



52 Hillside Court
Englewood, OH 45322

Authority Finance w/Purchase Card Interface
Authority Requisition Routing
Authority Payroll
Authority Tax
Authority Tax Connect w/eFile

City of Celina

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Authority Transformation Roadmap

Your Existing Software	Civica Authority Product
Client Server Finance w/Purchase Card	Authority Finance w/Purchase Card & Requisition Routing
Client Server Payroll	Authority Payroll
Client Server Income Tax	Authority Tax
N/A	Authority Tax Connect w/eFile

Civica Authority Finance

Authority Finance is a SQL-based application with a familiar look and feel to the Microsoft business tools that your departments are accustomed to using. Authority Finance offers new functionality over client server which greatly improves your overall experience with the service. For example:

- All your account information history will seamlessly be converted with your upgrade
- New SQL reporting service allows you to quickly create or modify existing reports
- Drill-down feature allows you to dig further into specific information without losing the original report.
- Easily manipulate and export information to Excel, PDF, MS Office, and E-mail
- Keep multiple windows open so that you can switch between them, without having to close a report and try to remember where you were before.
- Print to any printer on your network using Windows print functionality

Civica Requisition Routing

With Requisition Routing, we will greatly enhance your requisition process by:

- Providing your department heads access to access to the information they need when completing a requisition order. This will reduce the calls for this information into your office.
- Automate the approval process with on-screen and email notifications as the request goes through the approval process. You will be notified when requests are submitted, and the department heads will be notified as their requests are processed.

Civica Authority Payroll

Authority Payroll provides proven functionality for your payroll needs and improved access to employee information through web services. Employee Portal Access gives your employees the ability to securely access personal data, to submit data changes, to view and print check stubs, and to enter timesheet information using Internet access.

Authority Payroll provides unlimited history of employee files and pay records with full inquiry and reporting accessibility.

Capabilities include:

- Auto-update of accrual base, using an effective-date table for individuals and positions
- Full check voiding with no data entry
- Unlimited history of Employee Files and Pay Records, with full inquiry and reporting accessibility
- Document attachment to Employee Files and timesheets
- Autopay of specified employees
- Unlimited deductions with flexible calculation setup
- Multi-city Tax calculations and reporting
- Laser W2 printing

Approximately 75 standard reports are available in Authority Payroll in addition to screen prints of all maintenance files.

Additionally, the Authority Report Writer allows the user to create and save an unlimited number of reports on any data field.

Authority Transformation Roadmap- continued

Civica Authority Tax

Authority Tax streamlines services to taxpayers while providing a broad range of convenient payment options, speeding up the end-to-end process from filing to payment. Authority Tax has been programmed to specifically meet the needs of all municipalities in the state of Ohio with regular updates on all regulatory changes, including the complex House Bill 5 (HB5) tax laws. Ensuring our Authority Tax users are compliant is a constant and important service that is provided.

- Multiple import options, including W2's
- Automated billing module
- Flexible parameters for billing

Enhanced reporting with drill-back feature

Civica Authority Tax Connect with eFile

Authority Tax Connect provides E-filing functionality for tax documents while offering multiple payment options, all from one website.

Payment options include credit cards and bank accounts. Bank account details are managed by the taxpayer, eliminating the need for tax office staff to create or maintain taxpayer's account details.

Taxpayers can easily register for a web login with SSN/EIN and an account number. For citizens with multiple tax accounts their access to E-file only requires a single web login where they can make payments for all their accounts.

Requests for new tax accounts can also be completed through Tax Connect. Automated emails are sent once the tax office approves or rejects an account request, notifying the taxpayer of their new account number or with instructions to contact the tax office when the request is rejected.

Tax Connect is feature rich and can be tailored to individual tax department's needs, letting them decide which features are suitable for their office and taxpayers. This includes customizing verbiage on the site so it matches the city's approach to tax collection.

E-filed returns and payments made via Tax Connect are easily imported and processed through Authority Tax.

Core benefits:

- Multiple payment options
- One stop E-filing and payment on a single website
- Taxpayers manage bank accounts details
- Taxpayers with multiple tax accounts require just one login
- All payments and tax documents are easily imported to Authority Tax

Software Cost Schedule

Software	License Fees (A)	Service Amount (B)	2023 Estimated Annual Fee (C)
Authority Finance	\$22,500	\$18,760	\$6,823
Authority Purchase Card Interface	\$1,000	\$10,420	\$982
Authority Requisition Routing - NEW	\$1,225	\$12,160	\$236
Authority Payroll	\$22,500	\$25,360	\$5,316
Authority Tax	\$32,500	\$38,910	\$7,679
Authority Tax Connect w/eFile - NEW	\$14,700	\$11,810	\$2,835
Crystal Reports	\$644	Included	N/A
Total	\$95,069	\$117,420	

Software Footnotes

A	License fees means the Initial License Fees and the incremental Annual Fees for any new products, if applicable, at the Authority rate through December 31, 2022.
B	Standard implementation services have been included for this project. These fees do not include non-standard services, custom enhancements, or modifications to the program listed. Any non-standard requests from the customer will require a change order addendum and additional costs may be incurred by the customer at the then current Civica daily rate.
C	Annual fees are required for all Civica software and provide for annual renewal of the software license and software updates. The annual fees also include remote technical software support and updates 8:00 AM to 5:00 PM Monday through Friday EST, except on scheduled Civica Holidays. Estimates for 2023 are provided for informational purposes and are subject to change.

