

RESOLUTION NO 12-025

A RESOLUTION OF THE CITY OF ROSLYN, WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH VISION MUNICIPAL SERVICES FOR UTILITY AND FINANCIAL SOFTWARE UPGRADES

WHEREAS, the City of Roslyn currently operates ASP for its utility and financial software;
and

WHEREAS, a request for proposals was issued to all technology consultants on the MRSC
Rosters on June 7, 2012; and

WHEREAS, the City received one proposal from Vision Municipal Services; and

WHEREAS, the proposal from Visions Municipal Services was determined to meet the City's
needs;

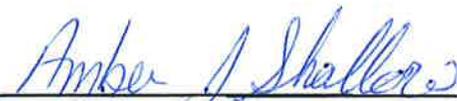
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
ROSLYN, WASHINGTON, AS FOLLOWS:**

Section 1. The Mayor is authorized to enter into an agreement with Vision Municipal Services for
upgrades to the utility and financial software systems.

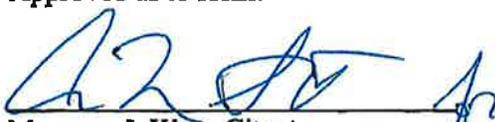
**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF THE
14TH DAY OF AUGUST, 2012.**


Neal R. Lockett, Mayor

ATTEST:


Amber Shallow, Clerk-Treasurer

Approved as to form:


Margaret J. King, City Attorney

PROFESSIONAL SERVICES AGREEMENT
City of Roslyn and Vision Municipal Solutions

This Agreement is entered into by and between the City of Roslyn, Washington, a municipal corporation of the State of Washington, hereinafter referred to as “the City,” and Vision Municipal Solutions, hereinafter referred to as “the Contractor,” whose principal office is located at 307 W. Francis Ave., Spokane, WA 99205.

WHEREAS, the City has determined the need to have certain services performed for its citizens; and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions; NOW, THEREFORE,

IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. Scope of Services to be Performed by Contractor. The Contractor shall perform those services described on Exhibit “A” attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith.

2. Compensation and Method of Payment. The City shall pay the Contractor for services rendered within fifteen (15) days after City Council voucher approval in the form set forth on Exhibit “B” attached hereto and incorporated herein by this reference. The City shall pay Contractor for services provided pursuant to this Agreement the, not to exceed, sum of up to \$34,125.00 plus applicable sales tax at the time of each billing, which sum shall include all costs expended by Contractor in performing such services. The Contractor shall complete and return Exhibit “C,” Taxpayer Identification Number, to the City prior to or along with the first billing voucher submittal.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing 07/31/2012, and ending 12/31/2017, unless sooner terminated under the provisions hereinafter specified.

4. Ownership and Use of Documents. All documents, drawings, specifications, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not.

5. Independent Contractor. The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of

employer and employee between the parties hereto. Neither the Contractor nor any employee of the Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Contractor or any employee of the Contractor.

6. Indemnification. The Contractor shall indemnify, defend, and hold harmless the City, its agents, and employees from and against any and all liability arising from injury or death to persons or damage to property resulting in whole or in part from negligent acts or omissions of the Contractor, its agents, servants, officers, or employees, irrespective of whether in connection with such act or omission it is alleged or claimed that an act of the City, its agents, or employees caused or contributed thereto. In the event that the City shall elect to defend itself against any claim or suit arising from such injury, death, or damage, the Contractor shall, in addition to indemnifying and holding the City harmless from any liability, indemnify the City for any and all expenses incurred by the City in defending such claim or suit, including reasonable attorneys' fees.

7. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Contractor's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Contractor.

8. Termination. If "the City" elects to cancel the payment contract prior to last payment, all software monies will become due at the point of cancellation of payment schedule. The monies due will only be for software and not to include any future Software Assurance Program billings.

9. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

10. Assignment and Subcontract. The Contractor shall not subcontract any services contemplated by this Agreement without the prior written consent of the City.

11. Entire Agreement. This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Either party may request changes to the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

12. Notices. Notices to the City of Roslyn shall be sent to the following address:

City Clerk-Treasurer
City of Roslyn
P.O. Box 451
Roslyn, Washington 98941
Phone number: 509-649-3105

Notices to the Contractor shall be sent to the following address:

Vision Municipal Solutions
P.O. Box 28429
Spokane, WA 99228
Phone: 509-315-8845

13. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees, expert witness fees, and costs of suit.

CITY OF ROSLYN, WASHINGTON

Vision Municipal Solutions

By: _____
Neal R. Lockett, Mayor

By: _____
Craig Lodgard, Managing Member

Date: _____

Date: _____

Attest/Authenticated:

Amber Shallow, City Clerk-Treasurer

Approved As To Form:

Margaret J. King, City Attorney

EXHIBIT “A” – Scope of Work

Implementation steps overview:

- Evaluation of the backup data file you uploaded to our FTP website that needs to be converted
- An evaluation of your existing Hardware and recommendations for improvement if necessary
- Your verification of the converted data for correctness
- Completed conversion of data
- Microsoft .NET and Microsoft SQL Server installations
- Configuration of the Server
 - Establishment of roles, permissions, etc.
- Installation of Vision Reporting Services and configuration of ad-hoc Report Builder
- Setup maintenance plans for data recovery
- Installation of Vision Financials, Payroll, Cash Management, and Utilities software
- All conversions and installations will be complete before we come onsite for training

Vision Reporting Services will be installed on the system server that hosts and processes reports. It is a complete set of tools that you can use to create, manage, and view reports in all Vision software systems in a variety of formats (See below). It will be accessible by all network users. Also included with Reporting Services is a full on-line help function included. Data Integrity Services offers a seamless interface to system information.

Reporting Services has the following features out of the box:

- Interactive Sorting and Drill Thru Capabilities.
- Snapshots.
- Linked Reports.

