	Data Conversion & User Acceptance Testing	9/28/2027	12/6/2027	No
15	2.1.2.1	Conversion Development	9/28/2027	10/25/2027	No
16	2.1.2.2	EGT User Acceptance Testing (UAT)	10/26/2027	11/15/2027	No
17	2.1.2.3	Client User Acceptance Testing (UAT)	11/16/2027	12/6/2027	No
18	2.1.2.4	Data Conversion Acceptance	12/6/2027	12/6/2027	Yes
19	2.1.3	User Training & System Configuration	12/7/2027	1/13/2028	No
20	2.1.3.1	Training Database Loaded	12/7/2027	12/7/2027	No
21	2.1.3.2	Core User Training	12/8/2027	12/28/2027	No
22	2.1.3.3	End User Training	12/29/2027	1/11/2028	No
23	2.1.3.4	Complete Production Database Configuration	1/12/2028	1/13/2028	No
24	2.1.3.5	Training Acceptance	1/13/2028	1/13/2028	Yes
25	2.1.4	Go Live	1/14/2028	2/21/2028	No
26	2.1.4.1	Go Live Readiness Plan	1/14/2028	1/14/2028	No
27	2.1.4.2	Final Data Extraction	1/17/2028	1/17/2028	No
28	2.1.4.3	Final Data Conversion	1/20/2028	1/24/2028	No
29	2.1.4.4	Go Live - Install to Production	2/1/2028	2/1/2028	Yes
30	2.1.4.5	Go Live Acceptance	2/1/2028	2/21/2028	No
31	2.2	Phase 2: Utility, WIPP Utility, UB Viewpoint	9/13/2027	3/16/2028	No
32	2.2.1	Requirements Gathering & Discovery	9/13/2027	10/18/2027	No
33	2.2.1.1	Business Process Review Sessions	9/13/2027	9/24/2027	No
34	2.2.1.2	Data Extraction	9/27/2027	10/1/2027	No
35	2.2.1.3	Data Mapping	10/4/2027	10/15/2027	No
36	2.2.1.4	Technical Review	10/18/2027	10/18/2027	No
37	2.2.2	Data Conversion & User Acceptance Testing	10/19/2027	2/14/2028	No
38	2.2.2.1	Conversion Development	10/19/2027	12/20/2027	No
39	2.2.2.2	EGT User Acceptance Testing (UAT)	12/21/2027	1/3/2028	No
40	2.2.2.3	Client User Acceptance Testing (UAT)	1/4/2028	2/14/2028	No
41	2.2.2.4	Data Conversion Acceptance	2/14/2028	2/14/2028	Yes
42	2.2.3	User Training & System Configuration	2/15/2028	3/16/2028	No
43	2.2.3.1	Training Database Loaded	2/15/2028	2/15/2028	No
44	2.2.3.2	Core User Training	2/16/2028	3/14/2028	No
45	2.2.3.3	Complete Production Database Configuration	3/15/2028	3/16/2028	No
46	2.2.3.4	Training Acceptance	3/16/2028	3/16/2028	Yes
47	2.2.4	Go Live	1/12/2028	2/21/2028	No
48	2.2.4.1	Go Live Readiness Plan	1/12/2028	1/12/2028	No
49	2.2.4.2	Final Data Extraction	1/24/2028	1/24/2028	No
50	2.2.4.3	Final Data Conversion	1/25/2028	1/28/2028	No
51	2.2.4.4	Go Live - Install to Production	1/31/2028	1/31/2028	Yes
52	2.2.4.5	Go Live Acceptance	2/1/2028	2/21/2028	No
53	2.3	Phase 3: Permitting and Code Enforcement, Accounts Receivable/Business Licensing, Online Permit Application	10/11/2027	4/21/2028	No
54	2.3.1	Requirements Gathering & Discovery	10/11/2027	12/20/2027	No
55	2.3.1.1	Business Process Review Sessions	10/11/2027	10/29/2027	No
56	2.3.1.2	Data Extraction	11/1/2027	11/12/2027	No
57	2.3.1.3	Data Mapping	11/15/2027	12/17/2027	No
58	2.3.1.4	Technical Review	12/20/2027	12/20/2027	No
59	2.3.2	Data Conversion & User Acceptance Testing	12/21/2027	2/28/2028	No
60	2.3.2.1	Conversion Development	12/21/2027	1/17/2028	No
61	2.3.2.2	EGT User Acceptance Testing (UAT)	1/18/2028	2/7/2028	No
62	2.3.2.3	Client User Acceptance Testing (UAT)	2/8/2028	2/28/2028	No
63	2.3.2.4	Data Conversion Acceptance	2/28/2028	2/28/2028	Yes
64	2.3.3	User Training & System Configuration	2/29/2028	4/6/2028	No
65	2.3.3.1	Training Database Loaded	2/29/2028	2/29/2028	No
66	2.3.3.2	Core User Training	3/1/2028	3/21/2028	No
67	2.3.3.3	End User Training	3/22/2028	4/4/2028	No
68	2.3.3.4	Complete Production Database Configuration	4/5/2028	4/6/2028	No
69	2.3.3.5	Training Acceptance	4/6/2028	4/6/2028	Yes
70	2.3.4	Go Live	3/23/2028	4/21/2028	No
71	2.3.4.1	Go Live Readiness Plan	3/23/2028	3/23/2028	No
72	2.3.4.2	Final Data Extraction	3/24/2028	3/24/2028	No
73	2.3.4.3	Final Data Conversion	3/27/2028	3/29/2028	No
74	2.3.4.4	Go Live - Install to Production	3/29/2028	3/29/2028	Yes
75	2.3.4.5	Go Live Acceptance	4/3/2028	4/21/2028	No

Implementation Process

Project Team Members

Joseph Graham, Director of Implementations

- Rutgers University, B.A. in Biological Sciences
- Started with Edmunds GovTech in 2017

Chris Easterwood, PMP, SVP of Professional Services

- Stockton University, B.S. in Accounting
- Started with Edmunds GovTech in 2010

Bryan Adams, Director of Project Management

- Ramapo College of NJ, B.A. in Political Science
- Started with Edmunds GovTech in 2015

Project Team Accolades

From September 2021 - January 2026, **EGT has implemented over 720 ERP project phases.** These projects touched 479 unique customers across 24 unique states. These totals do not include existing customer add-ons.

Implementations by Fiscal Year:

FY2022 (10/1/2021 – 9/30/2022)

- o 113 delivered ERP phases
- o 86 unique customers
- o 13 unique states

FY2023 (10/1/2022 – 9/30/2023)

- o 142 delivered ERP phases
- o 111 unique customers
- o 15 unique states

FY2024 (10/1/2023 – 9/30/2024)

- o 165 delivered ERP phases
- o 138 unique customers
- o 16 unique states

FY2025 (10/1/2024 – 9/30/2025)

- o 199 delivered ERP phases
- o 162 unique customers
- o 19 unique states

Implementation Process

Training

EGT hosts detailed training courses prior to the go-live phase and will supply detailed process documentation to ensure that users are fully prepared to be self-sufficient with the system. Generally, there is a combination of training the trainer and training all end-users based upon the level of detail for each training session and software application. Training is typically completed remotely, but can also be done on-site, or a combination of both. Throughout the year we also host user groups to provide our clients with additional training and information on module updates and new features. A sample training syllabus can be provided upon request.

Responsibilities for implementation and training are divided between both the client and the EGT project team. The scope and timeline for the project is established based on normal working hours and staff schedules.

Responsibilities for the project are shown below.

Edmunds Team Responsibilities:

Project Manager

- Developing the project plan
- Managing overall project communication
- Managing the overall project implementation, resources, and schedules
- Monitoring progress of the overall project and ensuring all key milestones are completed on time
- Validate all deliverables adhere to the EGT quality standards

Implementation Consultants

- Lead Business Discovery session(s)
- Conduct end-user training
- Ensure all requirements are met
- Validate accuracy of the data conversion
- Provide system and industry consulting expertise

Data Engineers

- Conducting the data transformation
- Communicate any data discrepancies discovered
- Provide testing results for review

Data Analysts

- Testing of all system configurations to meet client requirements
- Performing initial data discovery
- Ensuring all final conversion documents are correct and ready for conversion

Client Team Responsibilities:

Project Manager

- Assist with project team adherence to the project plan

Implementation Process

- Client resource scheduling of tasks within the project plan
- Assist in project status reporting to internal stakeholders
- Key contact for Business Process and Discovery sessions for each phase
- Review and validate converted data
- Attend end-user training for all modules that are implemented
- Review and provide formal acceptance of deliverables throughout the project
- Have key personnel available who will work with EGT on administrative functions and security levels, as well as maintain post implementation efforts

Technical Resource

- Key representative to assist EGT with facilitating technical functions such as installation, network access, data extraction, etc.

End Users

- Attend training sessions as needed
- Access training environment and demo databases to practice day to day tasks through go live

Change Management

A new customer's current business processes will be reviewed with the appropriate team members from both parties during the business process review phase of the implementation. This will help promote adoption and awareness of the new platform. Much of the information is learned during the product demonstration phase. The implementation team typically uncovers areas where specialized or customized training or system setup are needed to ensure that operational change management is documented and successful. The best business practices will be defined and added to the training curriculum as agreed upon by both parties.

The implementation project management team will schedule and conduct a weekly status report and various meetings as needed throughout the project to ensure the project milestones and organizational changes are on track. Any alterations to existing processes will be trained during the training phase of the project. All new business processes become part of the project and are documented and trained during implementation.

For other change management efforts, Edmunds GovTech promptly fields software or training change requests as they arise whether it be brought to our attention by the client or it's something we discover that needs altered during the implementation process. Our project manager and implementation team will frequently communicate with the client during initial phases to discuss the project as well as any changes that need to be applied.

Post-go live, the implementation team will remain in contact with the client for a period of time to ensure the solution is functioning efficiently before transitioning the client to working with our customer success team long term. Change requests from our clients can be communicated via various channels including meetings, phone calls, or email. EGT also has a change request form available for clients to fill out and submit.

Implementation Process

Data Conversion

Data conversion is a critical step in the implementation of the Edmunds MCSJ software. A technical definition is that “Data Conversion is the conversion of computer data from one format to another”. The Edmunds definition is that Data Conversion is the translation of data from a legacy software system into the Edmunds MCSJ software system. The key word is translation. The legacy data converted and the resulting Edmunds MCSJ data may sometimes look a little different, but it should always be equivalent.

Data conversion process

The process begins with an EGT Data Analyst connecting to the legacy system’s server and front-end applications to generate a database backup (if possible) and any reports needed from the front end for the data conversion process and data validation process. Once all necessary files and reports have been gathered, the EGT Data Analyst will begin extracting the data from the files and prepare a data mapping document in preparation for an EGT Data Engineer to develop a conversion program. Once all data has been mapped and verified, the EGT Data Engineer will begin writing a client specific data conversion program to take the raw extracted data files and convert them into the MCSJ database to create a “Test Conversion” database. Once the Test database is completed, it is turned over to the client’s assigned Implementation Consultant to begin the validation/quality assurance testing process. During this process, the Implementation Consultant will review the test database with the client for any feedback or adjustments the client requests. These adjustments (if applicable) are communicated back to the Data Engineer who will perform any adjustments needed to the conversion program and subsequent test database. Three (3) business days prior to a client’s scheduled go live, the Data Analyst will connect to the server and front-end system to regenerate all data files and reports needed for final conversion verification, and a final conversion is executed on the final data files to bring all necessary data into sync and prepare for system cut over/go live.

Conversion reports will be provided to assure that all data has been converted properly. While Edmunds will do its best to assure all data is properly converted, it is the responsibility of the customer to verify converted data.

Requirements for data files in regards to electronic conversion

The client will only need to provide front end access to the legacy product so that reports can be generated and the server so that a SQL Database backup can be retrieved. If we have converted from the legacy system in the past, we have a pre-defined conversion process already developed from prior implementations which helps to streamline the process. In the event that EGT is not granted access or for some reason is unable to gather the data files on their own, the client will be responsible for providing the data files/reports needed in a convertible file type. Under normal operating conditions, EGT Data Analyst are typically able to gather all necessary data files with minimal input needed from the client (once system access and server access have been provided).

Implementation Process

Data matching process

An EGT Data Analyst will prepare a data mapping document to plot out the legacy system data files into the MCSJ database schema. This is completed to prepare the data for an EGT Data Engineer to develop a data conversion program.