Hardware & Managed Services Schedule

#	Description	Note	Quantity	Price	Extended Price
1	Application Server	A	1	3 rd Party	3 rd Party
2	UPS APC Smart-UPS	B	1	3 rd Party	3 rd Party
	Subtotal Hardware				\$0
3	Remote VPN System Access for Civica	C	1	3 rd Party	3 rd Party
4	Authority Server	D	1	Optional	Optional
5	System Restore Support	E	1	Optional	Optional
	Subtotal Managed Services				\$0
	Total				\$0

Please see hardware & managed services footnotes
on the following page

Hardware & Managed Services Footnotes

A	Recommended Specifications:														
	<table> <tr> <td>Operating System</td><td>Windows Server 2016 Server Standard or higher</td></tr> <tr> <td>Processor</td><td>Intel Xeon 2.0GHz Quad Core or Better</td></tr> <tr> <td>Memory Capacity</td><td>64GB</td></tr> <tr> <td>Hard Drives</td><td>(2) 4TB Storage Drives in a RAID 1 (Mirrored) Additional storage may be required for document management products including DocuScan and Authority RMS</td></tr> <tr> <td>Removable Storage</td><td>LTO Tape Drive or External Device (with backup software)</td></tr> <tr> <td>Data Platform</td><td>Microsoft SQL Server 2019 Standard</td></tr> <tr> <td>Manufacturer's Warranty</td><td>Standard Manufacturer's Warranty</td></tr> </table>	Operating System	Windows Server 2016 Server Standard or higher	Processor	Intel Xeon 2.0GHz Quad Core or Better	Memory Capacity	64GB	Hard Drives	(2) 4TB Storage Drives in a RAID 1 (Mirrored) Additional storage may be required for document management products including DocuScan and Authority RMS	Removable Storage	LTO Tape Drive or External Device (with backup software)	Data Platform	Microsoft SQL Server 2019 Standard	Manufacturer's Warranty	Standard Manufacturer's Warranty
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Manufacturer's Warranty	Standard Manufacturer's Warranty														
*	Civica will attempt to configure your new and existing peripheral devices but cannot ensure compatibility in the new operating environment.														
B	Civica recommends a smart UPS on all servers. This device safely shuts down the system in the event of a prolonged power outage and guards against power surges.														
C	Internet access to the host machine via VPN and/or RDP connectivity for Civica is required.														
D	<p>Authority Server provides for help desk support for the host machine, including problem analysis, preliminary diagnostic support and troubleshooting, as well as help desk support for the network infrastructure that supports the hardware system used to run the Civica software and LAN (Local Area Network) configuration and troubleshooting. In addition, the pro-active, comprehensive support includes:</p> <ul style="list-style-type: none"> > Civica services needed because of viruses and/or spyware > Installation of virus/spyware protection software should the customer not already have up-to-date protection software installed > Assistance with installation of new devices/software/components > Systems and network monitoring > Backup monitoring > Backup and restore management of files > Low disk space alerts, as well as numerous other system alerts > Patch management > Defrag and temp file cleanup > Status reports upon request 														
E	<p>The System Restore Support (SRS) annual support coverage provides for the following on-site or remote services by Civica during its normal business hours (Monday through Friday, 8:00AM to 5:00PM) and is for up to 7 hours at regular time:</p> <ul style="list-style-type: none"> > Re-installations and re-configuration services prompted by hardware failures. > Reloads of operating systems and data prompted by hardware failures of server components. 														

Project Cost Summary

Description	Cost
<u>Software (Incremental Annual Fee Included)</u>	
Software	\$94,425
Professional Services	\$117,420
Crystal Reports	\$644
Subtotal – Total Cost	\$212,489
Less discount if purchased at the same time	(\$42,752)
Total Year One Cost With Discount	\$169,737

NOTES

1. *Civica Standard Terms & Conditions apply.*
2. *Terms of payment are 100% due at invoice.*

CMI AUTHORITY COSTS

DEPT	SOFTWARE	LICENSE FEES	SERVICE AMOUNT	TOTAL
AUDIT	FINANCE	\$22,500.00	\$18,760.00	\$41,260.00
AUDIT	PCARD INTER	\$1,000.00	\$10,420.00	\$11,420.00
ALL	REQ RT	\$1,225.00	\$12,160.00	\$13,385.00
ADMIN	PAYROLL	\$22,500.00	\$25,360.00	\$47,860.00
TAX	TAX	\$32,500.00	\$38,910.00	\$71,410.00
TAX	EFILE	\$14,700.00	\$11,810.00	\$26,510.00
ALL	REPORTS	\$644.00	\$0.00	\$644.00
			GRAND TOTAL	\$212,489.00

DEPT	TOTAL	SHARED	SUB TOTAL	DISCOUNT	GRAND TOTAL
AUDIT	\$52,680.00	\$4,676.33	\$57,356.33	\$11,539.88	\$45,816.45
ADMIN	\$47,860.00	\$4,676.33	\$52,536.33	\$10,570.12	\$41,966.22
TAX	\$97,920.00	\$4,676.33	\$102,596.33	\$20,642.00	\$81,954.33
			\$212,489.00	\$42,752.00	\$169,737.00

DISCOUNT: 0.201196297

DEPT	ACCOUNT LINE	%	TOTAL
AUDIT	110.131.5510	33.00%	\$15,119.43
AUDIT	661.131.5510	32.00%	\$14,661.26
AUDIT	663.131.5510	17.50%	\$8,017.88
AUDIT	666.131.5510	17.50%	\$8,017.88
ADMIN	110.121.5510	33.00%	\$13,848.85
ADMIN	661.121.5510	32.00%	\$13,429.19
ADMIN	663.121.5510	17.50%	\$7,344.09
ADMIN	666.121.5510	17.50%	\$7,344.09
TAX	110.133.5510	100.00%	\$81,954.33
			\$169,737.00