USD 261
HAYSVILLE SCHOOLS

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TO: Haysville Board of Education
FR: Dr. Clint Schutte, Assistant Superintendent of Business/Finance
DA: January 25, 2016
RE: Business Department Software Upgrade

History:

Three years ago the district switched to AptaFund as the business software platform. At that time, we were expecting to upgrade to AptaFund 4.0 as a web-based platform. Unfortunately, Harris computer systems was unable to complete the 4.0 version and we are currently operating on a remote desktop platform. Harris computer systems has struggled to maintain a stable platform and to address the changing concerns for ACA reporting and Wage and Hour requirements. As a result of these issues and continued service problems with AptaFund the business department in conjunction with personnel evaluated alternative solutions. The recommendation from that committee is the Skyward solution.

What?

We are asking for a resolution authorizing Haysville USD 261 to accept the School Management System Proposal from Skyward (see attachment).

Why?

The Skyward solution meets the web-based platform needs as well as the stability and functionality requirements from all departments. Skyward is designed to comply with ACA reporting and Wage and Hour changes.

Where?

This software will replace the current Harris products for business administrations, personnel records, purchase requisitions, and time keeping for hourly employees.

When?

The transition to Skyward would coincide with the end of the fiscal year, June 30, 2016.

How?

Working together the business department and the personnel department would work to transfer data and setup program requirements with the Skyward management team.

Who?

The Assistant Superintendent for Business & Finance and the Assistant Superintendent for Personnel will oversee this project.

How Much?

The cost for this project is $90,585 for first year setup and transfer with $49,400 for annual software maintenance agreement. Please see attached proposal. This will be a reduction in annual cost of $12,772 as we will not have to pay for those Harris programs that we are currently using.

Haysville USD 261
Skyward Software Proposal
Proposal # 15-1821jr
December 9, 2015

YOUR SCHOOL MANAGEMENT SYSTEM PROPOSAL

Haysville, KS

The following pricing for software and services is provided specifically for your district. If you would like information on a product or service not included below, please contact your Account Executive.

Software as a Service Pricing - 3 Year Contract

SCC Installation

The Skyward School Business Suite Core Package includes:
Finance, Payroll, Employee Management, Automatic Check Reconciliation, Employee Access, Fixed Assets, Flex Benefits, Insurance Tracking, Salary Negotiations and Substitute Tracking

School Management System Investment Summary

	Full 12-Month Recurring Fees	Services	Full 12-Month Annual License Fee	Total
School Business Suite				
Estimated Installation: Beginning of Fiscal Year	$ 49,400.00	$ 73,080.00	$ -	$ 122,480.00
System Wide Services and Software	-	17,505.00	-	17,505.00
Total School Management System	***$ 49,400.00***	***$ 90,585.00***	***$ -***	***$ 139,985.00***

School Management System Investment - Including the Full 12-Month Recurring Fees *	***$ 139,985.00***

School Management System Investment - No Proration	*$ 49,400.00*	*$ 90,585.00*	*$ -*	*$ 139,985.00*

* ***This Investment Summary reflects the recurring fees for a full 12-Month period.***
The actual billing will be reflective of the actual installation date.
The District recognizes and acknowledges that in subsequent years the full 12-Month recurring fee will be billed.

Investment Estimate

Year 0	Estimated Installation Date through June 30, 2016 *	$ 139,985.00
Year 1	July 1, 2016 through June 30, 2017	49,400.00
Year 2	July 1, 2017 through June 30, 2018	49,400.00
Year 3	July 1, 2018 through June 30, 2019	49,400.00
Total Investment Estimate		***$ 288,185.00***

* ***The estimated installation date is not a guaranteed installation date.***
It is an estimate used by your Account Executive to more closely project the actual costs of the products shown on this proposal.
The actual installation date will be determined by Project Management once the sale is complete.