Data requirements

The only data requirements EGT has for facilitating an effective data conversion is access to the server and front-end system. This is needed along with the ability to generate files from the legacy system into electronic file formats that can be converted (PDF, Excel, CSV, SQL Backups, DBFs, RTF, etc). We are unable to convert data from scanned documents, they must be the original documents that have been generated directly from the legacy system into an electronic format.

Sample Testing Plan

Introduction

This plan outlines the approach for testing post-data conversion & configuration to ensure the system meets the client's functional requirements. It emphasizes collaboration between the Testing Team and the Implementation Consultant to verify system performance and accuracy.

1. Testing Phases

- Post-Data Conversion Review: Assess the completeness and accuracy of data conversion & configuration.
- Training Sessions: Conducted by the Implementation Consultant to familiarize the Testing Team with system functionalities and testing procedures.
- Real-Life Scenario Testing: Project Team executes tests based on realistic operational scenarios to evaluate system performance and data integrity.

2. Objectives

- To validate the functionality and performance of the system following data conversion.
- To ensure the system's outputs meet predefined acceptance criteria.
- To provide hands-on training to the Testing Team, enhancing their understanding and ability to identify discrepancies.

Implementation Process

3. Strategy and Approach

- Collaborative testing involving the Implementation Consultant to offer insights and guidance.
- Focused testing on critical areas affected by data conversion.
- Utilization of real-life scenarios to assess system readiness and performance comprehensively.

4. Test Scope

- Functional validation of converted data within the system.
- Performance and usability testing under simulated real-world conditions.

5. Roles and Responsibilities

- Testing Team: Executes tests, logs results, and communicates findings.
- Implementation Consultant: Provides training, oversees the testing process, and offers guidance on real-life scenarios.

6. Acceptance Criteria

- Detailed criteria, reviewed prior to testing, against which the system's performance and functionality are evaluated.

Conclusion

The testing plan is designed to ensure that the system, following data conversion and configuration, operates effectively and meets all functional requirements. The involvement of the Implementation Consultant is critical to provide the necessary expertise and ensure the testing process is rigorous and reflective of actual operational conditions.

Reporting

There are many canned or out-of-the-box reports, as well as a custom report writer that is built into the system. All reports are point-in-time and completely date sensitive. Reports can be printed to screen and emailed directly from MCSJ. Detailed transaction, condensed, and total only options are available on the vast majority of reports.

Microsoft Office applications can be utilized for reporting and other such tasks through a built in Excel report writer. Edmunds does not sell or support Excel; however, Edmunds' support specialists do their best to assist staff in utilizing these tools. EGT staff will also train the client on how to configure their own reports.

Implementation Process

Quality Assurance Approach

Our goal as a software provider is exceed customer expectations and ensure that all users are completely satisfied with their software experience. Below are some of the steps taken to ensure customer satisfaction:

- 1. New Client Implementation Meeting:** A meeting with all parties involved in the implementation process to provide an overview of the implementation process and to ensure expectations are clearly outlined.
- 2. New Client Packet:** Provides users with detailed information about data conversions, upcoming tasks, training schedules, important dates, goals, and contact information.
- 3. Elevated Support:** All of our clients are guaranteed a response from one of our support specialists within 2hrs. New clients are given high priority status during the implementation phase and at least 30 days after they are fully functional. New clients are guaranteed a response within one hour. In most cases new clients will receive immediate assistance.
- 4. Weekly Status Reports:** All parties involved in the implementation process will be provided with a weekly status report that outlines progress to date and informs all parties of current, short term, and long term tasks to be completed.
- 5. Post Implementation Meeting:** Once a client is deemed fully functional a meeting will be scheduled to gain feedback on the overall process, identify any outstanding issues, and ensure expectations are met.
- 6. Proactive Follow Up:** Members of our staff frequently follow up with clients at specified intervals to gauge satisfaction and identify any specific needs such as additional training, unresolved issues, and staff turnover.
- 7. Ongoing Education:** Edmunds GovTech offers many channels for continuing education for our users. Our website offers online tutorials, FAQ's, user forums, current manuals, and online chat support. Customers are continuously informed and encouraged to take advantage of free webinars, targeted remote training sessions, and yearly user group conferences.

Integration & Interfaces

Since the database is SQL, and ODBC compliant, data can easily be accessed by other third-party tools or queries, with proper security for appropriate third-party products. All reports can be generated to a fixed length or delimited ASCII and are ODBC compliant for use in appropriate third-party products. There is no additional charge to utilize the database with proper access and security in other systems, where appropriate. In addition, EGT has many standard import/export features including GL, revenue, p-cards, positive pay, ACH, direct deposit, bank reconciliation, benefits, meter reading, timeclock, budget, and more.

Implementation Process

Support Overview

Providing high quality support is a key focus of Edmunds GovTech. We deploy a variety of resources to ensure our clients receive timely and effective assistance.

When you have a question for our Customer Support Team, you are not limited to one means of communication. When something goes wrong or you need help, our Customer Support team is available via multiple channels to assist you.

Multi-Channel Customer Support Resources

Electronic/E-mailed Help Requests

There are many different ways to get the information that you are seeking, but for the quickest response time, submitting a ticket via e-mail is the best option. Be sure to provide us with as much information as possible regarding your issue as this will help us to respond with a concise resolution. If need be, we can also securely and remotely connect right to your desktop to help resolve your issue.

You can easily contact support by e-mailing: Support@edmundsgovtech.com

Upon receiving your email, the case is routed to the appropriate staff member who will promptly contact you.

Support Website & User Community

Log on to our support website to view frequently asked questions, helpful hints, and participate in user forums on a variety of different topics. Frequently asked questions and helpful hints contain short explanations of everyday questions and issues. You can search the content library to help and connect with your peers. Don't have a user name and password to log into the support website? Registering is simple, just click the "Login" link and fill out the online form to get instant access to information in our User Community.

Explore our support website by following this link:

<https://help.edmundsgovtech.com/>

Telephone Support

Some users prefer to call our support line to open a ticket. Upon calling in for support, the information you provide over the phone will be constructed into a case that we will add to our system. We pride ourselves in providing a short response time and one-call resolution, so please give us as much information as possible over the phone to help us efficiently resolve your issue.

Online Documentation

Documentation is available online on our support website. Information is available for every module offered and is organized in chapters to help you quickly find the topics you are looking for. Documentation can be downloaded and saved for quick reference.

Implementation Process

Webinars, Seminars, and User Groups

EGT webinars are an online presentation that can be attended from the comfort of your own desk. Most of our GovTalk webinars last approximately one hour and are presented on a variety of different topics. You can even submit your own topic that we will try to cover in a future presentation or we can reach out to you personally to inform you on it. Our seminars offer our clients an opportunity to meet face to face with members of our staff. We schedule seminars based on the geographical locations and needs of our clients. We have also provided workshops located at our office in Northfield, NJ which combine both basic training and an open forum atmosphere for questions. As for our user group conferences, EGT hosts multiple user group events throughout the year to offer educational and networking opportunities. User groups occur both in-person and virtually.

Client Success Manager

Your dedicated client success manager is assigned to you after you are live. They are the main point contact that checks in quarterly to make sure you are utilizing all the features and tools that are offered by EGT. In addition, they are the point of contact for any matters that do not fall under the “support” category, such as trainings for new employees, new products, recommendations/concerns, GovTalks, and user groups. You can reach out to them at any time with questions, concerns, or requests for additional training. If there is something you’re not so sure about, they’d love to help.

Blog & Newsletter

Subscribing to our blog or newsletter can provide you with helpful content and articles that will keep you up-to-date with trends, software functionality, and current topics within the industry. There are a variety of categories you can sign up for and content is consistently published to keep our customers informed on trending topics.

To view our blog, please follow this link:

<https://www.edmundsgovtech.com/blog/>

Resource Center

Our resource center is a great place to stop to see past GovTalk events, product information, whitepapers, product demos, and more. It is always being updated, so be sure to check in to see what you may have missed.

Explore our resource center by following this link:

<https://www.edmundsgovtech.com/resource-center/>

Response Times and SLA

Please view the document on the following page for this information. Our maintenance services and system requirements are included subsequently.

Customer Support SLAs

Edmunds GovTech will use reasonable efforts to respond to all support cases in the published times below, by utilizing commercially available software tools to access the customers database when necessary. EGT's liability is limited to assisting with the restoration of the most recent backup in the event of data corruption.

Case Severity	Response Time
Tier I - Critical	30 minutes or less

Defined as:

- a) Complete system failure and/or unavailable
- b) Loss of vital system functionality
- c) Customer Care Customers (new customers, customers with specific needs, etc..)

Case Severity	Response Time
Tier II – High	30 to 60 minutes

Defined as:

- a) Consistent failure of vital functionality
- b) The issue is time sensitive (payroll processing, billing error, etc.)
- c) Loss of data

Case Severity	Response Time
Tier III – Medium	1 to 3 hours

Defined as:

- a) Issue with an available workaround

Case Severity	Response Time
Tier IV – Low	3 to 6 hours

Defined as:

- a) Issue for a non-vital function
- b) Issue that is aesthetic in nature
- c) User is looking for non-support assistance with a process

Implementation Process

Annual Support & Maintenance Services

Client Support Services

- Phone support with priority resolution and case escalation
- Email to case creation as well as software to case submission
- Rutgers University trained Government Certified Finance Officers & Tax Collectors staffed
- Remote desktop access for all support inquiries & resolution via Bomgar
- Technical issue resolution for MCSJ software operations and covered hardware
- Dedicated Customer Success Manager
- MCSJ reporting and printing resolution
- Client input for upcoming enhancements and updates
- Software system enhancements at no additional cost
- State & Federal mandated changes at no additional cost

Software Updates, New Products, & Development

- MCSJ application enhancements in new versions available at no additional cost
- MCSJ mobile app and web portal enhancements at no additional cost
- 24/7 access to downloadable system patches and updates
- Automated system patches and updates with cloud hosting services
- New products developed will be showcased and available for purchase

Client Support Website Access

- Knowledge base articles
- FAQ's
- Helpful hints
- Video tutorials
- Software system & technical documentation
- Upcoming events posted, such as webinars or user groups

Client Services

- Webinar and video tutorial library
- E-mail alerts & notification of statutory changes
- End of year documentation and procedures
- Notifications of quarterly and/or annual tasks, such as state and federal mandates
- On-site and virtual user group meetings
- And more!

Implementation Process

MCSJ Minimum Requirements

These are the minimum and recommended system requirements to effectively run the MCSJ program.

Server

	Minimum	Recommended
Operating System	Windows Server 2016 or later	Windows Server 2022
Processor	4 Core i5 Processor	6 Core i7 Processor
Memory	10 GB	16 GB
Database Engine	Action (Pervasive) ZEN 15 or MS SQL 2016 or later or MYSQL 8.4	
HD Space	150 GB (Solid State Driver preferred)	
Additional Space for Scanning	20 GB	20 GB

Workstation

	Minimum	Recommended
Operating System	Windows 11 Pro	Windows 11 Pro
Processor Speed	i3 Processor	i5 Processor
Memory	4 GB	8 GB
HD Space	10 GB	10 GB
Resolution	1024 x 768	

Implementation Process

Security Overview

Edmunds GovTech solutions are equipped with advanced cybersecurity features including encryption, access controls, multi-factor authentication (MFA), and robust data protection measures. We've also successfully completed a SOC 2 Type II Audit—a leading industry assessment of security controls and practices. With our software, you can trust that your operations and data are safeguarded.



More details on our software's security features can be found here:
<https://www.edmundsgovtech.com/solutions/security-and-backup/>

Hosted Services

The design of Hosted MCSJ includes software and database security, redundant backup, and robust disaster recovery. More than 1,000 clients utilize our hosting services.

MCSJ Host and Database Security Features

a. Encryption

All communication between the MCSJ client and MCSJ server is encrypted. All sensitive data that is stored in databases is encrypted. Encryption keys are not stored in the database or on the MCSJ Host.

b. Access Control

Hosted MCSJ servers can be restricted to only accepting connections from client specified IP addresses. All MCSJ login and logout activity is recorded in an audit able format. Clients are locked out for ten minutes after five consecutive failed log ins.

c. Data Protection

Protection from viruses, malware, and ransomware is installed on the MCSJ Host.

Database Server Redundancy

Hosted MCSJ servers use the Amazon Aurora (<https://aws.amazon.com/rds/aurora>) database. Aurora provides a high performance and high availability environment for Hosted MCSJ. Client databases run on a primary database node and are replicated in real time to a second/separate

Implementation Process

database node. This setup is called a “two node database cluster”.

