

**Village of North Hudson
Finance Committee Meeting/Village Board Meeting
July 2, 2019 at 6:30/7:00 p.m.**

**Issue Statement
Submitted by: Melissa Luedke**

Topic

Upgrade to MSI Accounting Software.

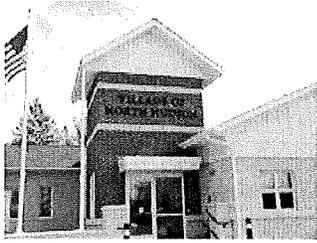
Background

The Village currently uses MSI for our accounting software and has version 6.0. Each year there have been updates to process year end, but there have been no upgrades to the software. The Village was recently notified that due to the outdated version of our software, and very few clients using this version, MSI will no longer provide updates to this version. The Village will need to upgrade to version 12.0 prior to the end of this year.

Other accounting software has been researched, and the Village Treasurer feels that updating the current software is the best option at this time.

Suggested Motion

Move to approve upgrading the current MSI Accounting Software to version 12.0 with a cost not to exceed \$4,000, to be paid for from the Unassigned Fund. In addition, amend the 2019 budget to reflect this purchase.



VILLAGE OF NORTH HUDSON
400 SEVENTH STREET NORTH · HUDSON, WI 54016

RE: Accounting Software

In 2006 the Village of North Hudson purchased Harris Municipal Software (MSI) to provide our accounting software. Every year in December, MSI releases an **update** to our current version to update the Year End Processes. Since 2006, there has been no **upgrades** to our software but MSI has been **updating** our current version. Because of the extremely low amount of users still using this version, MSI has decided to stop **updating** this version. This means that the Village will need to **upgrade** to the current version of MSI Software in order to get our software to **update** every year. We were informed of this in December of 2018, after the 2019 budget was approved.

I have done research on our software needs and looked into the software providers that municipalities from around Wisconsin use. After my research I came to the conclusion that upgrading our software will be the best course of action. I have used it for long enough that there wouldn't need to be a learning curve and it would be considerably less expensive than going with a new software provider.

Thank you,

Nathan C. Troester

Treasurer

Village of North Hudson

400 7th St N, Hudson WI 54016

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ntroester@northhudsonvillage.org



Quote

Date: 5/22/2019
 Quote#: HKC-S9G2D8
 Effective To: 7/31/2019
 Prepared By: Holly Caston

This understanding between **North Hudson, Village of** at 400 Seventh St. North, North Hudson WI 54016 ("Purchaser") and **Municipal Software, Inc.** at 2429 Military Road Suite 300, Niagara Falls, NY 14304 ("Harris") confirms the purchase of the following licensed software products and/or services:

Qty	Item	Price	Ext Amount
SOFTWARE LICENSES:			
1	MSI - Relativity, v12.0, Database Manager Included 1 user license for 32-bit system	\$300.00	\$300.00
1	Runtime V12.0 - MSI Runtime v12 for 5 users	\$1,050.00	\$1,050.00
Total SOFTWARE LICENSES:			\$1,350.00
PROFESSIONAL SERVICES:			
Application Consulting			
8	Training per hour- MSI Remote Training Additional training if needed will be billed at \$150 per hour	\$150.00	\$1,200.00
Subtotal			\$1,200.00
Infrastructure			
1	Installation- MSI Remote Installation	\$900.00	\$900.00
Subtotal			\$900.00
Total PROFESSIONAL SERVICES:			\$2,100.00
TOTAL:			\$3,450.00

Thank you for your continued business and support!

Additional training if needed will be billed at \$150 per hour

If you are interested in moving forward with purchase, please sign this quote and email the signed quote to Holly Caston at hcaston@harrislocalgov.com on or before July 31, 2019.

Payment Terms: Order will be processed with the return of signed quote. Licenses, hardware and services, including travel and lodging expenses, will be billed as product is delivered and/or the work is performed.

Travel and Lodging for Services: All charges are exclusive of out-of-pocket expenses for services performed. Charges for actual and reasonable out-of-pocket expenses, including but not limited to travel and lodging expenses, will be billed monthly as accrued.

Travel and lodging expenses will be billed in conjunction with any services work performed at the Purchaser's offices by Harris personnel. Lodging expenses will include hotel expenses and will only be charged if an employee is required to spend the evening. Travel expenses may include airfare if the employee is required to travel by air to reach the Purchaser's offices. Travel may include the cost of a rental car. If an employee uses his/her personal vehicle, mileage will be charged at the currently published IRS reimbursement rate. When an employee is at or traveling to the Purchaser's offices, fifty-five dollars (\$55) per day will be charged to cover meals and incidentals. If an employee must travel on Saturday, Sunday, or a holiday, or is at the purchaser's office on a holiday, one hundred-ten dollars (\$110) per day will be charged to cover meals and incidentals.

Harris will use its best efforts to minimize all travel and lodging expenses. Only actual travel and lodging expenses will be billed to the Purchaser.

Applicable Tax: Quote does not include applicable sales tax. If the Purchaser is Tax Exempt, a Tax Exemption Certificate (or other documentation) must be provided with this signed Contract. Otherwise, applicable sales tax will be applied at the time of billing.

Purchaser: **North Hudson, Village of (WI)**

By: _____ Date: _____

Title: _____