Haysville USD 261
Skyward Software Proposal
Proposal # 15-1821jr
December 9, 2015

Pricing Detail

School Business Suite — 5,200 Students

School Business Suite Software		Full 12-Month Recurring Fee [1]	Services	Full 12-Month Annual License Fee	Total
Core Package [2]	$ 3.50 / student	$ 18,200.00	$ -	$ -	$ 18,200.00
Finance					
Payroll					
Employee Management					
State Reporting Training - School Business Suite					
Employee Access					
Fixed Assets					
Flex Benefits					
Insurance Tracking					
Salary Negotiations					
Substitute Tracking					
Automatic Check Reconciliation		-	1,621.00	-	1,621.00
Additional Functionality					
eSign - Electronic Signature - 1 block		-	200.00	-	200.00
School Based Activity Accounting	$ 1.00 / student	5,200.00	-	-	5,200.00
FastTrack	$ 1.00 / student	5,200.00	-	-	5,200.00
TrueTime	$ 2.00 / student	10,400.00	-	-	10,400.00
Support	$ 2.00 / student	10,400.00	-	-	10,400.00
School Business Suite Training					
On-Site Days (18)		-	27,900.00	-	27,900.00
Web Hours (171)		-	29,925.00	-	29,925.00
School Business Suite Data Migrations [3,4]					
Standard Budgetary		-	2,653.00	-	2,653.00
Check Reconciliation		-	802.00	-	802.00
Standard Payroll		-	2,079.00	-	2,079.00
W2 History		-	4,158.00	-	4,158.00
Time-Off Summary Balances		-	1,267.00	-	1,267.00
Employee Management [5]		-	2,475.00	-	2,475.00
Subtotal School Business Suite		***$ 49,400.00***	***$ 73,080.00***	***$ -***	***$ 122,480.00***

Total School Business Suite Solution [6]	***$ 122,480.00***

Pricing detail continued on following page

Pricing Detail, continued from previous page

System Wide Services and Software — 5,200 Students

Installation	Full 12-Month Recurring Fee [1]	Services	Full 12-Month Annual License Fee	Total
Secure Cloud Computing Setup Assistance [7]	$ -	$ 500.00	$ -	$ 500.00
SmartStart Implementation Service				
Consultative Services - Business	-	7,875.00	-	7,875.00
Project Management	-	11,620.00	-	11,620.00
Skyward Promotional Discount [8]	-	*(2,490.00)*	-	*(2,490.00)*
Subtotal System Wide Services and Software	*$ -*	*$ 17,505.00*	*$ -*	*$ 17,505.00*

Total System Wide Services and Software	***$ 17,505.00***

Secure Cloud Computing Services

Secure Cloud Computing Services (SCC Services) provides an option to remotely operate your Skyward application through a secure cloud provider. Our cloud provider operates servers within its own facilities allowing you secure access to all applications through a browser via the Internet. The SCC Services are fully responsible for all aspects involved in database disaster recovery, loading releases and updates, operating and maintaining host servers, software, and databases.

ISCorp offers the hosting packages listed below and recommends the following package for your district: **Gold**

School Business Suite — **5,200 Students**	**Annual Total**
Gold Package	$ 10,400.00 *
Platinum Package	$ 15,600.00 *

* This is a 36 month contract.

If you are interested in learning more about the SCC Services package options, please contact ISCorp, Jeff Zillner - VP Operations, 262.240.7777 or jzillner@iscorp.com.

Implementation and Training

Project Management

This is going to be a significant project, and you need a professional to manage it. Skyward's project management team will facilitate the flow of information to make your implementation a success. We are heavily versed in project management best practices and apply these in conjunction with our unique industry expertise for a smooth transition.

Training

Unlike many of the one-size-fits-all training programs prevalent in our industry, Skyward delivers web and onsite sessions tailored to your best practices. We layer an initial level of consulting with your leadership team to define short- and long-term goals. We understand the comfort level of your staff is a strong indicator of long-term success, which is why these trainings are supplemented with our self-paced Professional Development Center. Skyward's training model will provide a robust plan designed to fully train your staff without the need for purchasing additional hours. By utilizing Skyward's proven methods, you are setting your team up for a successful implementation.