Vision Reporting Services offers the following export rendering types:

- HTML: Best when viewing within a browser.
- MHTML: Best option when sending reports through e-mail or publishing to a website.
- PDF: Portable document format (PDF) files viewable using the Acrobat Reader.
- EXCEL: Creates a visual representation of the report in an Excel workbook for further analysis.
- WORD: Creates a visual representation of the report in a Word Document.
- XML: Creates an XML document.
- CSV: Comma separated value file, with no formatting.
- IMAGE: Renders reports to bitmaps or metafiles. Supports: BMP, EMF, GIF, JPEG, PNG, RIFF, and WMF.

Vision Reporting Services delivers the following Washington State required reports without any manipulation of data formats:

- C4/C5 Statements, Schedules 4, 5, 7, 11 in, 11 out, 12, 16 State and Federal.

Vision Financials is converted at the beginning of a designated month. We will require a backup file of the data to be uploaded to the Vision FTP website. Vision will convert the data to an Excel spreadsheet. The spreadsheet will have a columnar format, with the conversion data from the existing ASP system and also displayed is the converted data in Vision Financials' format. Most of the vendor information involves only verifying the information to be correct. This is an opportunity to delete old vendors that are no longer valid.

Vision also converts the existing chart of accounts and chosen history information from the ASP system to an Excel spreadsheet format for the City to verify. If there is going to be a change in the line item segments, this

would be the time to convert to a new numbering scheme, but normally the eighteen digit conversion of the chart of accounts will be the same in Vision Financials. The YTD totals are also converted to match the starting point of the Financials system if done in mid-year. If the conversion takes place at the beginning of a fiscal year, the YTD totals are empty. The City would add any new line items to the Excel spreadsheet if needed. The Excel spreadsheets will then be uploaded into Vision Financials. The Financials system is now ready for delivery to the City. The training time could take 1 to 2 days of on-site training. Financials installed and training complete.

Vision Payroll is converted and installed after Financials. Vision would require a backup file of the existing payroll system uploaded to the Vision FTP website. Vision will analyze the deductions and benefits required for payroll. This will be discussed with the Payroll Administrator to verify the payroll components to build the Vision Payroll system. Most of the Payroll system will be converted and built at Vision's headquarters prior to delivery. The next step is remotely installing Payroll to the City and then training on-site with the setup of the payroll fiscals, remainder of components, payroll pay frequencies, table driven components, and user defined information for earnings, benefits, and employer paid benefits that were not electronically converted. The Payroll Administrator will then go through each employee in the system to verify all data is correct. When all is verified, the year-to-date totals are put into the employee's master file. This will enable the City to run W-2's for the current fiscal year. If the conversion happens at the beginning of a fiscal year, the YTD totals will be empty. Vision Payroll on-site training may take 1 to 2 days of training. Parallel payrolls are used to verify Vision Payroll totals to the existing ASP Payroll system.

Vision Cash Management will be integrated in after Financials and Payroll are installed. There is no conversion for Vision Cash Management. The system is set up on-site with payment centers, cash drawers, and cashiering printers. Cash Management has the ability to have multiple payment centers, post and print receipts, present deposit totals, and automatically update receipts to the Vision Financials system.

Vision Utilities will provide a more comprehensive conversion of data. ASP Utility billing master file, meter file, and history files will be converted. History file conversion will consist of 2 years of information for bills, cash receipts, and usages. Vision will require a backup file of the ASP Utility billing system uploaded to Vision's FTP website. Billing master, meter, and history information will be converted to an Excel spreadsheet format and returned to the City for verification. At this point any master accounts that are obsolete can be deleted. After verification of the data, the Excel spreadsheets will be uploaded to Vision Utilities and verified by Vision. Vision Utilities will be ready for delivery to the City. Utility and AMR training will take up to two days of on-site training.

This completes the implementation, provides all information in real time for all users, and will all be completed by March 29, 2013

EXHIBIT B

City of Roslyn
Billing Voucher

To: City of Roslyn
100 E Pennsylvania Ave
P.O. Box 451
Roslyn, WA 98941
Phone number: 509-649-3105
Fax number: 509-649-3174

Contractor: Vision Municipal Solutions
Mailing Address: P.O. Box 28429, Spokane, WA 99228

Specific Program: Integrated Municipal Finance Software System

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Invoice Number: _____ Date of Invoice: _____

Authorized Signature

BUDGET SUMMARY

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
<i>Total requested this</i>	
Contract to date	\$ _____
Balance remaining	\$ _____

Note: If applicable, submit a separate voucher for each program which is funded by your City of Roslyn contract.

For Department Use Only

Approved for Payment:

_____ Date: _____

EXHIBIT C

City of Roslyn
100 E Pennsylvania Ave
P.O. Box 451
Roslyn, WA 98941

TAX IDENTIFICATION NUMBER

In order for you to receive reimbursement from the City of Roslyn, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires us to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Roslyn before or along the submittal of the first billing voucher.

Please check the appropriate category:

<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Government	
<input type="checkbox"/> Individual/Proprietor	<input type="checkbox"/> Other (please explain)

TIN#: 02 - 0796670

SS#: - - - - -

Print Name: Craig Lodgard

Print Title: Managing Member

Business Name: Vision Municipal Solutions

Business Address: 307 W. Francis Ave., Spokane, WA 99205

Business Phone: 509-315-8845



RFP for Roslyn

Submitted by:

Vision Municipal Solutions, LLC

307 W Francis Ave
Spokane, WA 99228

Phone: 509-315-8845

Fax: 888-223-6007

Email: info@visionms.net

Website: www.visionms.net

Signed: _____

Craig Lodgard, Manager/Owner

Vision Municipal Solutions, LLC

A handwritten signature in black ink that reads "Craig Lodgard". The signature is written over a horizontal line.