Database Backup Redundancy

Hosted MCSJ has redundant backups. Each night a complete server SnapShot is created and a database backup is sent to Amazon S3. Additionally, clients can create a backup on demand. This backup can be stored in S3 or transferred to the local network.

Server SnapShot Retention

Daily MCSJ Host snapshots are retained for 30 days.

Amazon S3 Database Backup Retention

S3 database backups are created for Monday thru Thursday and retained for a week. Weekly database backups are created and retained for a month. Monthly snapshots are retained for 1 year. Yearly snapshots are retained forever.

Disaster Recovery

Hosted MCSJ servers are monitored using Amazon CloudWatch (<https://aws.amazon.com/cloudwatch>). CloudWatch monitors and notifies Edmunds GovTech of various server events. In the event of a failure of a MCSJ Host Edmunds GovTech will restore the failed server within four hours. No client-side configuration changes are required to communicate with the restored server.

Server Locations

Edmunds uses the US East (N. Virginia) AWS region. Edmunds’ servers are spread across the us-east-1b and us-east-1c availability zones. Client data remains inside of the US. Data is owned by the client.

Availability Time Guarantee

Hosted MCSJ has a guaranteed availability of 99.9% “three nines”. Scheduled maintenance is performed after business hours. This maintenance is usually server and MCSJ software updates. Scheduled maintenance is excluded from the availability of 99.9%. Client connectivity issues are also excluded from the availability of 99.9%.

Implementation Process

System Security Setup

EGT assists the client in setting up the desired security for each end user. The system administrator is given the tools to change or modify user access as needed. The software gives access to the system per user ID and is module and task specific. Users can be given access from look-up only to full editing capabilities in some or all of the software modules. Users can also be limited to a range of accounts or departments.

Each task completed in MCSJ has a transaction number associated with the item. This transaction number includes information about what was done at the specific date and time and includes the user posted the transaction. This audit trail is important in tracking system changes.

Users are granted access to the system based on a module and a task. If a user is not given access to certain modules, they do not see those menus when they sign into the system. This ranges from lookup only access to full editing capabilities. EGT provides a security document to the client during the implementation and training phase to assist in setting up the desired level of access per user. An example of this document can be provided upon request.

Sensitive information within the system such as social security numbers and banking information can only be viewed by users with the proper security. Reports do not print any privacy information unless a check box is selected and the user has the proper security to check the box.

Security vulnerabilities will be patched on the system within ten business days. In addition, EGT will commit to revising the software to repair critical security issues within ten business days.

Implementation Process

Updates Overview

Edmunds GovTech strives to provide industry leading software solutions for local governments. This is accomplished in part by our commitment to continually improving and upgrading our software. The MCSJ software has been in use by municipalities for decades and will continue to remain a core component of the company's product suite.

The MCSJ system continually receives quarterly updates/enhancements and will do so for the future of the product line. A core component of the path forward of the company is to invest in continual improvements to core products. MCSJ is developed, tested, sold, implemented, trained, and supported by EGT staff exclusively.

As noted above, major upgrades and enhancements are rolled out 3-4x a year. Smaller system patches and updates are published to the software almost weekly.

When hosted, a client will be automatically upgraded by EGT. A notification of system maintenance and updates will be sent to users and are completed after-hours. Prior releases always remain supported. New releases do not remove functionality, but enhance existing features or provide federal/state compliance. All updates and enhancements are included in the annual support and maintenance agreement. Hosted clients remain on the newest/latest version via EGT handling the updates. Many key system updates include bringing certain modules up to compliance for federal and state mandates.

Our most current updates can be viewed via the link below:

<https://www.edmundsgovtech.com/releases/>

To view our Service Terms & Conditions, and Warranty, please follow the link below:

<https://go.edmundsgovtech.com/terms>

Sales Proposal



PREPARED EXCLUSIVELY FOR:
Sterling City, KS

PREPARED BY:
Bryce Edmunds
Proposal Date: 04/24/2026
Expiration Date: 06/30/2026

Pricing Structure and Cost

Investment Summary

Software Services - Subscription	\$28,650.00
Hosting Services	\$2,500.00
Professional Services - Implementation	\$18,750.00
Conversion Services	\$15,000.00
Total Proposed Year 1 Cost:	\$64,900.00

PAYMENT TERMS

One-time Implementation Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

One-time Data Conversion Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Hosting Services Fees: 100% will be invoiced on the Effective Date for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to each anniversary of the Effective Date.

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

Pricing Structure and Cost

Software Services - Subscription	Amount
AR & Business Licensing - 3 Year	\$1,500.00
Electronic Requisitions - 3 Year	\$1,000.00
Employee Self-Service - 3 Year	\$2,000.00
Finance Super Suite - 3 Year	\$3,500.00
Finance ViewPoint Dashboard - 3 Year	\$2,000.00
Human Resources - 3 Year	\$2,000.00
Online Bill Pay (WIPP) - Utility - 3 Year	\$1,000.00
Online Permit Application - 3 Year	\$1,000.00
Payroll - 3 Year	\$3,500.00
Permitting & Code Enforcement - 3 Year	\$3,000.00
Positive Pay Connector - 3 Year	\$1,650.00
Utility Billing & Collections - 3 Year	\$4,500.00
Utility ViewPoint Dashboard - 3 Year	\$2,000.00
Annual Fees:	\$28,650.00

Hosting Services	Amount
Hosting (Level I)	\$2,500.00
Annual Fees:	\$2,500.00

Professional Services - Implementation	Amount
Electronic Requisitions Implementation	\$750.00
Employee Self-Service Implementation	\$1,000.00
Online Bill Pay (WIPP) - Implementation	\$750.00
Online Permit Application Implementation	\$1,000.00
Standard AR/Business Licensing Implementation	\$1,000.00

Pricing Structure and Cost

Professional Services - Implementation	Amount
Standard Finance Implementation	\$3,500.00
Standard Permitting Implementation	\$3,000.00
Standard Personnel Implementation	\$3,500.00
Standard Utility Implementation	\$3,500.00
Utility ViewPoint Dashboard Implementation	\$750.00
One-Time Fees:	
	\$18,750.00

Conversion Services	Amount
AR & Business Licensing – Standard Conversion	\$1,000.00
- Customer records including names and mailing addresses	
- Active business license records including license types and associated fees (current and prior year)	
Finance - Detail Conversion	\$4,500.00
- Chart of Accounts	
- Detailed Financial Information for current + 3 years	
Budget Activity	
General Ledger Transactions/Journal Entries	
Accounts Payable Check History	
Open and Paid Purchase Order/Voucher/Invoice/Check History	
- Vendor Master	
- Fixed Asset Master	
Payroll & Human Resources - Advanced Conversion	\$2,500.00
- Employee Master Information	
- Current Year Check History	
- Gross Pay	
- Detailed Deductions	
- Detailed Taxes	
- Net Pay	
- Leave Time Balances	
- Employee Profile History	
- Salary, Position, Education History, etc.	
- Employee ACA Benefit Information	
- Employee Dependent Benefit Information	
- Employee Benefit Time Transaction History for current year	
Permitting - Standard Conversion	\$3,000.00

Pricing Structure and Cost

Conversion Services	Amount
<ul style="list-style-type: none"> - Contractor and Customer Master Information - Parcel Master Information including property locations, owner names, and mailing addresses - Building Permit activity including permit types, project descriptions, associated fees, inspections, notes for up to 10 years based on issue date - Does not include billing or payment history (invoices). 	
Utility Billing - Standard Conversion <ul style="list-style-type: none"> - Active customer account Information including Property, Owner, and mailing address information, emails, mail settings such as Tenant vs. Owner. - Meter configuration required to interface with reading software. - Current Billing Configuration (Services, cycles, rates, etc.) - Current + 3 years account activity including billings, payments, adjustments, deposits, and reading history. - System configuration necessary for proper bill calculations including rate codes set-up and assignment, service statuses, meters and last 2 readings. - Current Open Balance (Unpaid, Credit balance/receivables) Information for all accounts. - Backflow meter tracking and testing history 	\$4,000.00
One-Time Fees:	\$15,000.00

SOFTWARE SERVICES - SUBSCRIPTIONS

With an Edmunds GovTech solution, a true Windows application with a graphical user interface is delivered. All applications are ODBC compliant and utilize a SQL database, which allows for seamless integration with products such as MS Excel™, MS Word™, and many GIS packages to name a few.

Smart Phone Apps – All applicable Smart Phone Apps are included with the associated MCSJ module at no additional cost.

Security – The software features a single sign-on approach that allows for user-based security. This provides access to modules based on the employee’s security profile. The security is module and task specific.

Integration – All modules are fully integrated. A single source of entry minimizes data entry errors and streamlines organizational processes. The system dynamically posts all related entries to the appropriate modules.

Reporting – Along with standard system reports, customized reporting is also provided. Through built-in custom reporting tools, users can create and save personalized reports that can be exported directly into MS Excel™. Reporting flexibility allows users to create unlimited custom reports that are accessible at any time.

PDF Forms - All required forms can be generated within the application. This reduces the need to have pre-printed forms, such as pre-printed checks or utility bills. Create customized letters by merging in any field from the system. Letters can be created, printed, and documented in the corresponding record.

Attachments - The ability to attach any type of file to records, accounts, and employees along with scanning images directly into the software is provided. There is no limitation with the amount or size of those items you wish to attach.

EDMUNDS CLOUD PROVIDES:

- Convenience and Resiliency
- Fast and secure access to information from anywhere, anytime

Pricing Structure and Cost

- Expansive data storage
- Redundant data backups to 3 locations in the US
- Maintains workflow during and after a crisis
- Always access the most current data available
- Empowers mobile and citizen engagement apps to work efficiently

IMPLEMENTATION AND PROJECT MANAGEMENT

Edmunds GovTech has a goal to make the transition from a legacy system as painless as possible. Project management includes planning, monitoring, and reporting of progress to ensure the success of the software implementation. The Client's Project Manager and EGT Staff will work in concert to identify the scope of the project, estimate the work involved, and create a project schedule with appropriate resources. The project plan is then developed to describe the tasks that will lead to a successful implementation. The project is carefully planned, implemented, monitored, and controlled. Problem resolution, risk management, opportunity management, change management, software configuration management, and data management are included, identified, and documented throughout the project. Project Managers and Training and Implementation Employees have been involved in hundreds of similar successful projects.

8. Client References

Vandalia City, MO

Brandi Gay - Finance

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Rolla Municipal Utilities, MO

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Oak Grove, KY

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matt.egbert@oakgroveky.org

10. Additional Information



FINANCE SUITE

Edmunds GovTech's **Finance Suite** features a customizable chart of accounts and unlimited number of funds that can be tailored to meet your specific needs. The system's vast array of financial reports provides you with drill-down capability and a one-click export to Excel. A single source of entry streamlines processes and provides seamless integration, which allows for strict enforcement of real time budgetary controls.

The Finance Suite's user-friendly budget preparation tools allow you to either export budget details to Excel or work directly within the application. Budgeting can optionally be configured by fund or department, creating more tailored workflows. Expenditures are fully integrated into the general ledger, completing all two-sided journal entries automatically. Grant, project, and capital account management are included with the financial suite, providing users plenty of flexibility and all of the tools needed to complete tasks in a streamlined manner.



CORE FEATURES

- Increased data integrity
- Automated functionality
- Streamlined information hand-off
- Grant tracking
- Bank reconciliation
- Budget preparation
- Financial, comparative, and drill-down reports
- Search feature
- Easy Excel custom reporting
- Real-time budget updates
- Paperless options with electronic signatures

INTEGRATION FEATURES

- Single-source of data entry for integrated applications
- Mobile App and Web Portal Options
- Revenue Management
- General Ledger
- Encumbrance Accounting
- Purchasing & Accounts Payable
- Contracts Management
- Grant Administration
- Electronic Payment Options

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Finance **Software**

Standardized data and centralized visibility
for more efficient financial management.

Key **Benefits**



Eliminate the need for time consuming manual data entry.



Ensure the accuracy and compliance of all financial data.



Automate tedious financial processes across departments.



Establish seamless integrations with internal accounting systems.



Access valuable data to inform financial decision making.



Maintain transparency with internal and external constituents.



