

GLASSBORO SCHOOL DISTRICT

Updated 2/1/05

Monthly Board Items

Date Submitted: **2/11/2021**

Proposed Effective Date: **March 1, 2021**

Grade(s) impacted: Dist

Name: CSI Smart Software	Position/Item: Financial/HR/Payroll Software	Submitted By: Lisa Ridgway	Building: District-wide application
Proposed cost/amount: \$58,334 purchase \$14,988 Annual Fees	Funded through: Local Funds	Hours/Days per week: N/A	Benefits: <u>Y</u> or <u>N</u> (circle one)
Is candidate currently employed by District: <u> </u> No <u> </u> Yes (if yes, what position) _____ If yes, part time or full time (circle one)		Is candidate a former employee: <u> </u> No <u> </u> Yes Check references/review district personnel file? <u> </u> No <u> </u> Yes	

Board Action Requested:
Approval for the purchase of CSI Financial/Payroll/HR software. Starting with a March 1st date will allow the firm to start pulling data and creating a sandbox for stakeholders to utilize. Implementation date is targeted for July 1, 2021. Also included in the pricing is training and excellent customer service.

Details and ramifications:
The financial, HR and Payroll software in place has not been upgraded by the firm. The software has inherent issues and did prevent the business office from moving forward while trying to close out months. It also has communication issues with other database programs in district and is being housed internally on an aging server. Moving to this system will be less annually (Systems 3000 is costing the district \$30,714 annually) and allow for full integration with the NJ Smart reporting, Aesop and other databased programs. It is recommended that the district also purchase the cloud-based programming, bypassing the need for an internal server dedicated to the program. It also allows for an extra measure of cyber security and disaster recovery/back up retention as the program/data would be stored through AWS.

Positives:
The program will allow multiple programs to communicate. It also allows for ease of use, financial integrity, and cyber security. Technology department will have a lesser role in the running of the system. After the initial purchase cost, the annual fee will be a considerable saving.

Concerns:
None

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____ Approved: Y or N Index #: _____



**Computer Solutions,
6 Commerce St Suite 2
Branchburg, NJ 08876
908-823-3200**

January 11, 2021

Lisa Ridgeway
School Business Administrator
Glassboro Board of Education
560 Joseph Bowe Blvd.
Glassboro, NJ 08028

Dear Lisa,

As a follow up to our conversation I have attached a preliminary quotation for your review. The software may be purchased over twenty-four months. Please call me with any questions.

Sincerely,

Alan S. Garber
Manager, Software Sales

All costs listed in this proposal are guaranteed for a period of ninety (90) days from the proposal date.



**Computer Solutions,
6 Commerce St Suite 2
Branchburg, NJ 08876
908-823-3200**

**QUOTATION FOR THE GLASSBORO
BOARD OF EDUCATION CENTRAL OFFICE
BUDGET & HUMAN RESOURCES AND PAYROLL
QUOTE PREPARED: January 11, 2021**

**PROPOSAL SUBMITTED TO:
LISA RIDGEWAY
SCHOOL BUSINESS ADMINISTRATOR
GLASSBORO BOARD OF EDUCATION**

**PROPOSAL SUBMITTED BY:
ALAN S. GARBER,
MANAGER SOFTWARE SALES**

All costs listed in this proposal are guaranteed for a period of ninety (90) days from the proposal date.

Budget and Human Resources

(based on 38M annual budget and 275 employees)

<u>Item Description</u>	<u>Item Cost</u>	<u>Monthly Support</u>
Human Resources, Payroll, Position Control, Employee Benefits, History, Evaluations, Teacher Contracts, Audit	\$ 28,245.00	\$ 428.00
Web-based HR Portal	\$ 3,000.00	\$ 34.00
Budget Finance, with Site Based Management, Audit Document Link	\$ 28,740.00	\$ 368.00
	No Charge	Not Applicable
Total Investment	\$ 59,985.00	\$ 830.00
<i>Bundled Discount (15%)</i>	<i>(\$ 8,998.00)</i>	<i>Not Applicable</i>
Final Investment	\$ 50,987.00	\$ 830.00

Integrated Optional Board Office Software

<u>Item Description</u>	<u>One Time Item Cost</u>	<u>Monthly Support</u>
Fixed Assets	\$ 5,130.00	\$ 44.00
Invoicing	\$ 3,000.00	\$ 34.00
Web-based Time Sheet Application	\$ 4,000.00	\$ 185.00
Substitute Teachers	\$ 3,750.00	\$ 44.00
Extended Data Tables	\$ 5,130.00	\$ 44.00
AESOP Interface	\$ 1,500.00	\$ 44.00
EDS Interface	\$ 1,500.00	NC

All costs listed in this proposal are guaranteed for a period of ninety (90) days from the proposal date.

SOFTWARE NOTES:

- Cost of software includes, all training at the Glassboro B.O.E offices, through webinars and at CSI offices at no additional cost during year one of ownership.
- If necessary, an additional cost of \$750.00 will be required for your on-site server configuration with Microsoft SQL Server (the district is responsible for purchasing this DBMS software). A CSI technician will complete a thorough review of your current hardware and make recommendations.
- If cloud based, SQL is included, monthly storage and access fees with Portal would be- \$ 375.00/month or \$ 4,500.00/year.
- Computer Solutions may be able to convert your existing data files. A successful conversion is predicated on the district providing CSI with readable electronic data and file layouts. HR/Payroll data conversion costs would be:

Application	Data to be Converted	Cost of Conversion
Personnel/Payroll	Employee Demographics, Salary Guides	\$ 1,200.00
Budget Finance	Vendor Listing and Budget	\$ 1,200.00

Investment Summary for the Glassboro B.O.E.

Total Software Investment **\$ 50,987.00**

All costs listed in this proposal are guaranteed for a period of ninety (90) days from the proposal date. The software listed in this proposal can also be acquired through Computer Solutions, Inc.'s lease purchase program. The leasing scenario listed below uses current rates, which are subject to change depending on the rates available at the inception of the lease. This lease is structured, not to include software support, hardware configuration or data conversion. Payments are due the first day of every month. Prepayments, specially structured leases and additional software applications can be bundled into any leasing scenario being considered by the Glassboro B.O.E.

Software Application	Software Application Cost	Estimated Monthly Payment/24Month Lease
Proposed Software	\$ 50,987.00	\$ 2,306.00

All costs listed in this proposal are guaranteed for a period of ninety (90) days from the proposal date.



Computer Solutions,
6 Commerce St Suite 2
Branchburg, NJ 08876
908-823-3200

January 25, 2021

Lisa Ridgeway
School Business Administrator
Glassboro Board of Education
560 Joseph Bowe Blvd.
Glassboro, NJ 08028

Dear Lisa,

As a follow up to our conversation, I have broken out the cost of CSI software using our Lease purchase proposal over the next three years, with a March 1, 2021 start date:

<u>Year/Months</u>	<u>Cost Per Month</u>	<u>Extended Cost</u>
Year 1 Months 1-4 (March - June)	\$ 2,306.00	\$ 9,224.00
Year 2 Months 5 -16 (July - June)	\$ 2,306.00	\$ 27,672.00
Year 3 Months 17 - 24 (July - February)	\$ 2,306.00	\$ 18,448.00

I will plan to call you in February to answer any questions you may have regarding CSI and to determine when you would like to proceed with the installation of CSI software at Glassboro. If I can be of any help during the interim please call me.

Sincerely yours,

Alan S. Garber
Manager, Software Sales
908-823-3200 x 1125

COMPUTER SOLUTIONS, INC