Software Modules and Data Migrations Not Included on this Proposal

School Business Suite Software Modules
Bid Management
Accounts Receivable
Inventory
Work Request System
Third Party Applicant Tracking Application

System Wide Software Modules
Schools Interoperability Framework (SIF) Agent
API WorkFlow Business Process Management
Skylert
Crystal Reports

School Business Suite Data Migrations
Open Purchase Orders
Certifications
Professional Growth
Standard Fixed Assets
Standard Inventory
LDAP - Staff

Pricing Footnotes

[1] *This is a 3-Year Contract with automatic renewal after the 3 years. The contract will renew at the then-current rate.*

[2] *The rate per student for the Software License fee will remain unchanged as stated in the Pricing Detail section above through June 30, 2019. The initial count is based on the student count as available from Market Data Retrieval (MDR) a division of Dun and Bradstreet. The Software License fee can fluctuate for subsequent years based on obtaining enrollment information directly from each applicable state.*

[3] *All data must be provided in an ASCII, SQL Database or Excel format. Any other format will result in additional charges based on programming estimates at $165 per hour. In some instances it is not possible to identify the fields required for the data migration. If this occurs, Skyward will not be responsible for manual data entry of these fields under the data migration agreement. Field and record layouts will be provided by district, if needed.*

[4] *Account Balancing Clarification*
Skyward software requires that an account's ending balance for the quarter or year be equal to the opening balance for the next quarter or year. This is an accepted accounting principal and if your data does not meet that requirement Skyward will attempt to determine the discrepancy and if the discrepancy cannot be determined in a timely manner, Skyward will make an offsetting entry to fulfill the requirement. Skyward will clearly identify which account was adjusted and how the adjustment was accomplished. Districts may conduct further research and make a journal entry to eliminate the offsetting entry if desired.

[5] *Skyward offers two solutions to migrate Employee Management data. Skyward will work with you to determine the best solution for your district.*

[6] *A/P checks, payroll checks, W-2 forms and 1099 forms can only be printed using supported laser printers. Skyward PaC software requires client access to utilize features that integrate with Microsoft products Excel and Word. Skyward Web based products like Employee Access do not require client access to Microsoft Office products.*

Crystal Reports can be purchased directly from Skyward for additional custom reporting functionality and/or web Custom Reports.

Third-party product licenses may be subject to an annual increase.

Skyward requires an SSL (Secure Socket Layer) certificate to run any web-based applications. Skyward's IT Services can provide you more information including cost and installation of an SSL certificate for your district.

[7] ***Secure Cloud Computing (SCC) Setup Assistance***
SCC Compliancy Testing.
Installation/Setup Service.

[8] *This proposal includes a Project Management discount. This discount applies when purchasing a core product. Future sub module purchases will include standard Project Management fees.*

Training Footnotes

Skyward consultation and training is sold as a number of days and web hours identified on the proposal. The number of days and hours sold is an estimate of district needs based on a combination of preliminary information gathered from the district prior to the sale and Skyward's past experience training school districts. It will be at the discretion of the Skyward and District Project Managers to use the days and web hours in a manner that best suits the district. Any time spent by Skyward consultants for preparation, follow up, and the creation of training materials or other deliverables is also considered billable and will be deducted from this consulting time at the consulting rate. The district can purchase additional consulting hours if more consulting time is needed / desired.

Skyward On-Site Training Policy. *A maximum of 10 people may attend each on-site day unless otherwise noted in this proposal. Should more people attend the training over the numbers stated, the school district will be charged an additional $200 for each person.*
The daily on-site training rate of $1,550 includes all expenses.

