

ATTACHMENT NO. IX-B

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Decision Systems

Suggested motion:

Motion to approve to the purchase of additional programs from Decision Systems and the additional cost of the conversion from Sungard

Recommended action:

Approve the motion

It is recommended that the Board of Education approve the purchase of additional programing from Decision Systems in the amount of \$7925.00 and an annual maintenance cost of \$762.50 for:

1. Increase number of users at one time
2. Add automatic signing to purchase orders
3. Add templates to purchase orders that are used repeatedly
4. Add comments to an employee record on payroll
5. Add zero earnings on payroll to make corrections without issuing a check
6. Add printing direct deposits on blank paper
7. Add negotiations package
8. Special programing for uploading employee data to school messenger

A more detailed description is attached on each of the additional programing requests.

It is also recommended that the Board of Education approve the additional cost of the payroll conversion in the amount of \$9850.00. A detailed description is attached on the reasoning for the additional cost.

February 8, 2017

Board of Education

Attached is the original approval for Decision Systems, which identifies an estimated \$12,000 for the cost of conversion (this estimate was based on the hours of time on prior conversions).

Attached is a copy of the billing for the actual cost of the conversion with the number of hours spent on converting both the accounting and the payroll. Accounting came in under budget but the payroll did not.

The cost of converting the payroll files was higher, as we received no help from Sungard. Sungard was asked if they could extract the information needed to an Excel format, but they were of no assistance. I discovered problems, such as Sungard did not link the amount of TRS for each contract for an employee, with it just appearing as a lump sum total of all pay per person. Laverne from Decision Systems had to write a program to separate the types of pay people were getting and what should have been paid. A lot of data had to be entered manually. I feel that Laverne invested more hours in that project than what was actually billed. After each payroll in October, November and December, a conversion was ran, and audited on the weekends. For six weeks, the conversion and program had to be tweaked with exceptions. Laverne also spent many hours inputting the extracted Sungard data in an Excel format to upload to their program.

We ended up having a very successful conversion with no errors in payroll or accounting. The first pay in January everyone had to receive a live check instead of direct deposit. I had to do a lot of the data entry for that part of the program, which required a pre-note to the bank in order to ensure that everyone's information was correct. Employees received their check on Thursday instead of Friday to help accommodate the inconvenience.

Laverne also spent a great deal of his time training the Business Office staff. His support has been admirable compared to Sungard.

I would also like to address the board about purchasing some additional parts of the program that I did not bring to the meeting in September. Laverne has given the options to us on a limited time so that we could see if we needed them and after using the other options this last month I see that they are useful in our day to day operations. Those options are:

1. Increase the number of users that can use the program at one time. Our original quote had three main users for accounting and payroll but he only billed us for two so we will be adding a third person that the board already approved.
2. We would like to add additional users to the purchase order program. We purchased two but I would like to change that to five and the cost will be an additional \$600.00.
3. Add the automatic signing to purchase orders and the required language for the prevailing wage on the purchase order. Cost for that is \$500.00 with \$175.00 annual maintenance cost.

4. Upon request from the secretaries, they would like to be able to create a template of items they repurchase from vendors on a regular basis. Cost of this is \$150.00 with \$15.00 annual maintenance cost.
5. Employee comments on the Payroll. We can add unlimited comments to an employee's pay record. This way we can make comment if we make change to their pay. Cost of this \$300.00 and an annual maintenance of \$30.00.
6. Allow zero earnings on pay checks (this allows us to refund a deduction or reclassify earnings that were posted to the wrong account number). Cost of this is \$125.00 with an annual maintenance cost of \$12.50.
7. Ability to print direct deposits on blank paper instead of printing them on check stock. I should have caught this when bringing this to the board for approval. Laverne pointed it out when we issued our first check. This is important to have and the cost is \$300.00 with an annual maintenance cost of \$30.00.
8. Negotiations package for payroll. With the upcoming teacher negotiations this creates all the scatter grams. This will allow us to print out reports of the total cost of salary and benefits (Health & TRS that the board pays). Once the data is entered in the payroll system changes to the salary schedule would go back to each person's salary and make the change, going up to a five year contract. This addition will automatically upload the teacher's wages in payroll once the contract is settled. This can be used to create the budget for both salary & benefits by producing reports for each salary account number, and can be sent to an Excel file format and shared with the unions. We can also up load the salary schedule the union gives us to see what the actual cost are that they propose. The cost of all parts of this program is \$5,000.00, with an annual maintenance cost of \$500.00.
9. Create an Excel formatted file of employee name, phones numbers, and emails that can be exported and uploaded to school messenger in a format that they except. This way we can upload this on a weekly basis instead of manually entering the information when staff come and go. The cost was \$400.00. We already paid \$100.00. The balance is \$300.00

See the attached sheet with the total cost.

Julia Sauders

DECISION SYSTEMS COMPANY

Software Specialists

P.O. Box 636
Roscoe, IL 61073
Tel (815) 885-3000
Fax (815) 885-3742

JANUARY 5, 2017

NORTH BOONE COMM. UNIT SCHOOL DIST. #200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065



INVOICE 201708

Conversion of Accounting and Purchase Order Systems	5,225.00
(55 hrs. \$95.00/hr.)	
Conversion of Payroll System	16,625.00
(175 hrs. @ \$95.00/hr.)	
TOTAL	21,850.00

The conversion took much longer than was anticipated.

