

DATE:

03/22/2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve the purchase of the MUNIS Tyler Reporting Services and E-Procurement software modules for one year with automatic annual renewals to follow thereafter until terminated by either party.

APPLICABLE BOARD POLICY:

Fiscal Management 04.32 AP.1

HISTORY/BACKGROUND:

In an effort to improve the effectiveness and efficiency of internal financial processes impacting schools and central office personnel, the Finance and Purchasing teams have worked together to find ways to better use the District's financial management system, MUNIS. After thorough research and communicating with District stakeholders and other Districts around the state, both teams have recommended adding new modules to the existing MUNIS account: Tyler Reporting Services for Finance and E-procurement for Purchasing. The cost of these modules would be offset by eliminating a current third-party software product that no longer works well with MUNIS.

The Finance team's request for Tyler Reporting Services is based on the following benefits:

- Ability to compile custom data and perform data analytics on all financial information in MUNIS
- Creation of customized and ad hoc reports for any MUNIS user by any MUNIS user with the ability to save the created reports and have the results delivered on a set schedule of the user's choosing, which could range from SBDM, grant, and departmental budgets, as well as auditor, KDE, and management reports
- End-users, such as principals and department heads, would spend less time creating reports, have more timely and relevant financial data, and would receive easy-to-understand reports intended for individuals who do not review financial data on a daily basis

The Purchasing team's request for E-procurement is based on the following benefits:

- Reduction in time for financial secretaries and department personnel who enter requisitions to start the purchasing process of needed items
- Accuracy of vendor pricing by ensuring orders are placed through District ordering portals with negotiated and contracted pricing already built in to the ordering system, which also avoids the occasional addition of sales taxes and shipping charges that should not occur
- Will provide detailed line item information on purchase orders to improve reconciliation of items received at the school/department level and reconciliation of invoices with the Accounts Payable team
- Ability for vendors to log into a MUNIS portal to review open purchase orders and track District payments for the goods and/or services they have provided the District



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Issue Paper

FISCAL/BUDGETARY IMPACT:

Year one: \$24,874 (\$12,800 set-up, installation, and training fee plus annual subscription fee of \$12,074)

Year two and beyond: \$12,074 recurring fee

The \$12,074 annual recurring subscription fee of these two MUNIS modules will be offset by cancelling a current subscription to a third-party financial reporting service costing \$15,671 per year that no longer cooperates with recent upgrades to the MUNIS system, resulting in a net savings of \$3,597.

RECOMMENDATIONS:

Approval to purchase of the MUNIS Tyler Reporting Services and E-Procurement software modules for one year with automatic annual renewals to follow thereafter until terminated by either party.

CONTACT PERSON:

Susan Bentle and Brian Vanover

A handwritten signature in blue ink, appearing to read 'Susan Bentle', written over a horizontal line.

Principal/Administrator

A handwritten signature in blue ink, appearing to read 'Brian Vanover', written over a horizontal line.

A handwritten signature in blue ink, appearing to read 'Matthew Rigg', written over a horizontal line.

District Administrator

A handwritten signature in blue ink, appearing to read 'Superintendent', written over a horizontal line.

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal -complete, print, sign and send to your Director. Director -if approved, sign and put in the Superintendent's mailbox



Quoted By: Jeff Keller
 Quote Expiration: 05/24/24
 Quote Name: Kenton County School District-
 EERP-Tyler Reporting Services

Saas Term 1.00

Sales Quotation For:

Shipping Address:

Kenton County School District
 1055 Eaton Dr
 Ft Wright KY 41017-9655

Tyler SaaS and Related Services

| Description | Qty | Imp. Hours | Annual Fee |
|---|-----|------------|---------------------|
| Financial Management | | | |
| eProcurement (Vendor Access and Punch-Out) | 1 | 32 | \$ 5,700.00 |
| Data Insights | | | |
| Tyler Reporting Services (Microsoft SQL Server) | 1 | 24 | \$ 7,716.00 |
| Sub-Total: | | | \$ 13,416.00 |
| Less Discount: | | | \$ 1,342.00 |
| TOTAL | | | \$ 12,074.00 |

Professional Services

| Description | Quantity | Unit Price | Ext Discount | Extended Price | Maintenance |
|---|--------------|------------|--------------|----------------|-------------|
| Project Management | 8 | \$ 200.00 | \$ 0.00 | \$ 1,600.00 | \$ 0.00 |
| Reporting Services Install (Existing Clients) | 1 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| 2023-430798-P6B5N2 | CONFIDENTIAL | | | | Page 1 |

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|-----------------------|----|-----------|---------|---------------------|----------------|
| Remote Implementation | 56 | \$ 200.00 | \$ 0.00 | \$ 11,200.00 | \$ 0.00 |
| TOTAL | | | | \$ 12,800.00 | \$ 0.00 |

| Summary | One Time Fees | Recurring Fees |
|--|---------------------|---------------------|
| Total Tyler License Fees | \$ 0.00 | \$ 0.00 |
| Total SaaS | \$ 0.00 | \$ 12,074.00 |
| Total Tyler Services | \$ 12,800.00 | \$ 0.00 |
| Total Third-Party Hardware, Software, Services | \$ 0.00 | \$ 0.00 |
| Summary Total | \$ 12,800.00 | \$ 12,074.00 |
| Contract Total | \$ 24,874.00 | |

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

| Description | Annual Fee | Annual Fee Discount | Annual Fee Net |
|---|---------------------|---------------------|---------------------|
| Financial Management | | | |
| eProcurement (Vendor Access and Punch-Out) | \$ 5,700.00 | \$ 570.00 | \$ 5,130.00 |
| Data Insights | | | |
| Tyler Reporting Services (Microsoft SQL Server) | \$ 7,716.00 | \$ 772.00 | \$ 6,944.00 |
| TOTAL | \$ 13,416.00 | \$ 1,342.00 | \$ 12,074.00 |

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation,

annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.

- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.