Municipal financial management requires the ability to unify financial data across functional areas, automate routine processes, and access meaningful insights. As a highly capable and tightly integrated fund accounting solution, the Edmunds Finance Super Suite is made to handle all of your jurisdiction's specialized accounting needs while saving valuable time for your financial and accounting teams.

What Edmunds Financial Management **Can Empower You to Do:**

- Manage fund accounting
- Manage your budget
- Measure your KPIs
- Enhanced purchasing
- Maximize transparency
- Integrate systems seamlessly

Purchase Requisitions







Simplify your Budget and Purchasing Process



The **Purchase Requisition** module streamlines the purchasing and accounts payable process by allowing users to submit a request for budgetary expenditures. Real-time balance verification permits users to submit requests for review and approval based on a customizable hierarchy.

Approvers receive automatic notifications to review requests, view supporting document attachments, and update the status of the request. The complimentary mobile app makes approvals on the go even easier. Once approved, purchase requisitions convert to a purchase order, which allows for seamless integration to accounts payable.

FEATURES INCLUDE

-  Streamlined budgeting and approvals, eliminating the need for paper requests
-  Customizable workflows for the approval process
-  Real-time balance verification for users
-  Automatic notifications when review, approvals, or revisions are needed
-  Free mobile app that makes approvals easy
-  Document management for attaching quotes, bids, and invoices
-  Split charges to multiple expense accounts and funds
-  Duplication option for prior requisitions
-  One-click approval process for numerous open requisitions
-  Purchase order creation from an approved requisition
-  Detailed tracking with custom reporting capabilities
-  Integration with finance, budgeting, purchasing, accounts payable, and purchase orders



REPORTING FINANCIAL ANALYTICS AT YOUR FINGERTIPS

Eliminate the constant departmental data requests and daily, manual reporting processes with **Edmunds ViewPoint**. Edmunds ViewPoint Analytics Dashboard is a visual dashboard that displays all of your Key Performance Indicators in a combination of charts, tables, and other elements to effectively analyze all of your essential data. This cloud-native solution comes complete with configurable widgets to project real-time data that is readily available whenever and wherever you need it.

BENEFITS INCLUDE

-  Provide transparency to your council or board by offering a holistic view of financial data
-  Gain key insights into spending trends of your local government
-  Achieve the financial reporting goals of your municipality
-  Decentralize budgetary reporting
-  Ability to easily view, print, or e-mail key data sets
-  One-click export to Excel

AND MORE!

Accounts Receivable & Business Licensing with Online Bill Pay

Invoice and Receipt Payments for Anything, at Anytime



The **Accounts Receivable & Business Licensing** module gives you the flexibility to invoice and collect for any type of fee with online payment functionality. It makes invoicing and licensing seamless with quick entry, automated fee population, and renewal options.

Invoicing for miscellaneous charges such as property maintenance fees, false alarms, dumpster pickup, yard sale fees, and other billed municipal services make receipting, tracking, and reporting effortless. It is also easy to create a recurring invoice to make future billing even simpler.

Licensing adds the ability to bill, renew, and print unlimited license types, including mercantile and retail, liquor and special businesses, hotel and occupancy, meals and lodging, vehicles and taxi, landlord registration, business tax, and more. A user can easily create and renew licenses and generate the bill based on a service fee, type of license, length of license, renewal date, and more. PDF forms and licenses allow for easy customization.

Online Bill Pay extends the functionality of the Accounts Receivable and Business Licensing module to make it simple to take a payment online with a credit card, debit card, or e-check. It gives you the ability to easily receipt payments with a link on your website that are automatically posted to the invoice and integrated with revenue and finance.

FEATURES INCLUDE

- Flexible invoicing, billing, and cash receipting
- Unlimited, customizable license types & rates
- Single or recurring charges with renewal alerts
- Automated renewal & invoice generation
- Generates detailed customer statements with history of invoices, payments, and more
- Charge penalty if an invoice is past due
- Custom reporting for detailed tracking
- 360 view of all charges tied to a property
- Finance, Revenue, & Online Bill Pay integration
- PDF forms allowing for easy customization and e-mailing of licenses and notices



PERSONNEL SUITE

Edmunds GovTech's **Personnel Management Solution** is a highly intuitive set of modules that enhances the functions of local government payroll and human resource departments. Formatted to comply with federal or local mandates, this system is designed to improve data accuracy and expedite cumbersome processes. The Personnel Management Suite utilizes centralized data that is fully integrated with other Edmunds GovTech modules to efficiently power your local government.

This solution invigorates in-house operations by giving you full control over your organization's employee data. Track and evaluate employee earnings, accruals, history, and more via this all-encompassing suite. While bolstering your own personnel management efforts, you can also empower employees through our available **Employee-Self Service Portal** and **Attendance App**. When utilizing these applications, employees can request PTO and even access paystubs, tax documents, benefits, and more. These features allow for a transparent and digitally connected environment for your entire workforce.

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PAYROLL FEATURES

- Securely track, report, and store employee data
- Easy processing to pay and deliver paystubs electronically
- Federal, state, and ACA compliant
- Customizable accrual options
- Detailed deductions & earnings capabilities
- Custom reporting

HUMAN RESOURCES FEATURES

- Track employee status, salary history, disciplinary actions, education, and training for more effective personnel management
- Record detailed time and attendance entries and opt for time clock integration
- Seamless integration of time and attendance tracking
- Applicant and incident tracking
- Personnel action forms with approval processes
- Detailed benefit tracking with global edit functionality

OPTIONAL PORTALS & APPS

- Employee Self-Service Portal
- Attendance App

Personnel **Software**

Intuitive Payroll and HR solutions that cultivate efficient personnel management with direct integration to finance.

Key **Benefits**



Automate tedious processes and eliminate time consuming data entry.



Federal, state, and ACA compliant modules.



Employee Self-Service web portal and mobile app.



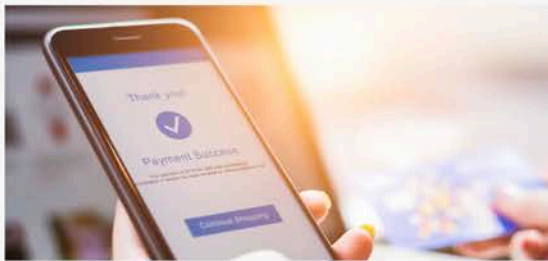
Securely track, report, and store employee data.



Maintain transparency between departments and employees.



Centralized data powered by seamless integration throughout Edmunds full software suite.



Personnel management requires a high degree of upkeep to support those who serve your community. As a highly capable and transparent module, the Edmunds personnel management suite is engineered with industry leading automation to reduce repetitive tasks and is designed to create a digitally connected work experience.

What Edmunds Personnel Management **Can Empower You to Do:**

- Invigorate in-house operations
- Data management
- Take action efficiently
- Expand employee resources
- Intuitive integration
- Revitalized reporting

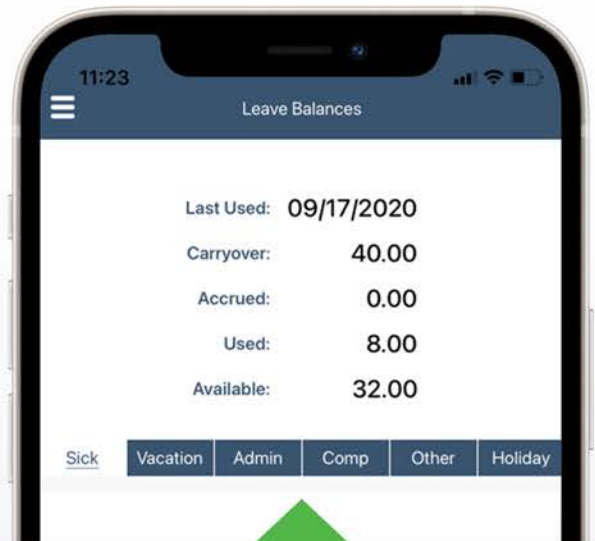
Employee Self-Service

Give Employees 24/7 Access



The **Employee Self-Service Portal** provides employees access to their personal information from anywhere, at any time. It allows employees to enter their daily hours, view pay stubs, request time off, and much more.

Supervisors are set up with a manager's view to review and approve time entries as they are submitted which integrate directly with the Payroll and Human Resources modules. If approved, the requested day is automatically scheduled. If denied, the user can type a reason for denial, and the employee can see the message with the status on the web portal. System notifications make it easy to alert users.



The **Attendance App** extends the functionality of the Employee Self-Service Portal on a mobile device. It provides employees access to view their timesheet, add time worked, view paycheck history, and see current leave balances.

FEATURES INCLUDE

- Direct access to information 24/7
- Reduces payroll & HR workload
- Enter & view timesheet/hours worked
- Print / view past check stubs, W-2, or W-4
- View balances & request time off
- Automatic alerts for approvals & revisions
- Customizable approval workflows
- Optional employee access to personal data
- View benefit & dependent information
- Post forms & documents for employees
- View employee calendar with manager's view
- Manager's view of department schedules
- Custom reporting capabilities
- Integrates with Payroll & HR modules



UTILITY BILLING

Edmunds GovTech's **Utility Billing Solution** is an all-inclusive Utility Billing, Collections, and Customer Information System (CIS) engineered for local governments, utility districts, and authorities. Designed to facilitate your utility services, this scalable system automates the tedious billing and account management processes of residential and commercial properties to drive efficiency and alleviate operational challenges.

This full-featured, flexible application integrates with Finance, Service/Work Orders, Inventory Control, Online Payments, Meter Management App, and more to provide an exceptional end-to-end experience for both the user and customer. With streamlined workflows, user-friendly functionality, and integrated reporting processes, your organization can easily configure, bill, and collect any utility service type charge within one centralized location.



CORE FEATURES

- E-Billing feature
- Service shut-off functionality
- Custom account alerts & notifications
- Year over year usage charts
- Mapping interface for parcel or property
- Customizable billing options
- Ability to add notes or documentation to accounts
- Recalculate bill button
- Easily export to Excel
- User-friendly tracking of municipal charges

INTEGRATION FEATURES

- Online payments and auto-pay option
- Cash receipting and billing receivables integrate with Finance module
- One-point entry for service applications and orders
- Integrated with Service/Work Orders
- Parcel integration and mapping
- Compatible with all meter reading software
- Supports touch pads and radios
- Ability to record results directly from the field

Utility Billing Software

Comprehensive utility management and billing software powered by centralized data and integrated features.

Key Benefits



Unlimited number of meters, accounts, and utility rates.



Flexible integration with meter reading devices, cash collection, and other Edmunds modules.



Revenue collection via online bill pay and automated billing.



Generate custom reports on billing, collections, and usage.



Centralize data via a cloud/hosted solution.



Interface for parcel integration and service shutoff functionality.



Keep your utility services flowing with Edmunds Utility Billing Software. Available for both residential and commercial properties to manage, bill, and report utilities via an all-encompassing module. Made for metered and standard billing options, our module comes packed with a variety of tools that fully integrate to simplify processes for both you and those you serve.

What Edmunds Utility Management Can Empower You to Do:

- Provide superior service
- Revitalized reporting
- Complete tasks on the go
- Seamless data integration
- Time saving automation
- Reduce stress and worry less

ViewPoint Finance & Utility Dashboards



Connected Data Drives Informed Decisions

Replace the ongoing departmental data inquiries and repetitive manual reporting tasks by implementing ViewPoint Dashboards. Our analytics dashboards offer visual representations of Key Performance Indicators through charts, graphs, tables, and other elements, streamlining the assessment of crucial data. This cloud-native solution is equipped with customizable widgets for accessing data that's important to you.



Both ViewPoint Dashboards Can:

- Provide transparency to your council or board by offering a holistic view of data
- Easily view, print, or e-mail key data sets
- One-click export to Excel

Finance ViewPoint

- Review data compiled from expense, revenue, general ledger, budget preparation, and vendors
- Gain critical insights into comparative analysis
- Customize your monthly and quarterly presentations, and departmental budget tracking

Utility ViewPoint

- Review data compiled from accounts, usage, balances, billing, payments, and work orders
- Gain critical insights into utility revenue trends
- Great for customer service/billing representatives, departmental managers, and finance

Pairs Well With: **Finance Super Suite + Utility Billing + Work/Service Orders**

Be sure to ask about our bundling discounts.