It was predicated on getting data exports from your software vendor which was not forthcoming. Many hours of programming were involved in taking pieces of your systems and building your files and making certain the converted files were in agreement.

If necessary, this invoice could be paid over
1/3 in July, 2017 and 1/3 in July 2018.

This is the
Billing for the
Conversion.

10-07-000000 0 - 2520.311-00

Programming Investment

Fund Accounting System	\$7,500.00
Fund Accounting System Options Desired	
Purchase Order System with Purchase Order Templates	\$5,000.00
Departmental Control System (Optional)	1,000.00
Requisition System with Levels of Approval (Optional)	1,500.00
Multiple user charge for each department (each user beyond first is \$200/ea.)	400.00
Total Investment	
Multiple user charge for each user beyond the first user	
\$500 x No. of users minus 1	2
Total multi-user add on charge	1000.00
Payroll System	\$7,500.00
Multiple user charge for each user beyond the first user	
\$500 x No. of users minus 1	2
Total multi-user add on charge	1000
Payroll /Accounting Options	24025.00
Total Payroll and Accounting package	\$48,925.

Included in the purchase price above is operator training for one person per system and a warranty on all programs for a period of one year. The warranty includes all labor, transportation, and materials to correct any program defect. It includes assistance with the installation of the system(s) on the network.

Can be paid over a 3 year period with no interest charges – Cost per year \$16,308.00

This is the Sheet
that went to the
Board for Approval.
Shows where Board approved
extra users in payroll
& Acct.

THE DECISION SYSTEMS COMPANY

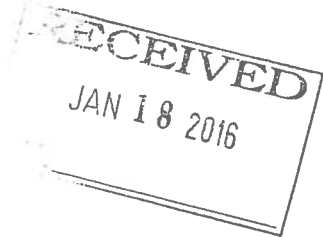
Software Specialists

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Roscoe, IL 61073
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Fax (815) 885-3742



JANUARY 13, 2017

NORTH BOONE COMM. UNIT SCHOOL DIST. #200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065



INVOICE 201712

Fund Accounting System	\$7,500.00
Fund Accounting System Options (See Attached)	5,950.00
Purchase Order System with Purchase Order Templates	\$5,000.00
Departmental Control System	1,000.00
Requisition System with Levels of Approval	1,500.00
Multiple user charge for each department (each user beyond first is \$200/ea.)	400.00
Multiple user charge for each user beyond the first user	
\$500 x No. of users minus 1	500.00
Payroll System	\$7,500.00
Multiple user charge for each user beyond the first user	
\$500 x No. of users minus 1	500.00
Payroll System Options (See Attached)	18,225.00
Total Payroll and Accounting package	\$48,075.00
Due 01/31/17	\$16,025.00
Due 07/31/17	\$16,025.00
Due 07/31/18	\$16,025.00

This is the program
Billing from Decision
Systems that shows
he did not Bill us for
the extra user in
Payroll & Accounting

North Boone Community School District 200		
Additional Accounting and Payroll Options		
Accounting Options	Purchase	Annual
Additional accounting users 1 @ \$500.00 (max. 3 users) (in our original request the board had already approved this expense. When we received the bill from Decision Systems it was excluded from the billing.	500.00	
Additional purchase order users 3 @ \$200 (max. 6 users)	600.00	
This would be a total of 8 users for Purchase orders		
Automatic signing of purchase orders	500.00	175.00
Create a purchase order template automatically from a purchase order.	150.00	15.00
automatic voiding of checks - purchased in the original bill but feel that we would not use this and would subtract this from the bill	-350.00	
Total Accounting Options	1,400.00	190.00
Payroll Options	Purchase	Annual
Additional accounting users 1 @ \$500.00 (max. 3 users) (in our original request the board had already approved this expense. When we received the bill from Decision Systems it was excluded from the billing.	500.00	
Create an excel format of all staff, telephone numbers and emails to be uploaded to School Messenger in the format that school messenger excepted. We already paid \$100.00, the cost was \$400.00 this represents the balance.	300.00	
Employee comments. Track any contact you have with the employee or add notes to the person's pay record.	300.00	30.00
Allow zero earnings on pay checks (Allows refunding deductions and/or reclassifying earnings without earnings)	125.00	12.50
Ability to print direct deposits on blank paper instead of printing them on expensive checks.	300.00	30.00
Negotiations program. Will do scatter grams and provide to the board the actual cost for salary & benefits for the life of the contract. See sample copies of the reports it does.	3500.00	350.00
This is for the negotiations program to automatically upload the new contracts to the payroll systems each year so that it does not have to be manually entered.	1500.00	150.00
Total Payroll Options	6525.00	572.50
Total Options	7,925.00	762.50
These options may be paid over 3 fiscal years if needed. One third now, one third in July, 2017 and one third in July, 2018.		