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SECTION 1 - Cost Summary

Required Modules	Purchase Price	Annual Maintenance	Data Conversion	Installation & Training	Total Price
Receipting	6,000	900	-	700	7,600
General Ledger	6,000	900	500	700	8,100
Budget Preparation	Included	Included	Included	Included	-
Accounts Payable/Purchasing	Included	Included	Included	Included	-
Utility Billing	6,000	900	1,000	700	8,600
AMR interface for handheld meter reading system	1,500	225	-	-	1,725
Vouchering	Included	Included	Included	Included	-
Payroll	6,000	900	500	700	8,100
Treasury, Cash and Investment Reporting & Reconciliation	Included	Included	Included	Included	-
TOTAL BID:	25,500	3,825	2,000	2,800	34,125
* Expires 07/05/2013					
Hourly Rate:					
Staff hourly rate if there is any additional work required outside the scope of the contract	125				



Vision Municipal Solutions, LLC
 PO Box 28429
 Spokane, WA 99228
 Phone (509) 315-8845 Fax (888) 223-6007
 Website: www.visionms.net Email: info@visionms.net

**Purchase Agreement for Vision Software and Professional Services for:
 The City of Roslyn**

This Purchase Agreement dated July 5, 2012 between the City of Roslyn, located at 100 E Pennsylvania Ave, Roslyn, WA 98941 and Vision Municipal Solutions, LLC, located at 307 W. Francis Ave, Spokane, WA. 99228 when signed, confirms the purchase of the following Vision Software Systems and Professional Services:

<u>Software:</u>	<u>Cost</u>	<u>Software Assurance</u>
Vision Financials	\$6,000.00	\$900.00
Vision Payroll	\$6,000.00	\$900.00
Vision Utilities	\$6,000.00	\$900.00
AMR interface for handheld meter reading system	\$1,500.00	\$225.00
Vision Cash Management	\$6,000.00	\$900.00
Vision Reporting Services	<u>Included</u>	<u>Included</u>
Total Software	\$25,500.00	\$3825.00
<u>Professional Services:</u>		
Electronic conversion of ASP Budget and Payroll data files	\$1,000.00	
Electronic conversion of ASP Utility Billing data files	\$1,000.00	
On-site training (Not subject to sales tax)	<u>\$2,800.00</u>	
Total Professional Services	\$4,800.00	
GRAND TOTAL	\$30,300.00	

Contract Notes:

- Travel expenses will be billed after scheduled software is installed. (See Item 10 in the software agreement).
- Sales tax applies to all quoted software and professional services. Sales tax does not apply to on-site training.
- This purchase is for Vision Essentials Edition, licensed exclusively to run with Microsoft SQL Server 2008 R2 Express Edition. Vision will provide the remote installation and configuration of Microsoft SQL Server.
- In the future an update to Vision Standard Edition will cost \$2,000 per application, plus installation and configuration of Microsoft SQL Server Standard Edition for \$700. The City of Roslyn will need to purchase Microsoft SQL Server 2008 R2 or a higher version. The approximate cost for Vision clients is \$810 for initial license and \$130 per user license.
- The City of Roslyn has elected to finance the purchase of software on a 5 year no interest payment schedule. (See Item 7 in the software agreement for payment details) Financing applies to Vision software systems only.

Acceptance of Agreement:

Vision Municipal Solutions, LLC.



 Accepted By (Signature)
 Craig Lodgard

 Printed Name
 Managing Member

 Title:
 07/05/2012

 Date

City of Roslyn

 Accepted By (Signature)

 Printed Name

 Title

 Date



Vision Municipal Solutions, LLC
PO Box 28429
Spokane, WA 99228
Phone (509) 315-8845 Fax (888)223-6007
Website: www.visionms.net Email:info@visionms.net

Software License Agreement between the City of Roslyn and Vision Municipal Solutions, LLC

This Software License Agreement "Agreement" is made effective on the date noted below by and between Vision Municipal Solutions, LLC "Developer" and the City of Roslyn. "Licensee".

"Developer" has developed and licenses to users its "Software" programs marketed and sold under the name "Vision Financials, Vision Payroll, and Vision Reporting Services" "Software".

"Licensee" desires to utilize a copy of the "Software". NOW, THEREFORE, in consideration of the mutual promises set forth herein, "Developer" and "Licensee" agree as follows:

1. License:

"Developer" hereby grants to "Licensee" a perpetual, non-exclusive, non-transferable and irrevocable license to use the "Software" at the City of Roslyn location set forth in this Agreement.

2. Restrictions:

"Licensee" shall not modify Source Code, duplicate, copy or reproduce, licensed "Software", or transfer or convey the "Software" or any right in the "Software" to anyone else without the prior written consent of "Developer"; except for that "Licensee" may make copies of the "Software" for backup or archival purposes.

3. License Fee:

In consideration for the grant of the license and the use of the "Software", "Licensee" agrees to pay "Developer" the sum of \$25,500.00 plus applicable sales tax.

4. Warranty:

A. "Developer" hereby represents and warrants to "Licensee" that "Developer" is the sole owner of the "Software" or otherwise has the right to grant to "Licensee" the rights to use the "Software" set forth in this Agreement

B. For a period of one year (365 days) following the delivery of the "Software" to "Licensee" (the "Warranty Period"), "Developer" warrants that the "Software" shall perform in all material respects according to the "Developer's" specifications concerning the "Software" when used with the appropriate computer equipment. In the event of any breach or alleged breach of this warranty, "Licensee's" sole remedy shall be that "Developer" shall correct the "Software" so that it operates according to the warranty. This warranty shall not apply to the "Software" if modified by anyone or if used improperly or on an operating environment not approved by "Developer".



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 Website: www.visionms.net Email:info@visionms.net

5. Annual Software Assurance Program Schedules:

A. In the year of installation, the Software Assurance amount, listed on page 1, will be pro-rated for the remainder of that year. Beginning in January, "Developer" will provide the annual support amount based on installed Vision software systems. "Developer" shall provide to "Licensee" any new, corrected or enhanced versions of the "Software" as created by "Developer". Such enhancements shall include all modifications to the "Software" which increase the performance, efficiency or ease of use of the "Software", or add additional capabilities or functionality to the "Software", but shall not include any customizations requested by "Licensee". Customizations will be quoted on a per-job basis at the rate of \$125.00 per hour.