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✉ info@edmundsgovtech.com
☎ 888.336.6999

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GovTech



PERMITTING & ENFORCEMENT

Edmunds GovTech's **Permitting and Enforcement Solution** is an efficient module that bolsters your data tracking and retention efforts. Whether it be permits, zoning, ordinance enforcement, land management, or rentals, this all-encompassing software has you covered. Designed to increase visibility and streamline communication, this module comes equipped with real-time mobile and tablet functionality via our **Online Permit Application** to keep all constituents informed. This system also includes unlimited permit and violation types that come paired with custom reporting features to meet all your local government's permitting and enforcement needs.

The Permitting and Enforcement solution fully integrates with our Finance, Utility, Tax, and other parcel and payment collection modules for an exceptional user experience. With this integrated capability, centralized data can display a wide range of detailed information that can even be drilled down to a parcel-specific level. This module is also able to integrate with mapping tools such as Google Maps and other geographical information (GIS) systems to aid in parcel management efforts.

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CORE FEATURES

- Securely track, manage, and store all parcel, permit, inspection, and violation related data
- Unlimited permit and violation types with customizable features to fit the needs of your locality
- Rental property management and tracking
- Online permit application (OPA) portal for inspectors, contractors, and homeowners
- Inspection App for mobile and tablet field use, updates, and notifications
- Real-time visibility of inspection results and other permit statuses
- Project status tracking for all phases including planning and zoning
- Accept payments seamlessly with integration between the web portal, online bill pay features, receivables, and finance system
- User defined forms and letters that are fully customizable
- Document attachment and storage for important documents, photos, updates, etc.
- Mapping feature to integrate Google Maps or GIS system
- Custom reporting across all modules with parcel integration

OPTIONAL PORTALS & APPS

- Online Permit Application (OPA)
- Inspection App
- Online Bill Pay

Permitting & Enforcement Software

Increased visibility and streamlined communications
for more efficient parcel management.

Key Benefits



Unlimited fee types and data storage.



Real-time visibility with mobile and web options.



Permitting Self-Service portal for inspectors, contractors, and homeowners.



Customizable permitting features with user defined forms and letters.



Flexible reporting, even in the field.



Securely track, manage, and store all parcel related data.



Edmunds Permitting and Enforcement Solution enables users to efficiently upkeep your jurisdiction's codes. Engineered for inspectors, contractors, and citizens alike, they will have access to a digitally connected interface that allows for enhanced performance and communication.

What Edmunds Permitting Software Can Empower You to Do:

- High performance capabilities
- Intuitive inspections
- Increase visibility
- Seamless data integration
- Ordinance violations
- Project and land management

Online Permitting Tools



Streamline your permit process with our **Inspection App** and **Online Permit Application** tools. Tailored for contractors, residents, and inspectors, our user-friendly solutions are designed to simplify the permitting process. Whether adding a deck, installing a pool, or embarking on a new construction project, our modules are built to reduce your office's administrative burden, allowing you to focus on what matters most.

Online Permit Application

A web-based portal designed for residents and contractors applying and paying for permits.




- View multiple applications from a single dashboard.
- Applying for a permit is as simple as choosing a property, contact(s), category, subcode, and attaching documents.
- View invoices, permit details, building codes, inspection history, and attachments for submitted applications.
- Create saved drafts when working on permit requests without submission.
- Property and permit details are viewable to the applicant.
- Contractors at larger firms can request access to properties they did not create.
- Documents can be uploaded as PDF, PNG, JPEG or JPG.

Inspection App

A mobile app designed for inspectors working in the field.

- View scheduled inspections for a certain day, week, or month.
- Review the history and documents associated with the property.
- Updates are reflected in real-time.
- Inspection status can be updated to pass/fail with comments.
- Easily search property locations, create new violations, and schedule inspections.
- Upload attachments from your mobile device or record directly in the app.
- Call/text a contractor with one click.
- Mobile app is available through your preferred app store by searching "MCSJ."

Pairs Well With: **Permitting and Code Enforcement + Online Bill Payments + Business Licensing/AR + Finance Suite + Tax Billing + Utility Billing**

 edmundsgovtech.com
 info@edmundsgovtech.com
 888.336.6999

 **edmunds**
GovTech

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- Municipal Dashboard
- ViewPoint Dashboard

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- Real & Personal Property Tax Billing & Collections
- AR & Business Licensing
- Clerk
- Animal Licensing
- Parks & Recreation
- Online Bill Pay

Utility

- Utility Billing & Collections
- Inventory & Mobile App
- Work/Service Orders & Mobile App
- Fleet Maintenance
- Online Bill Pay
- Online Service Applications
- Outbound Notifications
- ViewPoint Dashboard

Personnel

- Payroll
- Human Resources
- Employee Self-Service Portal
- Attendance App

Community Development

- Permitting & Code Enforcement
- Rentals
- Land Management
- Online Permit Applications
- Online Bill Pay
- Inspection Mobile App

Citizen Engagement

- Online Bill Pay
- Parks & Recreation
- Open Records Request Tracker
- Resident Self-Service Portal
- MyTown Mobile App



7 Considerable Benefits of Edmunds GovTech Software



- 1. Improve Customer Service** to your residents and ratepayers. All data is housed in one location, allowing faster, more accurate access to customer's information.
- 2. Reduce Manual Work** by eliminating repetitive processes and the need to enter redundant data manually. Lessen human error and reduce employee frustration, especially with features like paperless purchasing.
- 3. Enhance Interdepartmental Collaboration** by effortlessly accomplishing and bolstering access to centralized data.
- 4. Secure Data** with redundant backups of critical data and built-in disaster recovery.
- 5. Save Money** with one source of accurate and real-time information. The software will reduce administrative and operational costs, allowing you to budget available funds to other areas.
- 6. Improve Reporting & Enhance Forecasting** with all data in one central repository. The system collects and houses data across all departments to create real-time, accurate reporting and business intelligence to assist in making key decisions.
- 7. Add Mobility & Flexibility** to increase citizen and employee engagement through Edmunds GovTech's cloud services, numerous mobile applications, and web portals.

Everything you need to run your local government in a single, integrated solution.



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Midwest Software Partners

Municipal Software Proposal

-Enable My City-



Sterling, KS

Contact: Will Unruh - Customer Relations

Email: will@midwestsoftwarepartners.com

Phone: 620-480-3369

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Proposal: Adopting EMC for Enhanced Usability, Reliability, Reporting, and Security

Introduction

This proposal aims to demonstrate the benefits of working with Midwest Software Partners to adopt EMC for use in the financial management and reporting tasks of Sterling, KS. As the application will be custom developed in close collaboration with the primary users, it will greatly improve the city's workflows, capabilities, and security posture.

Background

In Sterling, the system currently in use to manage financial systems and produce required reports is no longer capable of meeting the needs of the city. A solution is required that receives regular automatic updates based on user feedback and includes reliable support.

Additionally, as modern technology continues to advance, so, too, do the needs of the city. Management of the city's data requires a system that can ensure its confidentiality, integrity, and availability. This requires using an application that is demonstrably safe from technical crashes, data loss, security vulnerabilities, and data breaches.

By adopting EMC, the city will be partnering with solutions architects and engineers with experience building and securing critical systems housing sensitive data on a global scale to ensure the needs of the city are met - both today, and in the future.

Benefits of EMC

Global Availability

Designed to operate in the cloud, EMC is accessed through a web page - meaning customers can securely access the application from any computer, anywhere in the world.

Industry-Leading Security

EMC is created using a security-first approach and designed from the ground up to protect the system helping you run your city. Behind the scenes, the application utilizes multiple layers of industry leading security integrations used by companies like Siemens, Pfizer, and AMD.

Enhanced Collaboration

EMC does not require the installation, patching, or upkeep of any software on your computer. Data is stored within the website itself, allowing multiple users to work together without sharing one computer.

Managed Data Backup

Included in the standard price, the Midwest Software Partners team will implement a data backup plan that guarantees your city's information remains safe - even if a storm or bad luck takes down your office computers.

Automatic Updates

New accounting rules, budgetary requirements, report formats, and software features are automatically applied behind the scenes by Midwest Software Partners. This limits the work customers need to do to keep the application current over the years, allowing them to focus on work that matters.

Future-Proofing

With EMC being architected using a modern approach in a large cloud environment, customers can be confident their application will stay up-to-date, secure, and available for decades to come.

System Design

The system will include input & reporting modules meeting requirements specified during the Requirements Gathering phase of the project. The following modules are in-scope for the initial release:

- Role-based access control & user management
- Payroll(HR) Management
- Utility Billing Management
- Financial Management
 - Budgeting/Forecasting
 - AP/AR
 - Bank Reconciliation
 - General Ledger
 - Receipt Management
- Court Management and conviction reporting
- Various required report generation
- Payment Portal access for UB/Court/AR etc.
- Automated Backup systems

Partnership

EMC is being designed as a custom solution to meet the needs of your city. While many parts of the application can be built using industry-standard architecture, Midwest Software Partners intends to tailor the output of the application to meet your needs as much as possible, rather than require the customer to change existing processes to match new software.

While we believe approaching the design of the application in this way will create a product easier to transition to & use, it will require more input from city employees to ensure the application is producing expected output.

Training & Support

Midwest Software Partners agree to provide a reasonable amount of customer onboarding, new customer training, reference material and resources, and ongoing support for all issues

related to technical issues or functionality within the EMC application. Midwest Software Partners will also provide best-effort support for issues related to customer equipment or use of the application, but not directly related to the application itself.

Pricing Estimation

Application Onboarding & Setup

Customers entering a new contract will require onboarding & setup. This includes the creation of an application specific to the customer, building cost-funds specific to the customer, onboarding new users, and distribution of training materials.

All owners of Midwest Software Partners are from small Midwest towns. As a demonstration of our commitment to *your* town & recognition of the difficulty of maintaining a balanced budget in the face of large up-front costs, Midwest Software Partners agrees to waive all initial onboarding and setup costs.

Ideal onboarding cycle includes two months(or more if available) of data collection from the customer to input by the EMC team into the software and have it validated in EMC by the customer. After data collection and validation ideally an additional two months of running in a tandem configuration with the current software to validate bill and paycheck generation.

We are able to upload any data that customers are able to share with us in any usable format(ideally excel).

Ongoing Costs

While drafting the initial contract, the customer will report the number of service addresses under the city's management. While the contract remains in force, the customer will be invoiced monthly at a flat rate of \$1.50 per service address using the reported count for the CORE modules consisting of Utility Billing, Accounting, Payroll, and Reports.

Additional modules are available as an ala carte option for \$0.25 each per service address OR if all 6 modules are selected the price will be \$1.00 per service address(bundle discount):

Court	Cemetery
Pet Licensing	Council Management
Code & Permits	Grants & Project Management

Additional modules will be released later and have an additional price associated with them to be discussed with the town and Midwest Software Partners at a later date.

Either the customer or Midwest Software Partners have the option to update the service address count by requesting the update at least 30 days prior to January 1 of any calendar year, with the city providing reasonable evidence of the updated count. If neither party requests an updated service address count, the parties will continue using the prior agreed-upon count.

Application Training & Technical Support

Training & Support are included in the regular monthly cost.

Application Updates

Application updates are included in the regular monthly cost.

Referral Credits

Midwest Software Partners works hard to earn the trust and support of customers not only because it is the philosophy the foundation our organization was built upon, but also because word-of-mouth from positive experiences is our primary way of growing our footprint to help new clients. As a demonstration of our appreciation, we will apply a credit to the account of any town who provides a direct referral that leads to a new customer being onboarded. The credit will equal \$3 per service address of the new customer.

Special consideration will be given to customers who refer more than 5 new customers.

References from Customers

Becky in Bentley, KS - 316-796-1799

Jana in Harveyville, KS - 785-367-4144

Evidence of Insurance

Attached to RFP submission

SOFTWARE

Utility/Water Billing
Fund & Business Accounting
Court Software
Cemetery Software
Web Design & Hosting



HARDWARE

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Surveillance Cameras
Phone Systems
Disaster Recovery
Off-Site Backup

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Cover Sheet

Prepared by:

Steve Prasko
Co-Owner
Advantage Computer Enterprises
620-365-5156
sprasko@aceks.com

Date:

April 29, 2026

Submitted to:

Ian Hutcheson
City Manager
City of Sterling
Financial Management / ERP Software RFP-2026-001

This information provided is for the City of Sterling RFP-2026-001. Please accept this as an official response for the City of Sterling. Thanks for the opportunity!