Web training *allows Skyward to remotely present, discuss, and review our product directly with you. This application utilizes the Internet and is conducted live between your staff (at their own workstation) and a Skyward service representative without the need for them to travel to your location. This provides you with a lower cost of training and/or implementation along with greater flexibility of your installation timeline.*
Web training is billed at $175 / hour.

Finance setup day *included for verification of previously installed conversion data in preparation for live processing. This includes but is not limited to security setup, default parameter settings in the software, verification of printing capabilities, verification of conversion totals on financial reports (balance sheet, revenue and expense, payroll history totals, etc.), verification of code table setup, and random verification of data records in each module converted. Skyward will assist the district in working through these items so that the district can verify the accuracy of information before processing begins.*

Custom Forms (Checks, W-2's, etc.) and Peripherals

Nelco is the exclusively recommended supplier of preprinted, blank laser, pressure seal (blank and preprinted) checks and MICR toner cartridges. To request free samples or to place your order, visit www.skywardforms.com or contact Nelco's customer service center at 1-800-266-4669.

School Technology Associates, Inc. has worked with Skyward for over 18 years and offers a complete line of hardware, software, service, and support for peripheral equipment needed to run Skyward's Food Service, Fixed Assets, and TrueTime software. All items have been completely tested by Skyward and are in use by other Skyward customers nationwide.

Dan Hoerl, President
School Technology Associates, Inc.
15134W Pierce Lane
Stone Lake, WI 54876
(612) 860-8960 - Cell Phone

Your one-stop source for your Skyward needs.
(877) 436-4657 - Toll Free Order Line
(877) 466-7157 - Toll Free Fax Line
www.k12sta.com

BMI Systems Group is a full service systems integrator specializing in creating procedures, software applications and sourcing supplies, and scanning hardware for automating and integrating advanced data collection systems with your current applications. We have built our reputation by developing and marketing reliable and cost effective systems designed to work in conjunction with your organization's Skyward School Business Suite Solution.

BMI Systems Group has interfaced with Skyward's Fixed Asset Module for over 8 years with many successful installations. For over 27 years, BMI Systems Group has designed and installed innovative solutions that consistently perform well in real world situations. Our products are in over 500 School Districts in 47 of the 50 states. Please visit our website: www.bmisys.com.

Secure Cloud Computing Readiness Review

As you consider Skyward's SCC Services, we can provide your district with an initial readiness review to ensure your district's internet connection provides adequate bandwidth. Please contact your ISP (Internet Service Provider) on obtaining a usage report of your internet connection and provide the following information to your Skyward Account Executive for further analysis.

- ISP (Internet Service Provider) Name
- Type and Total bandwidth contracted with your ISP
- Available/free bandwidth during school hours (typically available through a bandwidth utilization report; preferably during the past 30 days with students present)

Annual Fee Information

Annual Support License

- Unlimited support requests for designated support contacts
- Live chat support
- Periodic product webinars
- Quarterly customer newsletter

Annual Software License

- Product updates throughout the year
- State and Federal required reports

Terms and Conditions

- See attached Terms and Conditions page for further information.
  The Terms and Conditions page must be executed by an authorized District representative.
- The Sales Agreement will be sent to you for execution.
  The Sales Agreement page must be executed by both Skyward and an authorized District representative to be valid.

TERMS AND CONDITIONS

All proposals are valid for 30 days from date of proposal.

This information is distributed exclusively by Skyward, Inc. It is to be used by the Haysville USD 261 administrative staff only. Any copying or distributing of the proposal, or any part of the proposal, to sources outside the Haysville USD 261 is prohibited without written consent, which shall not unreasonably be withheld, of Skyward, Inc.

Software

Classroom Training: Skyward classroom training shown in this proposal is calculated on the basis that up to 3 people may attend each class (with initial software purchase). Classroom training is to be provided at the Skyward Branch Office. Skyward reserves the right to cancel due to low enrollment. Additional training may be purchased at the then-current price per person, per class day.