B. Each following year, "Licensee" will be invoiced for software maintenance and support under the annual "Software Assurance Program" provided by "Developer" billed annually (January 1st through December 31st). Software Assurance rates are subject to change.

The annual "Software Assurance Program" will include telephone support, email, and on-line programs provided by "Developer" and product updates and enhancements to include any standard reports added to the system. The "Licensee" will be required to have a high speed internet connection for "Software" updates and allow "Developer" the right to remote access for program updates and maintenance work when required.

6. Payment and acceptance:

Payment for "Software", Hardware, and Installation Services shall be made by "Licensee" after all items contracted for have been delivered as stated in the Purchase Agreement and "Licensee" has deemed all "Software", hardware, and services have been delivered and accepted.

7. Time Payment Schedule:

If the "Licensee" has requested a payment plan for "Software" over a period of 5 years, Vision Municipal Solutions, LLC will bill for this in January of each year of the elected schedule, the current sales tax at the time of invoice will be applied. If "Licensee" elects to cancel the payment contract prior to last payment, all "Software" monies will become due at the point of cancellation of payment schedule. The monies due will only be for "Software" and not to include any future "Software Assurance Program" billings. There is no penalty for paying off the balance at any time.

5 Year Payment Plan	
Software Financed	\$25,500
\$25,500 + 5 years = \$5,100	
On-site Training	\$2800
Electronic conversions	\$2000
<i>(Billed upon completion of training)</i>	
Payment Schedule:	
1st year	\$9,900 + annual assurance
2nd year	\$5,100 + annual assurance
3rd year	\$5,100 + annual assurance
4th year	\$5,100 + annual assurance
5th year	\$5,100 + annual assurance



Vision Municipal Solutions, LLC
 PO Box 28429
 Spokane, WA 99228
 Phone (509) 315-8845 Fax (888)223-6007
 Website: www.visionms.net Email:info@visionms.net

8. Limitation of Liability:

"Developer" shall not be responsible for, and shall not pay, any amount of incidental, consequential or other indirect damages, whether based on lost revenue or otherwise. In no event shall "Developer's" liability hereunder exceed the amount of license fees paid by "Licensee" regardless of whether "Licensee's" claim is based on contract, strict liability or product liability.

9. Authority:

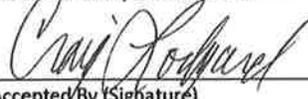
Each party has full power and authority to enter into and perform this "Agreement", and the person signing this "Agreement" on behalf of each party has been properly authorized and empowered to enter into this "Agreement". Each party further acknowledges that it has read this "Agreement", understands it, and agrees to be bound by the "Agreement". The parties' acceptance is expressly limited to the terms hereof and no different or additional terms contained in any purchase order, confirmation, or other writing shall have any force or effect unless expressly agreed to in writing and signed by both parties.

10. Installation Travel Expenses billed to the customer:

Travel expenses will be billed for installation services performed at the "Licensee's" site. Employees of "Developer" may use their personal vehicle. Mileage will be charged at the current published IRS reimbursement rate or a rental car can be used. Rental car rate and actual gas charges will be billed for installation services if a rental car is used. Per Diem charge if applicable will be billed at the current state published rate. Lodging will be charged if "Developer's" personnel are required to stay overnight. "Developer" will only bill for actual travel expenses.

Acceptance of Agreement:

Vision Municipal Solutions, LLC.


 Accepted By (Signature)
 Craig Lodgard
 Printed Name
 Managing Member
 Title:
 07/05/2012
 Date

City of Roslyn

 Accepted By (Signature)

 Printed Name

 Title

 Date

SECTION 2 - Executive Summary

We appreciate the opportunity to present our products and services to the City of Roslyn.

The purchasing of the right municipal software is a difficult process. Our experience in the processes of converting, implementing, and supporting software is one of the key reasons why so many entities in Washington have chosen Vision as their software provider. The Vision Team incorporates decades of experience working with local government along with the latest cutting edge software and technologies to provide our customers with a turn-key, total municipal software solution. We are very proud of our proven track record for providing the very best software and ongoing customer support at an affordable price.

All Vision software presented in this RFP is developed in the .NET framework. Although .Net is technical by nature, we want to emphasize the advantages of working with a vendor that is using this technology. .NET is the latest state-of-the-art software development platform. It is a powerful and robust software development technology that provides the highest security and management tools for developers. It provides us with the tools to build, test, and deploy very reliable and secure software systems. It resolves many of the old processing problems associated with software systems. The typical software problems that are associated with Windows are eliminated with .NET. Vision has partnered with Microsoft because of Microsoft's commitment to the future of the software industry. Hardware requirements of the past are also eliminated. In the future, you will not have to question which PC's, hardware devices, servers, and printers to buy; they will all be compatible with Vision software powered by .NET.

For the past three years, Vision has been installing the Financials, Payroll, Cash Management, Utilities, and Reporting Services systems. 89 sites (75 Cities and 14 Districts) thus far have contracted with Vision to provide software. We believe the main reason for choosing Vision is our reputation. We have proven over the years that we deliver what we promise. We have always been honest and upfront with our customers. We have been very successful in providing a real-time environment for all of our software applications and at the same time we are able to incorporate the existing software information easily into Vision.

In closing, Vision would like to emphasize there are many advantages in working with our company. First and foremost, we provide the highest level of customer support in the industry with a proven track record. Our support staff is professional, knowledgeable, courteous, and responds quickly to support calls. Second, we provide state of the art software applications built on the best technology. We listen to our customers and incorporate their suggestions into our software. Third, the partners of Vision work full time for the success of the company and are readily available every working day. Fourth, we have built a company based on being a solutions provider. In addition to software, we offer Professional Services, IT Services, Treasury Management Services, and Vision Forms: a complete solution for your printing needs. We strive very hard to ensure Vision software is the best software available to entities in the State of Washington, now and into the future.

