

**HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO 16-008**

**TO: A & F Committee**  
**FROM: Dean Bostrom, Executive Director**  
**Craig Talsma, Deputy Director/Director of Admin & Finance**  
**Lynne Cotshott, Superintendent of Business**  
**RE: Accounting Software**  
**DATE: January 15, 2016**

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**Background**

The Hoffman Estates Park District has been utilizing Municipal Software Inc. (MSI) a division of Harris Computer Systems for the past 20 years. Prior to the acquisition of MSI by Harris in 2005 (whom also acquired AEK software), staff was very satisfied with the product provided. Since the acquisition, software enhancements and upgrades have been very limited and the level of customer support has declined. In 2014, the District was told by Harris that they were looking at phasing out MSI and AEK software and they were pushing existing clients towards a new product, Smart Fusion.

**Implications**

Staff have been investigating other accounting software providers with like park districts as well as receiving quotes and participating in vendor demonstrations. Staff prepared an accounting software best practices survey that was administered to the Administration and Finance Section of IPRA, with 28 districts responding (see attached results). Of the districts responding, the majority have either Tyler/Incode, (Better Software Answers) BS&A, or MSI.

Many of the other Illinois park districts who have MSI are also looking at new software packages. All of the quotes listed include the modules that our District will utilize: General Ledger (GL), Accounts Payable (AP), Purchase Orders (PO), Cash Receipting (CR), Payroll (PR), Human Resources (HR), Budget Planning (BP), Fixed Assets, and an on-line Employee Portal.

Cost Summary	BS&A	Tyler/Incode	AccuFund
Application Licenses	\$54,290	\$46,155	\$50,255
Data Conversion	\$28,420	\$58,961	\$10,500
Historical Years Converted	10yr GL	5yr GL	10yr GL
	10yr AP	0 AP	0 AP
	10yr PR	4yr PR	10yr PR
Database Setup/Training	\$44,750	\$47,000	\$20,300*
Travel Expenses	\$10,665	\$25,377	*
Total	\$138,125	\$177,493	\$81,055
Annual Licensing Fees	\$ 10,880	\$ 16,778	\$ 12,564

All three quotes reflect application licenses similar in costs. The variances between the quotes is found primarily in data conversion and training. Of the 28 districts that responded, eight of the districts have MSI and four of those are in the process of looking at new vendors. Harris, the parent company of MSI, offers SmartFusion as their option to replace MSI. Two districts have switched from MSI to SmartFusion with one being satisfied and one not. Other districts including us, who have received demonstrations, felt the software needed maturing, and like the District's current software (MSI), SmartFusion wasn't as user friendly and did not have all of the added options that were available in some of the other vendors.

BS&A at the time the survey was done was servicing six of the 28 districts responding. Since then, BS&A clientele in Illinois has grown. Since the survey was completed, Arlington Heights, Freeport and Sterling park districts have also switched to BS&A. BS&A has done a significant amount of district conversions from MSI software recently and are confident in their streamlined approach to convert the full 10 years of data as quoted. BS&A offers easy access to information as all the modules are incorporated within one another. BS&A will also further the District's Green Initiatives and Reduction of storage as AP and HR documentation will be scanned and stored electronically.

Tyler/Incode is servicing nine of the districts who responded. While a very popular software within parks and recreation, much of the functionality seemed labor intensive and not as easy to use. In many examples shown during the demonstration, access to information was limited to the accounting module you were within. The on-line employee portal was also not even as detailed as what the District currently possesses with MSI. The additional cost of almost \$40,000 seemed unwarranted for the product being presented as well as the limited years of data conversion.

AccuFund, not currently servicing any Illinois park districts that staff is aware of, presented an on-line demo. AccuFund was confident in their ability to convert the data, although they were not familiar with the District's current provider MSI. The overall product presented didn't appear as extensive as BS&A. AccuFund only estimated training expenses, which in comparison to the other vendors seems low, and AccuFund did not provide estimated travel expenses. Staff felt that AccuFund's quote did not reflect what the true cost to the District would be, nor did it provide for conversion of AP. Staff did not feel this product to be a viable option for our District.

The BS&A software will be fully compatible with our current hardware infrastructure. A copy of some material relating to the BS&A proposal has been attached, as well as their quote and the estimated timeline for conversion. The quote includes estimated travel expenses which will be billed at actual costs. The approved budget amount in the 2016 budget for this project is \$140,000.

### **Recommendation**

Staff recommends that the A & F Committee recommend to the full board that the District approve the proposed software purchase of BS&A software in an amount not to exceed \$138,125.