Sincerely,

Steve Prasko | Co-Owner

[Advantage Computer Enterprises](http://www.aceks.com) | [Jayhawk Software](http://www.ac-js.com)

Address: PO Box 385 | 1000 W Miller Rd | Iola, KS 66749

Office: 620.365.5156 | **Fax:** 620.365.7980 | **Cell:** 620.363.0826

Email: sprasko@aceks.com | **Visit:** www.ac-js.com

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Advantage Computer Enterprises Jayhawk Software Company Profile

Company Overview:

- Business Name: Advantage Computer Enterprises with Jayhawk Software as a division
- Type of Business: Hardware & Software
- Address: 1000 W. Miller Road Iola, KS
- Founded in 1980
- Employees 25
- Owners: Cheri Clark and Steve Prasko
- Service Area: Hardware 3 States Software 25 States

Company History:

Advantage Computer Enterprises, Inc., (ACE) was founded in 1980 as Modern Banking Systems of Kansas. During the first years of its operations, the company exclusively serviced banks across Kansas, Oklahoma, and Missouri. The advent of the PC was the impetus to expand the technical support to PC's and networks. As our business expanded to support business and local government entities, the name was changed to Advantage Computer Enterprises.

In the 1990's, Advantage Computer Enterprises acquired Jayhawk Software, which provided utility billing software for rural water districts and municipalities since 1982. This has since led to the development of our software division.

Advantage Computer Enterprises currently has twenty-five employees including the Jayhawk Software division. Our staff includes 8 field technicians that have over 80 years combined technical experience, 4 programmers, 3 accountants, and many support specialists. This long-term employment and history has provided ACE with a large pool of knowledge and experience.

Our Mission:

We strive to provide excellent products, backed by prompt, courteous, knowledgeable and friendly customer support. Growing our business through customer referrals. Our motto is "*Large enough to meet your needs, small enough to care.*" Our staff care about our customers and their satisfaction, so they do everything they can, to provide the very best customer service.

Services Offered:

1. Servers 2. Computers 3. Networking 4. Firewalls 5. Cyber-Security 6. Off-Site Data Storage 7. Managed Services 8. IT Audits 9. Website Development 10. Security Camera Surveillance 11. Telephone Systems 12. Billing Software 13. Accounting Software 14. Court Software 15. Cemetery Software 16. Email Service

Steve Prasko | Co-Owner

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Jayhawk Software Customer Account Team

Account Team Position Overview:

- Sales Staff Members: Combined 56 years of experience
 - 3 staff members that can assist in providing information on all the software, hardware and professional services we provide
 - Average Yearly Experience (18.6)
- Demo Specialist: Combined 89 years of experience
 - 6 staff members that can competently demonstrate all aspects of any of the software we offer
 - Average Yearly Experience (14.8)
- Software Division Coordinator: 6 years of coordinating experience
 - 1 staff member who is the first point of contact to answer any questions or assistance needed
 - Average Yearly Experience (6)
- Installation Specialist: Combined 95 years of experience
 - 4 staff members that can install and support the variety of products we offer
 - Average Yearly Experience (23.75)
- Billing Support Specialist: Combined 105 years of experience
 - 5 staff members that are available for all questions regarding the billing software
 - Average Yearly Experience (21)
- Accounting Support Specialist: Combined 97 years of experience in accounting
 - 3 staff members that are dedicated just to the accounting product and all levels of support questions and concerns
 - Average Yearly Experience (32.3)

Steve Prasko | *Co-Owner*

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Jayhawk Software Statement of Understanding

Concerning the Software Solution for City of Sterling

Setting aside the years in business and the combined employee's years of experience with Jayhawk Software, I think the best way to communicate this understanding is to give an example of how we run our process.

1. **Demo:** You will be given a demo of the billing and/or accounting program to make sure all questions and functionality are addressed. That demo can last as long as needed to allow for any in-depth explanation of questions or concerns. We want to make sure we are a good fit for your operations.
2. **Quote:** You will be provided with all the necessary pricing and documentation with the details required for transparency to make your decision to move forward or not.
3. **Conversion:** We will evaluate your data and provide conversion plan for review.
4. **Initial Conversion Review:** After conversion is complete the converted data will need to be reviewed with your staff and ours to be verified for accuracy.
5. **Installation:** We will work with or accommodate internally all the installations of each product on computers that have been selected for those specific operations.
6. **Final Setup and Review:** Program rates, taxes, deposits and all other information will be set up and confirmed for accuracy with your staff and ours.
7. **Training in Billing and Accounting:** Will occur based on availability of your staff and the order you would desire. We like to train while accomplishing daily activities, so work is getting done and not taking away from daily activities to train. For example – payment entry, billing, printing, etc. Scheduling designated time with no interruptions is preferred.
8. **Post training:** Staff should call or email support with any questions that arise from daily work or reporting for continued standard support.

Steve Prasko | Co-Owner

Email: sprasko@aceks.com

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Jayhawk Software Scope of Services

Required Modules:

1. **Cemetery: Yes**
2. **Court Management:**
 - a. Conviction Reporting: Yes
3. **Financial Management:**
 - a. Accounts Payable: Yes
 - b. Bank Reconciliation: Yes
 - c. Contract: No Vendor Management: Yes
 - d. General Ledger: Yes
 - e. Receipt Management: Yes
4. **Human Resource Administration:**
 - a. Employee-Yes / Positions History-No
 - b. Payroll: Yes
5. **Utility Billing:**
 - a. ACH and electronic billing and payments: Yes
 - b. Customer self-service portal: Yes, with Nexbillpay Option (Not Quoted)

Required Features:

1. **Financial Management:**
 - a. Ability to enter budget authority and code expenses to multiple funds within the same department: Yes
 - b. Ability to make payments using City purchasing cards: Yes
 - c. Ability to write-off accounts receivable: Yes
 - d. ACH payments: Yes
 - e. Budget-check verifications for all expenditures: Yes
 - f. Cash receipts integrated with general ledger and bank reconciliation: Yes
 - g. Cash register functionality: Yes
 - h. Financial reports which at a minimum display prior-year actuals, current year budget, and year-to-date actuals: Yes
 - i. Financial summary dashboards or reports displaying totals by all account code segments utilized in the City's accounting structure (currently fund, department and account): Yes
2. **Human Resource Administration:**
 - a. Ability to generate pension information suitable for submission pension plan actuaries: Yes
 - b. Ability to track employee base pay separately from other compensation factors e.g. incentives, longevity, overtime, etc.: Yes
 - c. Direct deposit for payroll: Yes
 - d. Employee compensation history from hire date to the present: Yes
 - e. Employee overtime time and compensation tracking: Yes
 - f. Employee paid-time-off tracking and calculations based on merit, longevity, etc.: Yes
 - g. Pension and retirement plan wage tracking and calculations: Yes
 - h. Third-party health plan benefits management: Yes
3. **Utility Billing:**
 - a. Budge/flat option for utility billing: Yes
 - b. Customer: Yes
 - c. Estimated utility meter reading using prior period consumption, previous period averages: Yes
 - d. Integration with utility meter reading systems (currently manual read through Itron, but City is in the process of procuring an automatic meter reading solution): Yes
 - e. Unlimited number of charges, fees, rates and penalties comprising customer utility bills: Yes
4. **General:**
 - a. Drill-down functionality: Yes
 - b. Export data to Excel and Adobe Acrobat (.csv, .xlsx, .pdf file formats): Yes
 - c. Features that generally promote a transition to paperless processes: Yes
 - d. Five (5) years of historical data: Yes (Billing)
 - e. Internal document management with ability to attach documents to records e.g. general ledger line items, utility customers, vendors, etc.: Yes

Steve Prasko | Co-Owner

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Jayhawk Software Implementation Process

Implementation City of Sterling

Typical accounting process:

1. Software installation
2. Conversion of Master table information if applicable
3. Initial system setup/configuration
4. Individual module setup/configuration
5. Module training
6. Manual entry of beginning balance financial data
7. Manual entry of necessary historical information for year-to-date
8. Go-live can vary based upon the module.

Timeline

For accounting the time required is generally between 8 – 16 hours spread over several weeks to several months.

For the customer it would vary depending upon the amount of historical data entry that is needed and their commitment. (could easily double the time).

Typically, with a high customer commitment we could achieve a go-live of January 1st by beginning implementation in an October/November timeframe.

Typical billing process:

1. Scheduling
2. Software installation
3. Conversion review by programmer
4. Conversion of data
5. Conversion review by trainer/customer staff to clear issues during conversion
6. Final conversion
7. Individual module/software setup/configuration
8. Live data training

Court implementation

1. Scheduling
2. Software installation
3. Initial system setup/configuration
4. Manual entry training to enter case information
5. Go live training once all case information is entered

Cemetery implementation

1. Scheduling
2. Software installation
3. Initial system setup/configuration
4. Manual entry training to enter cemetery information
5. Manual entry training to enter deed and interment information

Timeline

Billing time required is generally between 16 -20 hours spread over several weeks to 45 days.

That will occur after steps 1 – 7 are accomplished over 15 to 20 hours spread over several weeks.

Court time required is generally between 8 - 16 hours spread over 60 days based on availability of customer.

That will occur after steps 1 – 2 are accomplished over 2 days.

Cemetery as time and staff allow it generally takes no more than 10 hours from start to finish

With high customer commitment and availability of multiple staff we could achieve faster go-live date in 2026

Steve Prasko | Co-Owner

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Advantage Computer
 1000 W Miller RD, PO Box 385
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 Fax: (620) 365-7980
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Quote
 No.: **51280**
 Date: 4/21/2026

Prepared for:
 Ian Hutcheson, MPA (620) 278-3423
Sterling, City of
 114 N Broadway
 PO Box 287
 Sterling, KS 67579 USA

Acct ID:
 Phone: (620) 278-3411

Quantity	Item ID	Description	UOM	Discount	Sell	Total
----- Solus Utility Billing Software:						
1	SOLUS B	SOLUS by Jayhawk (4 User Billing Software/2100 Billable accounts)	EA	\$0.00	\$6,540.00	\$6,540.00
		---- INCLUDES: --- AMR/AMI w/Jayhawk Approved Vendor --- Non-Utility Billing Group --- Licensing - Enhanced Receipting --- ACH Bank Enhanced --- Billing Online Payments w/Nexbillpay				
1.00	DataConvSol	Data Conversion from gWorks	EA	\$0.00	\$3,500.00	\$3,500.00
		<i>Conversion conducted by Jayhawk staff to transfer data from customer's current billing software to Solus. Conversion has two objectives: Primary Objective: (Current Billing Data) Includes customers' account name, address, last reading, balance due and rates if available for moving forward with billing. Secondary Objective: (Static History Data) Includes history in non-editable format for reviewing past billing records. Notes: Conversion may require pre or post conversion cleanup along with rate configuration by customer. Conversion requires preliminary copy of customer's current data, as well as a final copy just prior to going live. Static history has very limited reporting.</i>				
1.00	Training NS	Training New Staff (Remote) - 16 hrs.	EA	\$0.00	\$1,200.00	\$1,200.00
		<i>All training will need to be scheduled. Training will start with a 2 hour overview of the system and 2 hour blocks thereafter. If the session is less than 2 hours, only the actual time will be deducted from the training time purchased.</i>				
1.00	SA PREM	Premium Solus Lite Annual Software Updates/Support Contract (10 hours)	EA	\$0.00	\$964.00	\$964.00
		<i>Software updates/maintenance plus specified hours of priority support, via live operator support number and email, with 4 hour or less call back guarantee. Additional fees will be charged if more support time is required during contract. (Additional details provided in Contract Terms document)</i>				
Subtotal Solus:						\$12,204.00

----- Denali Accounting Software Subscription:						
2	Denali Lic Subscr	Denali Controller (4 users total)	EA	\$0.00	\$600.00	\$1,200.00
1.00	DataConvACC	Data Conversion from gWorks to Denali Fund - GL & Vendor Master Tables ONLY - DOES NOT INCLUDE HISTORY	EA	\$0.00	\$800.00	\$800.00
		<i>Automated Accounting Conversion \$300-\$800 per module (estimated) depending on data format and number of records. Data must be provided in a compatible file format (delimited text, CSV, Excel, etc.) to convert into Cougar/Denali. Only current data fields listed below can be imported unless other arrangements are made (i.e. transactions detail or history are NOT included). Beginning balance amounts and additional transaction codes, payroll codes, tax codes, etc. will also need setup after conversion, before the software can be used. Please select</i>				