Thank you for your consideration,

The Vision Team



SECTION 3 - Company Profile

Vision Municipal Solutions, LLC was formed officially in December of 2006. The company has 14 individuals in Spokane, WA making up the Vision Team.

The managing partners of Vision:

Craig Lodgard, Manager customer support and installation, 22 years experience.

John Engebretson, Manager software development, 21 years experience.

Programming/Development:

John Engebretson, Manager software development, 21 years experience.

William Jones, lead programmer and software development, 18 years experience.

Charles Engelhard, programmer, 10 years experience.

Rob Ruder, has numerous certifications with Microsoft and is the architect of the new Vision Utilities system. Rob also helps Vision with database management.

Software Installation and Support:

Craig Lodgard, Manager customer support and installation, 22 years experience.

Dave Heitman, supports the ASP and Vision software product line and has 15 years experience.

Shane O'Neil and Ryan Burtenshaw, support the Vision software applications.

Professional Services:

Toni Nelson, Director of Professional Services, is now part of the Vision Team after 11 years working with the Washington State Auditors. She specializes in providing training for Municipalities.

IT Services:

Pat Dieter, Director of IT Services, 29 years experience. Pat is in charge of Vision's IT services which includes services related to IT, database management, networking implementation, and hardware support.

Steve Lyon, over 31 years of experience working with IT services, networking, hardware, and installation.

Brad Reeser, supports IT Services with the administration of Kaseya and SQL Server.

Sales and Marketing:

Chad Heaton, Director of Client Relations, 18 years of experience. Chad is in charge of the accurate and timely communication of all information to our customers.

Jordan Engebretson, Client Relations Assistant.

Craig, John, William, Pat, Steve, and Dave are all former employees of ASP (Application Software Products, Inc.) located in Spokane Valley, WA. ASP was purchased by Harris Computer Systems of Ottawa, Canada in the spring of 2005. Craig, John, and William worked for Harris for a short time, but did not agree with Harris' business plan for the software business, especially customer service and software support methods. After we terminated our employment with Harris and completed a one year non-compete obligation with Harris, we formed Vision Municipal Solutions, LLC in December 2006.

The Vision Team has decades of experience working with local government entities in the State of Washington. We have the experience and expertise to make a smooth and professional transition to the Vision product line. We have demonstrated this with numerous conversions over the past couple of years. The Vision Team is prepared to put our experience to work for the City of Roslyn.

Client References

City of Black Diamond	Brenda Martinez	Clerk-Treasurer	(360) 886-2560
City of Blaine	Debbie Scherck	Senior Accountant	(360) 332-8311
City of Brewster	Misty Ruiz	Clerk-Treasurer	(509) 689-3464
City of Bridgeport	Lisa Stark	Finance Director	(509) 686-4041
City of Buckley	Sheila Bazzar	Finance Director	(360) 829-1921
City of Cashmere	Kay Jones	Clerk-Treasurer	(509) 782-3513
City of Cle Elum	Toni Fields	Clerk	(509) 674-2262
City of Clyde Hill	John Gagen	Finance Director	(425) 453-7800
City of Colfax	Mark Clinton	Clerk-Treasurer	(509) 397-3861
City of Coulee Dam	Carol Visker	Clerk-Treasurer	(509) 633-0320
Town of Darrington	Lyla Boyd	Clerk-Treasurer	(360) 436-1131
City of Deer Park	Deby Cragun	Clerk-Treasurer	(509) 276-8801
City of East Wenatchee	Teresa Allen	Deputy	(509) 884-9515
City of Elma	Diana Easton	Clerk-Treasurer	(360) 482-2212
Town of Elmer City	Renee Tillman	Clerk-Treasurer	(509) 633-2872
City of Entiat	Ron Hupp	Clerk-Treasurer	(509) 784-1500
Town of Friday Harbor	Wendy Picinich	Treasurer	(360) 378-2810
City of Goldendale	Connie Byers	Clerk-Treasurer	(509) 773-3771
City of Kalama	Coni McMaster	Clerk-Treasurer	(360) 673-4561
Town of La Conner	Lorraine Taylor	Finance Director	(360) 466-3125
City of Langley	Debbie Mahler	Clerk-Treasurer	(360) 221-4246
City of Long Beach	David Glasson	Clerk-Treasurer	(360) 642-4421
City of Maple Valley	Sandy Nesper	Accounting Manager	(425) 413-8800
City of Medina	Nancy Adams	Finance Director	(425) 233-6400
City of Normandy Park	Cherie Gibson	Finance Director	(206) 248-7603
Town of Odessa	Linda Burghard	Clerk-Treasurer	(509) 982-2401
City of Okanogan	Craig Attwood	Clerk-Treasurer	(509) 422-3600
City of Omak	Kathy Lobdell	Clerk-Treasurer	(509) 826-1170
City of Oroville	Kathy Jones	Clerk-Treasurer	(509) 476-2926
City of Pateros	Kerri Wilson	Clerk-Treasurer	(509) 923-2571
City of Quincy	Sue Miller	Clerk-Treasurer	(509) 787-3523
City of Rainier	Charmayne Garrison	Clerk-Treasurer	(360) 446-2265
City of Raymond	Hester Gilleland	Clerk-Treasurer	(360) 942-4100
City of Ritzville	Kris Hansen	Clerk-Treasurer	(509) 659-1930
City of South Bend	Dee Roberts	Clerk-Treasurer	(360) 875-5571
Spokane County Fire District #8	Carol Trescott	Administrative Director	(509) 926-6699
Spokane Valley Fire	Debbie Cox	Administrative Director	(509) 928-1700
City of Sumas	Gerri Lewis	Clerk-Treasurer	(360) 988-5711
City of Tonasket	Alice Attwood	Clerk-Treasurer	(509) 486-2132
City of Toppenish	Linda Mead	Finance Director	(509) 865-6319
City of Wapato	Sue Pearson	Clerk-Treasurer	(509) 877-2334
City of Westport	Margo Tackett	Clerk-Treasurer	(360) 268-0131
Town of Wilbur	Carla Shirley	Clerk-Treasurer	(509) 647-5821
Town of Wilkeson	Melanie Kohn	Clerk-Treasurer	(360) 829-0790
City of Woodland	Mari Ripp	Clerk-Treasurer	(360) 225-8281
City of Zillah	Sharon Bounds	Clerk-Treasurer	(509) 829-5151