On-site Training: On-site training is based on the school district having training facilities available. Additional on-site training may be purchased at the then-current rate. Up to 10 people, per instructor, may attend the on-site training. One day of training consists of 6 hours on-site.

Skyward on-site training policy: A maximum of 10 people may attend each on-site day unless otherwise noted in the training grid. Should more people attend the training over the numbers stated, the school district will be charged an additional $200 for each person.

Cancellation of Training Days: The customer must cancel 24 hours in advance of scheduled training. If the training is not cancelled according to this policy, the district will be billed for the scheduled classroom or on-site training.

Expiration of Training Days: The customer may utilize Classroom and On-Site training days, included with the purchase of Skyward software, for a period of up to twelve (12) months. The twelve-month period will commence upon implementation of each respective software module. Training days not utilized within the twelve-month period will expire and are non-refundable.

Skyward software systems will be installed by Customer Service Representatives. Schools running on an existing network installed by any other than Skyward must have their technical support person at the site to provide any assistance during the software loading. If no one is available, Skyward will bill the district at the then-current rate.

Skyward PaC software only supports printers with drivers certified for the Windows Operating System. Skyward Web Based products like EA+ and Employee Access support print drivers that are certified for the Windows or Mac Operating System. Pre-printed forms for report cards can only be printed using supported laser printers.

Third Party Software and Hardware

Third party software and hardware proposals are for informational purposes only. Third party software and hardware prices should be verified by Customer prior to ordering software and hardware.

This proposal is being presented without a Technology Analysis from our Networking Engineers. Data gathered for this proposal was provided by your school district to Skyward. Any additional required services or hardware will be billed at our normal rates. To ensure accuracy we recommend a Skyward Technology Analysis be initiated prior to ordering.

In the event Skyward provides any third party software and/or hardware as part of this Agreement (i.e. Skyward procures, assembles, delivers and/or installs such software and hardware, or provides training), Customer agrees that it shall benefit by and be bound by any and all warranties, warranty limitations, license agreements, and any other rights and obligations provided by the third party software and/or hardware supplier to the purchasers and users of its products, whether provided in written or electronic format. Skyward will provide additional information on the manufacturers coverage and options upon request.

Skyward does not provide any warranties for third party software and hardware.

Payment Terms:

1. **Skyward and 3rd Party Annual Software License**
   The Annual Skyward Software License will be prorated from date of installation of software onto Customer's system or access to Skyward data through SCC Services through June 30 of the current fiscal year.
   Subsequent years of Skyward Annual Software License will be billed on a June 30 fiscal year basis at the agreed rate and are due July 1.
   The contract will renew at the then-current rate.
   Third Party Annual License fees will be billed upon start of license as indicated by the third party vendor. For the initial year, the license will be prorated through June 30 if permission has been granted by said vendor. Subsequent years, therefore, would be billed on a June 30 fiscal year basis at the then-current rate.
2. **Scheduling of Installation**
   Installation of purchased software must occur within 12 months of the date Skyward receives PO. Purchases subsequent to this conversion will be quoted at the then-current price.
3. **Professional Services**
   a. **Installation and Training Services -** Payment for all training and installation services due upon installation of any Skyward programs onto Customer's system.
   b. **Project Management / Consultative Services** - Payment due upon execution of Software Agreement, Terms and Conditions or Acceptance of Proposal.
   Project Management hours must be used within 24 months of purchase. Unused hours will be cancelled and are not refundable.
   c. **Data Migration Fees -** Payment for all data migration services due upon installation of any Skyward programs onto Customer's system.
   State data used for the data migration must come from one system.
   d. **Hardware Implementation -** Payment due upon completion of hardware installation.
4. **Subsequent years after contract expiration:**
   Subsequent years following initial term will automatically renew as a single year contract.
   The contract will renew at the then-current rate.
5. **Third Party Software and Hardware -** Payment due upon delivery.

5.14.15

Customer agrees to the terms and conditions listed above and set forth in the Proposal(s).

Customer Signature	Printed Name	Date