Quote
No.: 51280
Date: 4/21/2026

Quantity	Item ID	Description	UOM	Discount	Sell	Total
<i>from the following modules and fields available for conversion:</i>						
1	Denali GL Subscr	Denali General Ledger & Budget Mgmt Subscription	EA	\$0.00	\$500.00	\$500.00
1	Denali BR Subscr	Denali Bank Reconciliation Subscription	EA	\$0.00	\$500.00	\$500.00
1	Denali AP Subscr	Denali Accounts Payable Subscription	EA	\$0.00	\$500.00	\$500.00
1	Denali PR w/Assurance	Denali Payroll	EA	\$0.00	\$750.00	\$750.00
1.00	Training NS	Training New Staff (Remote) - 16 hrs. <i>All training will need to be scheduled. Training will start with a 2 hour overview of the system and 2 hour blocks thereafter. If the session is less than 2 hours, only the actual time will be deducted from the training time purchased.</i>	EA	\$0.00	\$1,800.00	\$1,800.00
1.00	SA PREM	Premium Danali Annual Software Support Contract (16 hours) <i>Software updates/maintenance plus specified hours of priority support, via live operator support number and email, with 4 hour or less call back guarantee. Additional fees will be charged if more support time is required during contract. (Additional details provided in Contract Terms document)</i>	EA	\$0.00	\$1,800.00	\$1,800.00
Subtotal Denali:						\$7,850.00

----- Jayhawk Court Software (JCS):						
1	JCS Purchase	Jayhawk Court Software (4users - up to ?? Cases Annually) - Includes KBI E-Filing Includes: --- Audit Trail --- Electronic Payments w/Nexbillpay	EA	\$0.00	\$8,000.00	\$8,000.00
1.00	DataConvNA-JCS	No Data Conversion <i>Customer has opted not to purchase a data conversion, and has agreed to manually backload any outstanding cases that they would like to track in JCS.</i>	EA	\$0.00	\$0.00	\$0.00
1.00	Training 1	Training (Remote) - 16 hrs	EA	\$0.00	\$1,200.00	\$1,200.00
1.00	SA PREM	Premium Annual Software Updates/Support Contract (10 hours) <i>Software updates/maintenance plus specified hours of priority support, via live operator support number and email, with 4 hour or less call back guarantee. Additional fees will be charged if more support time is required during contract. (Additional details provided in Contract Terms document)</i>	EA	\$0.00	\$964.00	\$964.00
Subtotal JCS:						\$10,164.00

----- Jayhawk Cemetery Software (4 Users):						
1.00	JCEM	Jayhawk Cemetery Software <i>Application tracks person information (name, address, DoB, DoD, etc.) deed #, space information (B/L/S/Space) and more. Includes functions to look up records and print reports by deed#, name, date of death, and more. Optional Cemetery Web Lookup module available.</i>	EA	\$0.00	\$2,400.00	\$2,400.00
1.00	DataConvNA	No Data Conversion <i>Customer has under 300 billable accounts and has elected not to purchase the data conversion. Customer will be required to manually enter customer information directly into JUS.</i>	EA	\$0.00	\$0.00	\$0.00
1.00	Training NS	Training New Staff (Remote) - 8 hrs. <i>All training will need to be scheduled. Training will start with a 2 hour overview of the system and 2 hour blocks thereafter. If the session is less than 2 hours, only the actual time will be deducted from the training time purchased.</i>	EA	\$0.00	\$600.00	\$600.00

Quote

No.: **51280**

Date: 4/21/2026

Quantity	Item ID	Description	UOM	Discount	Sell	Total
1.00	SA STAND	Standard Annual Software Updates/Support Contract (8 hours)	EA	\$0.00	\$750.00	\$750.00
Subtotal JCEM:						\$3,750.00

Your Price: \$33,968.00

Total: \$33,968.00

Prices are firm until 5/21/2026

Terms: Cash - Prepay

Prepared by: Terri Stewart, terri@jayhawksoftware.com

Date: 4/21/2026

Accepted by: _____

Date: _____

By signing, you agree to purchase the above equipment, software, and/or services under the pricing and terms outlined herein (applicable tax may be added/updated when invoiced). Only work stated above will be performed (NO installation, travel or technical service is included for this quote or covered under equipment warranty unless specified). Prepayment, along with signed quote, required on all orders, unless previous arrangements are made. All software sales are final. Authorized returns must be within 15 days and subject to a 25% restocking fee.

Advantage Computer
 1000 W Miller RD, PO Box 385
 Iola, KS 66749
 Phone: (620) 365-5156
 Fax: (620) 365-7980
 www.ac-js.com



Quote
 No.: **51281**
 Date: 4/21/2026

Prepared for:
 Ian Hutcheson, MPA (620) 278-3423
Sterling, City of
 114 N Broadway
 PO Box 287
 Sterling, KS 67579 USA

Acct ID:
 Phone: (620) 278-3411

Quantity	Item ID	Description	UOM	Discount	Sell	Total
----- Jayhawk Software as a Service ESTIMATE:						
----- One-Time Fees:						
4	SFW49222	Windows Server 2022 Remote Desktop User CAL	EA	\$0.00	\$175.00	\$700.00
1.00	Install	Installation & Setup - for Hosted Service for 4 PCs	HR	\$0.00	\$4,000.00	\$4,000.00
1	SFW1098	TS Print Unlimited Users Terminal Works	EA	\$0.00	\$700.00	\$700.00
1.00	DataConvSol	Data Conversion from gWorks to Solus Lite - Will require data grab	EA	\$0.00	\$3,500.00	\$3,500.00
<p><i>Conversion conducted by Jayhawk staff to transfer data from customer's current billing software to Solus. Conversion has two objectives:</i> <i>Primary Objective: (Current Billing Data) Includes customers' account name, address, last reading, balance due and rates if available for moving forward with billing.</i> <i>Secondary Objective: (Static History Data) Includes history in non-editable format for reviewing past billing records.</i> <i>Notes: Conversion may require pre or post conversion cleanup along with rate configuration by customer. Conversion requires preliminary copy of customer's current data, as well as a final copy just prior to going live. Static history has very limited reporting.</i></p>						
1	Star Receipt Printer Ethernet - Dk Gray 654	Star Receipt Printer Ethernet Thermal Dark Gray	EA	\$0.00	\$460.00	\$460.00
<p><i>Includes: Power Supply, Manuals and CD-ROM - 3-year Limited Warranty.</i></p>						
1	Cash Drawer (BLK)	Cash Drawer Printer Driven Black w/ CD9 Star Cabl	EA	\$0.00	\$260.00	\$260.00
<p><i>Includes a Star RJ Cable (K-18-TO-STAR), 15.9Wx16.7Lx3.86H</i></p>						
1.00	Training NS	Solus Lite Training New Staff (Remote) - 16 hrs.	EA	\$0.00	\$1,200.00	\$1,200.00
<p><i>All training will need to be scheduled. Training will start with a 2 hour overview of the system and 2 hour blocks thereafter. If the session is less than 2 hours, only the actual time will be deducted from the training time purchased.</i></p>						
1.00	DataConvACC	Data Conversion from gWorks format to Cougar Mountain Accounting - GL & Vendor Master Tables ONLY - DOES NOT INCLUDE HISTORY	EA	\$0.00	\$900.00	\$900.00
<p><i>Automated Accounting Conversion \$300-\$800 per module (estimated) depending on data format and number of records. Data must be provided in a compatible file format (delimited text, CSV, Excel, etc.) to convert into Cougar/Denali. Only current data fields listed below can be imported unless other arrangements are made (i.e. transactions detail or history are NOT included). Beginning balance amounts and additional transaction codes, payroll codes, tax codes, etc. will also need setup after conversion, before the software can be used. Please select from the following modules and fields available for conversion:</i></p>						
1.00	Training NS	Fund Accounting Training New Staff (Remote) - 16 hrs.	EA	\$0.00	\$1,800.00	\$1,800.00
<p><i>All training will need to be scheduled. Training will start with a 2 hour overview of the system and 2 hour blocks thereafter. If the session is less than 2 hours, only the actual time will be deducted from the training time purchased.</i></p>						

Quote
No.: 51281
Date: 4/21/2026

Quantity	Item ID	Description	UOM	Discount	Sell	Total
1.00	DataConvNA-JCS	No Data Conversion for JCS - Will require data grab <i>Customer has opted not to purchase a data conversion, and has agreed to manually backload any outstanding cases that they would like to track in JCS.</i>	EA	\$0.00	\$0.00	\$0.00
1.00	Training NS	Jayhawk Court Software Training New Staff (Remote) - 16 hrs. <i>All training will need to be scheduled. Training will start with a 2 hour overview of the system and 2 hour blocks thereafter. If the session is less than 2 hours, only the actual time will be deducted from the training time purchased.</i>	EA	\$0.00	\$1,200.00	\$1,200.00
1.00	DataConvNA	No Data Conversion for Cemetery - Will require data grab <i>Customer has under 300 billable accounts and has elected not to purchase the data conversion. Customer will be required to manually enter customer information directly into JUS.</i>	EA	\$0.00	\$0.00	\$0.00
1.00	Training NS	Jayhawk Cemetery Training New Staff (Remote) - 8 hrs. <i>All training will need to be scheduled. Training will start with a 2 hour overview of the system and 2 hour blocks thereafter. If the session is less than 2 hours, only the actual time will be deducted from the training time purchased.</i>	EA	\$0.00	\$750.00	\$750.00
----- Subtotal One-Time Fees:						\$15,470.00
----- Annual Fees:						
1.00	SOL Hosted	Solus Lite Software by Jayhawk (4 Users - 2100 Billable Accounts) <i>Includes access to standard version of SOLUS utility billing package via internet access through an encrypted connection. Includes an automatic backup of your data each night to a separate server in our secure vault. Separate access to programs for each user in your office via individual login and password, with specific user rights tied to login/password. Ability to print documents and reports to your local default printer. Customer will be billed annually for service as quoted herein.</i> ----- INCLUDES: --- AMR/AMI w/Jayhawk Approved Vendor --- Non-Utility Billing Group --- Licensing - Enhanced Receipting --- ACH Bank Enhanced --- Billing Online Payments w/Nexbillpay	EA	\$0.00	\$2,180.00	\$2,180.00
2	Denali Lic Subscr	Denali Controller (4 User Licenses Included)	EA	\$0.00	\$600.00	\$1,200.00
1	Denali GL Subscr	Denali General Ledger & Budget Mgmt Subscription	EA	\$0.00	\$500.00	\$500.00
1	Denali BR Subscr	Denali Bank Reconciliation Subscription	EA	\$0.00	\$500.00	\$500.00
1	Denali AP Subscr	Denali Accounts Payable Subscription	EA	\$0.00	\$500.00	\$500.00
1	Denali PR Subscr	Denali Payroll & Aatrix Subscription	EA	\$0.00	\$750.00	\$750.00
1.00	JCS Hosted	Jayhawk Court Software (2 Users - Up to ?? Cases Annually) <i>Includes access to standard version of Jayhawk Court Software package via internet access through an encrypted connection. Includes an automatic backup of your data each night to a separate server in our secure vault. Separate access to programs for each user in your office via individual login and password, with specific user rights tied to login/password. Ability to print documents and reports to your local default printer. Customer will be billed annually for service as quoted herein.</i> --- Includes: --- Audit Trail --- Electronic Payment w/NBP	EA	\$0.00	\$2,675.00	\$2,675.00

Quote

No.: **51281**

Date: 4/21/2026

Quantity	Item ID	Description	UOM	Discount	Sell	Total
1.00	JCEM Hosted	Jayhawk Cemetery Software 4 Users <i>Includes access to standard version of Jayhawk Cemetery Software package via internet access through an encrypted connection. Includes an automatic backup of your data each night to a separate server in our secure vault. Separate access to programs for each user in your office via individual login and password, with specific user rights tied to login/password. Ability to print documents and reports to your local default printer. Customer will be billed annually for service as quoted herein.</i>	EA	\$0.00	\$800.00	\$800.00
Professional Services:						
1.00	JAY-H Access	Monthly Access Fee for Jayhawk Software - 4 Users	EA	\$0.00	\$2,160.00	\$2,160.00
1.00	SA PREM	Solus Lite Premium Annual Software Updates/Support Contract (10 hours) <i>Software updates/maintenance plus specified hours of priority support, via live operator support number and email, with 4 hour or less call back guarantee. Additional fees will be charged if more support time is required during contract. (Additional details provided in Contract Terms document)</i>	EA	\$0.00	\$964.00	\$964.00
1.00	SA PREM	Denali Premium Annual Software Updates/Support Contract (18 hours) <i>Software updates/maintenance plus specified hours of priority support, via live operator support number and email, with 4 hour or less call back guarantee. Additional fees will be charged if more support time is required during contract. (Additional details provided in Contract Terms document)</i>	EA	\$0.00	\$1,800.00	\$1,800.00
1.00	SA PREM	Court Premium Annual Software Updates/Support Contract (10 hours) <i>Software updates/maintenance plus specified hours of priority support, via live operator support number and email, with 4 hour or less call back guarantee. Additional fees will be charged if more support time is required during contract. (Additional details provided in Contract Terms document)</i>	EA	\$0.00	\$964.00	\$964.00
1.00	SA STAND	Cemetery Standard Annual Software Updates/Support Contract (8 hours)	EA	\$0.00	\$750.00	\$750.00
----- Subtotal Annual Fees:						\$15,743.00

QUOTE NOTES:

- Customer must have a hardware firewall that is compatible with an IKEv2 site to site VPN
- Requires renewable annual contract. Cancellation fee of \$1,200 applies if customer cancels service prior to expiration of contract.
- Requires 3-year commitment.
- Training hours purchased must be used within 6 months of install.
- Training available M-F between the hours of 8:00 a.m. and 5:00 p.m. CST.
- Training available M-F between the hours of 8:00 a.m. and 5:00 p.m. CST.