SECTION 4 - Vendor Qualifications

General

1. **Single Input:** Information should be entered into the system one time. Duplicate entry of data should be eliminated. This should provide greater efficiency, timely information, and eliminate errors introduced through data re-entry. Y

2. **Client/server:** Solution proposed must be a client/server application Y

3. **Ease of Use:** The system must be easy to use and learn. A Windows environment is required. Specify which version(s) of Windows on which your system will run:
XP, Vista, Windows 7 Y

4. **Real Time Information:** Is the system real time or batch Y
Budget: Will transaction affect financial balances immediately in the appropriate ledgers. Y
Forecast: Users should be able to forecast required resources based on current, actual data. Y

5. **Remote Access:** Can the system provide remote access. Y

6. **Schedule:** Install system in a timely manner and a mutually agreeable schedule. Y

7. **Convenient Communications:** The system should facilitate the exchange of information by supporting electronic messaging and mail functions. Y

8. **Ad Hoc Reporting:** The system should provide reporting tools for generating custom reports from system information. Y

9. **System Documentation:** Do you provide system documentation manuals for each subsystem? Y

10. **User Documentation:** Do you provide user documentation manuals for each subsystem? Y

11. **Training & Support:** Do you provide detailed on-site training, support, and documentation? Y
 Is ongoing training and support available? Y
 Number of hours of live support availability: 8am - 5pm

12. **Training:** Specify how many staff-days of training you anticipate providing as part of your proposal:

System Overview

1/2

Financials (Budget/General Ledger/Accts Payable, etc.)

1

Cash Receipting

1/2

Payroll

1

Utility Billing

1

13. **References:** Please provide a list of municipalities or public utilities that use your system, along with names and phone number of responsible individuals who can be contacted.

See Page 10

14. **Hourly Rates:** As part of your proposal, please provide staff hourly rates for additional work outside the scope of any contract should you be selected. There should also be costs included for data conversion.

See Attached

15. **Report writer:** Please describe how your report writer works and identify if it is provided by another entity.

See Attached

16. **Vendor profile:** Provide a vendor profile that indicates number of staff, years of experience, and key personnel.

See Page 9

17. **Product Testing:** Describe how you conduct product testing and explain how it will ensure the system is ready for production.

See Attached

18. **Security:** The system should cover various levels from user to user class or group. Please describe, on a separate sheet, what security provisions your system has.

See Attached

19. **Data Conversion:** Please describe on a separate sheet what is included in your data conversion from our existing ASP modules.

See Attached

System Environment

1. Does the system include basic password protection for standard access? Y
2. For the password can you specify that it must contain numbers? Y
3. Can application access be restricted by password? Y
4. Is the file recovery automatic after a system failure? Y
5. What database environment is used? (Microsoft SQL strongly preferred) Microsoft SQL, See Attached
6. Is the software fully developed in .Net Framework?
If not, what is the software developed in? Y
7. Does the system run on an NT network/Windows workstations or Novell? Y
8. Does the database support real-time processing in each of the individual systems (programs)? Y
9. Do all of the individual systems have drill-down capabilities? Y
10. Do all of the individual systems have on-line help function? Y
11. Do all of the individual systems have report writer for ad-hoc reporting? Is the report writer an end user product? Y
Y, Microsoft Report Builder
12. Can all of the individual systems handle an unlimited number of accounts? Y
13. In all programs is the inquire screen case sensitive? Y

Financial System – General Ledger

1. Does the system provide for centralized account management? Y
2. Interface to Bank Reconciliation? Y
3. Are users restricted from access to applications not within their authority? Y
4. Can information be exported to other systems such as Excel? Y
See Attached
5. Can accounts be added in years other than the current fiscal year? Y
6. Allow at least 13 periods per year with open periods? Y
7. Allow unlimited number of years of detail information? Y
8. Which of the following reports are available:
 - Trial Balance? Y
 - Detail of transactions by account/object code? Y
 - Revenue & expense detail by account? Y
 - Revenue & expense summary Y
9. Is selective accounting information available:
 - By account? Y
 - By period? Y
 - By date range? Y
10. Can reports be rerun for periods other than the current period? Y
11. Does the system support multiple accounting methods?
 - Cash Basis? Y
 - Modified Accrual? Y
 - Full Accrual? Y
12. Can entries be reversed and deleted automatically? Y
13. Are entries tracked as to:
 - Transaction date & time? Y
 - Posting date & time? Y
 - By user performing entry? Y
14. Allow unlimited number of journal entries? Y
15. On-line screen inquiry including unlimited history? Y

- | | |
|--|------------------|
| 16. Can the previous year be “locked” after year-end closure occurs so inadvertent changes cannot be made? | <u>Y</u> |
| 17. Does the system provide year-end annual reporting for: | |
| Balance sheets | <u>Y</u> |
| Operating statements | <u>Y</u> |
| Cash flow statements | <u>Y</u> |
| 18. Does the system support the BARS chart of accounts? | <u>Y</u> |
| 19. Allow notes to accounts? | <u>Y</u> |
| How many | <u>Unlimited</u> |
| 20. How many user-defined chart of account components? | <u>Unlimited</u> |
| 21. How many characters available in the chart of accounts? | <u>Unlimited</u> |
| 22. Will the system allow accounting periods other than the City’s fiscal year for projects and grants? | <u>Y</u> |
| 23. How many funds can your system manage? | <u>Unlimited</u> |

Budget Preparation

1. Forecast (using different methods) current-year ending balances based on current year-to-date data? Y
2. Support multiple budget versions (i.e. original, amended, adopted, etc.) Y
3. Ability to directly link to spreadsheet and/or word processing documents. Please see Report Writer information attached Y

Accounts Payable/Purchasing

1. Does the system provide for vendor maintenance:
By name? Y
By vendor number? Y
2. Does the system track whether vendors require 1099's or not? Y
3. Can you cancel invoices in the system? Y
4. Can you cancel/void checks in the system? Y
5. Does the system allow unlimited number of vendors? Y
6. Does the system allow unlimited number of years of history? Y
7. Will the system allow you to work in both current and future periods? Y
8. Will the system interface with the other systems such as: GL, Budget, and Cash Receipting? Y
9. Does the system support both check & voucher printing? Y
10. Do transactions directly affect the General Ledger accounts in:
Income/Expenses/Budget Y
11. Does the system provide a check reconciliation system? Y
12. Are duplicate payments prevented? Y
13. Can the system print 1099's at year-end for vendors requiring them? Y
14. Can the system generate a payment approval list for City Council approval? Y
15. Access vendor history by vendor, invoice date, check date? Y
16. Does the system provide history drill-down to include: invoice information and GL account number? Y

Cash Receipting

1. Does the system provide centralized collections? Y
2. Will the system distribute appropriate information to GL & Utility Billing? Y
3. Can the system track all entered payments including voided receipts? Y
4. Does the system provide integration to an electronic cash drawer system? Y
5. Can the system provide collection of all methods of payment at one location? Y
6. Does the system provide cash-out procedure for balancing each operator? Y
7. Does the system provide the ability to define payment mode and provide a daily deposit cash, check, and debit composition? Y
8. Can the system print a cash receipt on demand? Y
9. Can you view transactions in the cash receipts inquiry? Y
10. Does the system provide on-line payment information? Y
11. Does the system allow one or more transactions per receipt? Y
12. Will the system allow for credit/debit card payments? Y
13. Will the system provide for direct debit transactions? Y

Payroll

1. Does the system support standard user-defined salary tables? Y
2. Does the system support part-time and hourly employees with pro-rated benefits? Y
3. Does the system accommodate employees with unusual shifts? Y
4. Can the system support multiple positions for a single employee? Y
5. Is the payroll system integrated to the GL and budget? Y
6. Does the system track accrued time earned & used, ie. Vacation/sick time, comp time, administrative leave, floating holidays
How many user defined accruals? Y
Unlimited
7. Does the system support multiple pay periods? Y
8. Allow an unlimited number of pay types? Y
9. Can the system support the State PERS/LEOFF retirement program requirements? Y
10. Can the system generate W2 statements? Y
11. Unlimited number of years of history? Y
12. Can the system distribute salary by department to multiple funds & accounts? Y
13. Can the system support numerous employee deductions, ie. Union, deferred comp, insurance, etc. Y
14. Can tax tables be maintained & updated by the user? Y
15. Is an automatic payroll deposit provided? Y
16. Does the payroll system allow for entering of timesheets by other departments within the City? Y
17. What type of security does the system provide for Payroll? Attach a separate sheet if needed. See Attached
18. Will the system generate reports, ie. Unemployment, retirement, L&I, and any other reports that may have payroll periods that cross over into the next quarter or month? (So will it prorate that time that ends specifically at the quarter or month?) Y

Utility Billing

- | | |
|---|-----------------------------|
| 1. Does the system support multiple billing cycles?
If there is a limit, how many will it support? | <u>Y</u>
<u>N</u> |
| 2. Unlimited number of billing categories and unlimited rates per service? | <u>Y</u> |
| 3. Can the system generate work orders, ie. connections, disconnect, service? | <u>Y</u> |
| 4. Does the system integrate with GL & Cash Receipting? | <u>Y</u> |
| 5. Does the system support Juniper hand-held meter reading device for Electric and Water Reads. | <u>Y</u> |
| 6. Does the system have a meter inventory? | <u>Y</u> |
| 7. Does the system track meter maintenance? | <u>Y</u> |
| 8. Does the system support user defined bill calculations? | <u>Y</u> |
| 9. Does the system provide user defined penalty options? | <u>Y</u> |
| 10. Can the system prorate billings? | <u>Y</u> |
| 11. Does the system have ad-hoc report writing capabilities? | <u>Y</u> |
| 12. Unlimited number of years of billing information? | <u>Y</u> |
| 13. Can the system automatically generate credit refunds? | <u>Y</u> |
| 14. Allow special charges and lien charges? | <u>Y</u> |
| 15. Unlimited notes per account? | <u>Y</u> |
| 16. Does the system accommodate Internet bill delivery & payments? | <u>Y</u> |
| 17. Does the system allow automatic payments? | <u>Y, Direct Debit, ACH</u> |
| 18. Does the system print shut-off notices? | <u>Y</u> |

Other:

Please describe on a separate sheet of paper any additional hardware required to complete the above tasks, ie printers.

Please describe if preprinted forms are required or does the system generate forms, ie receipts, utility statements, vouchers etc.



**Section 5 –
Attached Responses**

Hourly Rates (General Item #14):

Custom programming \$125.00 per hour.

Writing custom conversions \$125.00 per hour.

On-site training after initial training \$85.00 per hour plus expenses.

Report Writer (General Item #15):

Vision uses the Microsoft Reporting Services for reporting and user-defined report builder. Reporting Services is a complete set of tools that you can use to create, manage, and view reports in Vision software systems. The Vision Report Server component resides on the system server that hosts and processes reports in a variety of formats (See below). It is accessible by all network users, therefore eliminating the need for any additional licenses. Also included with Reporting Services is a fully featured Report Builder that is very user friendly with a full on-line help function included. It is a web-based application, with security. It is accessible with a web browser from any location. Data Integrity Services offers a seamless interface to system information.