----- Quote does not include:

- Other modules not included within but listed on option pages
- Customization
- Conversion for Court or Cemetery

----- Software as a Service Internet Speed Requirements:

- 5 MG down / 2 MG up per user
- Satellite - NOT SUITABLE FOR HOSTED SERVICE

Your Price: \$31,213.00

Total: \$31,213.00

Quote

No.: **51281**

Date: 4/21/2026

Prices are firm until 5/29/2026

Terms: Cash - Prepay

Prepared by: Terri Stewart, terri@jayhawksoftware.com

Date: 4/21/2026

Accepted by: _____

Date: _____

By signing, you agree to purchase the above equipment, software, and/or services under the pricing and terms outlined herein (applicable tax may be added/updated when invoiced). Only work stated above will be performed (NO installation, travel or technical service is included for this quote or covered under equipment warranty unless specified). Prepayment, along with signed quote, required on all orders, unless previous arrangements are made. All software sales are final. Authorized returns must be within 15 days and subject to a 25% restocking fee.

SOFTWARE

Utility/Water Billing
Fund & Business Accounting
Court Software
Cemetery Software
Web Design & Hosting



HARDWARE

Custom Built Servers & PCs
Surveillance Cameras
Phone Systems
Disaster Recovery
Off-Site Backup

1000 Miller Rd | PO Box 385 | Iola, KS 66849 | Phone: (620) 365-5156 | Website: www.ac-js.com

Jayhawk Software Client References

The last customer on the list is one of our more recent customers converted. I am providing some that have been with us for 20 plus years, South Hutchinson, and some that are in the 1-year like Cherryvale. I don't have a favorite list that I keep "happy", so they give me a good reference. Cherryvale hasn't even been called for approval. So, you will get a good perspective from them. I may have to apologize to them later, but if my team has done the job I have requested of them it should be a good conversation with a positive reference.

Let me know if you have any questions or concerns. If you have trouble reaching any of these contacts let me know and I will provide another round for you. I currently have over 600 customers throughout 40 States so it shouldn't be a problem providing you with additional references.

Rogersville Water Commission TN
Kristy Bruner
423-272-2540
Bill around 5,000

Reelsville Water Authority IN
Laura Fisher
765-672-8419
Bill around 1,000

Newport Township Sewer Authority PA
Mary Jo Resavy
570-735-0423
Bills around 3,000

City of Pawnee OK
Tammy Todd
918-762-2658
Bill around 1350

City of South Hutchinson KS
Katie Marcum
620-663-7104
Bills around 1500

Most Recent Customer:
City of Cherryvale KS
Karen Davis or Jimmy Holt
620-336-2776
Bill around 1200

Steve Prasko | Co-Owner

Email: sprasko@aceks.com

Cell: (620) 363-0826

H.6 Discuss the Fiscal Year 2027 Sewer Fund budget.



Sewer Fund Revenue

Sales to Customers: Provision of the sewer utility to customers. Rates were most recently increased in April 2026 by 8.0% to meet debt service requirements and provide needed financial stability for the sewer utility.

Miscellaneous: Other revenues, including revenue received from commercial/residential development projects that require the City to install municipal sewer infrastructure.

Total Receipts: All Sewer Fund revenue *less* Unencumbered Cash Balance.

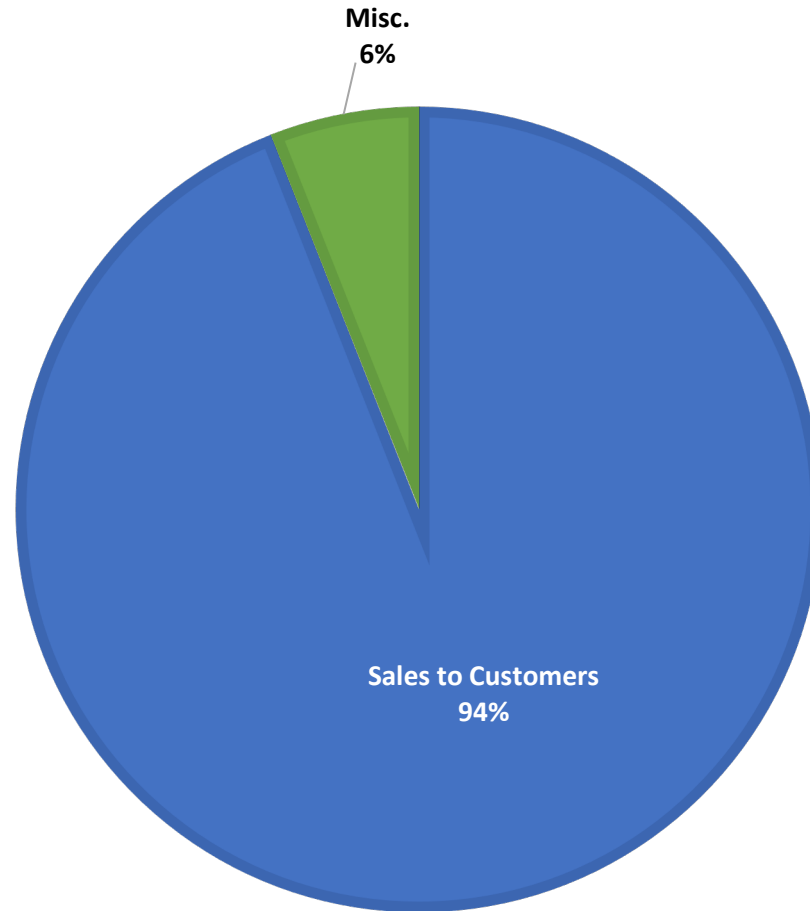
Unencumbered Cash Balance: Cash that is not anticipated to be needed for the fiscal year.

Resources Available: All Sewer Fund revenue, including Unencumbered Cash Balance.

Sewer Fund Revenue	2025 Actual	2026 Budget	2026 YTD*	2027 Proposed
Sales to Customers (Rate Change Effective 04/2026)	\$432,072	\$502,269	\$177,331	\$474,375
Miscellaneous	\$10,318	\$17,478	\$8,951	\$30,140
Transfer from Water Fund	\$100,000	\$0	\$0	\$0
Total Receipts	\$542,390	\$519,747	\$186,282	\$504,515
Unencumbered Cash Balance	\$98,014	\$155,233	\$121,318	\$121,318
Resources Available (Cash Balance + Total Receipts)	\$640,404	\$674,980	\$307,600	\$625,833

*Year to Date as of 06/12/2026

2027 SEWER FUND REVENUE



Sewer Fund Expense

Collection System: Includes sewer line maintenance, operating supplies, miscellaneous contractual expenses, and miscellaneous commodities. The 2027 Proposed amount assumes the completion of the Wastewater Treatment Facility (WWTF) irrigation system project in 2026, among other adjustments.

Sewage Treatment: Includes salaries, health insurance, pension contributions, and FICA contributions. The 2027 Proposed amount includes a 4% increase in salary-related accounts, a 15% increase in health insurance, the filling of a Public Works Laborer vacant position, and a reduction in miscellaneous contractual expenses, among other adjustments.

Administration/Commercial General: Includes debt principal payments, salaries, debt interest payments, and miscellaneous contractual expenses. The 2027 Proposed amount includes an addition to miscellaneous contractual services associated with the implementation of new Enterprise Resource Planning (ERP) software, a 4% increase in salary-related accounts, and a 15% increase in health insurance, a reserve for a new front-end loader, and a reduction in debt interest payments, among other adjustments.

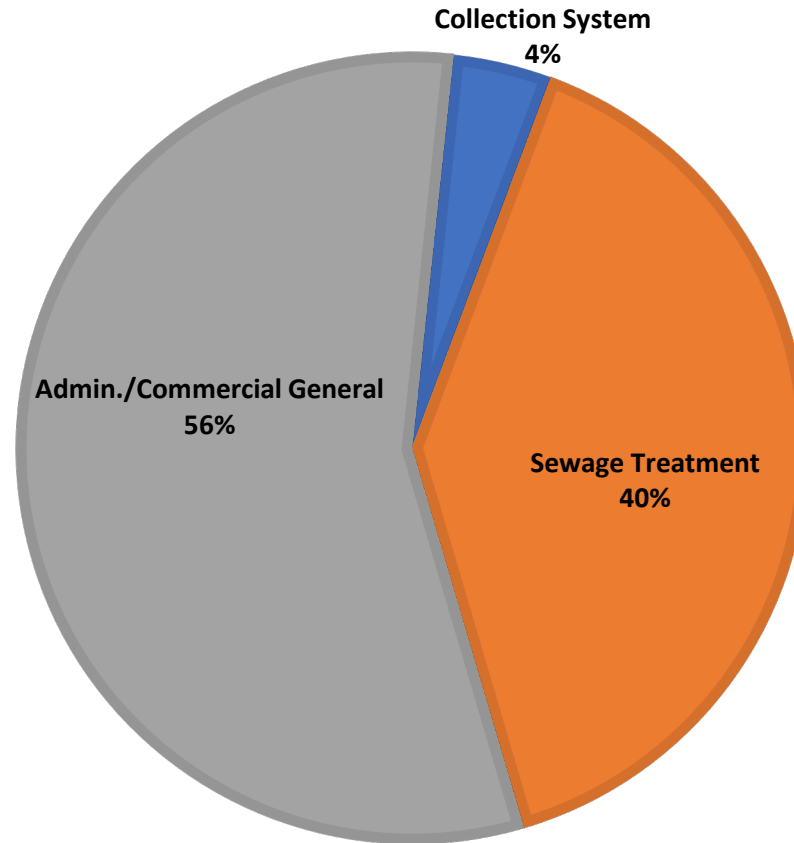
Total Expenditures: All Sewer Fund expenses. Does not include Cash Carryover.

Cash Carryover: Funds budgeted from the unencumbered cash balance in the fund.

Sewer Fund Expense	2025 Actual	2026 Budget	2026 YTD*	2027 Proposed
Collection System	\$190,160	\$24,800	\$22,087	\$20,300
Sewage Treatment	\$153,344	\$183,811	\$67,408	\$200,587
Administration/Commercial General	\$221,449	\$310,562	\$96,552	\$283,628
Total Expenditures	\$564,952	\$519,173	\$186,047	\$504,515
Cash Carryover	\$0	\$155,233	\$0	\$121,318

*Year to Date as of 06/12/2026

2027 SEWER FUND EXPENSE



Sewer Fund Cash Balance

Cash Balance: The amount of unused resources in the fund. A sufficient cash balance provides a buffer for meeting obligations and allows the government the flexibility to respond to unforeseen economic conditions without compromising long-term financial stability. The Government Finance Officers Association (GFOA) recommends that local governments adopt policies establishing target amounts of cash balance in each fund. GFOA does not specify a level of reserves for enterprise funds, which include the City’s Water, Electrical, and Sewer Funds, but a target of 25% of annual operating expenses plus debt service would generally align with industry best practices.

Sewer Fund Cash Balance	2023 Actual	2024 Actual	2025 Actual	2026 Estimated	2027 Proposed
Cash Balance	\$172,470	\$156,225	\$98,014	\$121,657	\$121,318
Target	\$114,515	\$107,593	\$109,999	\$86,591	\$126,129