Reporting Services has the following features out of the box:

- User defined schedules.
- Interactive Sorting and Drill Thru Capabilities.
- Shared and Individual Schedules.
- Subscriptions.
- Snapshots.
- Linked Reports.
- A fully featured Report Builder.

Vision Reporting Services offers the following export rendering types:

- **HTML:** Best when viewing within a browser.
- **MHTML:** Best option when sending reports through e-mail or publishing to a website.
- **PDF:** Portable document format (PDF) files viewable using the Acrobat Reader.
- **EXCEL:** Creates a visual representation of the report in an Excel workbook for analysis.
- **WORD:** Creates a visual representation of the report in a Word Document.
- **XML:** Creates an XML document.
- **CSV:** Comma separated value file, with no formatting.
- **IMAGE:** Renders reports to bitmaps or metafiles. Supports: BMP, EMF, GIF, JPEG, PNG, RIFF, and WMF.

Vision Reporting Services delivers the following Washington State required reports without any manipulation of data formats:

- C4/C5 Statements, Schedules 4, 5, 7, 11 in, 11 out, 12, 16 State and Federal.

Product Testing (General Item #17):

Vision software systems are created in Visual Studio. This product inherently provides tools that prevent developer mistakes.

1) IntelliSense.

This technology guides our developers to only implement valid commands, thus indicating immediately the possibility of mistakes in the code.

2) Debugger.

We also utilize a state of the art debugger that allows us to trace and inspect variable values while running the code.

3) Inheritance.

A .Net feature allowing controls to be developed and tested a single time while being utilized throughout an application where needed.

4) Quality Control

Vision tests programs with a Quality Control department for hands on testing of new programs.

Vision's development team shares many years of quality control experience in a production environment. They are continuously setting up unit tests while the software is being developed as well as during the beta phase of deployment to ensure that every feature introduced into our applications has been properly evaluated. Usability testing is also conducted by every member of the Vision team. As the term suggests, usability means how better something can be used over the purpose it has been created for. We have spent our entire careers dealing directly with our clients in municipalities throughout the Northwest and feel we have a great understanding of their wants and needs. Finally, if a "bug" should occur, our applications are ClickOnce deployed. This enables bug fixes to be published to our website and will automatically download to the site when they open the program. It will prompt the user there is an update available and is installed by an installation wizard to make the process as simple as possible. This process ensures that all customers are running on the latest product release versions from Vision.

Security (General Item #18):

Security starts at the database. Microsoft SQL Server 2005 made significant advancements in the area of security and will continue enhanced security with their newest release of Microsoft SQL Server 2008. Vision software leverages the power of SQL Server 2008 by implementing the following key components.

1) Automatic Software Updates.

Our software is deployed using Click-Once Deployment. Whenever Vision releases a new version of our software, our applications are published to our website and then notifies the customer and prompts the customer to accept the latest update. This ensures the quickest response to critical errors which may present themselves.

2) Role Based Authentication.

Vision software offers either windows authentication or SQL Server authentication as choices. If a customer selects windows authentication, by default, security is automatically controlled by login administration either at the domain level or active directory. We have created additional security, if SQL Server authentication is selected, by establishing role based security. Your system administrator may utilize our roles or create their own custom roles within the database.

3) Built-in Encryption.

SQL Server 2008 provides database encryption directly in the database. Therefore, only authorized software applications can view the data. Thus, providing only secure access by design.

PASSWORD SUPPORT:

Vision software supports strong password policies that lead to more secure passwords and fewer opportunities for security breaches of database servers. Under strong password policies, Vision provides password complexity and password expiration as a choice with SQL Server 2005/2008. These policies require minimum password length, proper character combinations, and regularly changing passwords. When SQL Server 2005/2008 is running on Microsoft Windows Server, Windows secure password policies can also be applied to SQL Server password policies, providing enhanced security.

Data Conversion (General Item #19):

Utility data conversions consist of full data transfer from ASP. Including customer, meter, rates, and complete history. Financials and Payroll data conversions consist of full data transfer from ASP. Including vendor and employee data, COA, balances, and complete history.

Database Environment (System Environment Item #5):

All Vision Software Applications utilize Microsoft SQL Server. We currently recommend the installation of Microsoft SQL Server 2008 R2 Standard Edition.

We do not utilize an alternative database like MySQL or another open source iteration of SQL that does not offer the Stability, Security, Online Backup, and Reporting Capabilities provided by Microsoft SQL.

Information Exporting (Financial System Item #4):

Vision Reporting Services offers the following export rendering types:

- **HTML:** Best when viewing within a browser.
- **MHTML:** Best option when sending reports through e-mail or publishing to a website.
- **PDF:** Portable document format (PDF) files viewable using the Acrobat Reader.
- **EXCEL:** Creates a visual representation of the report in an Excel workbook for analysis.
- **WORD:** Creates a visual representation of the report in a Word Document.
- **XML:** Creates an XML document.
- **CSV:** Comma separated value file, with no formatting.
- **IMAGE:** Renders reports to bitmaps or metafiles. Supports: BMP, EMF, GIF, JPEG, PNG, TIFF, and WMF.

Security for Payroll system (Payroll Item #17):

Within the payroll system there is automatic masking of the social security number for employees. Also the EIN numbering masking can be utilized in the payroll system. All reports and inquiries have the social security numbers masked also. The Payroll system is protected with the following:

- 1) **Role Based Authentication**
- 2) **Built-in Encryption**
- 3) **Strong Password Policies**

Please review Security (General Item #18) for further details.

Other:

Please describe on a separate sheet of paper any additional hardware required to complete the above tasks, ie printers.

We recommend the purchase of a laser printer for your onsite forms printing.

Please describe if preprinted forms are required or does system generate forms, ie receipts, utility statements, vouchers etc.

Within the system we build templates in Reporting Services for the proper placement of the data output to fit within your preprinted forms. We can provide all of your preprinted forms through our full-service forms company, Vision Forms.