

Proposal for:
City of Charlestown, Clark County IN
February 27, 2026
Quoted by: Zane Beaty

Software and Services for Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Boyce Modules Transition - Annual Fee

Financial Management

General Ledger	\$5,635
Accounts Payable	\$4,595
Cash Receipting	\$5,110
Accounts Receivable	\$4,275

Utility Billing Modules

Utility Billing	\$20,810
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Personnel Management

Payroll	\$17,570
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Subtotal **\$57,995**

New Cloud Modules - Annual Fee

BS&A Online

Public Records Search + Online Bill Pay	\$3,855
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Subtotal **\$3,855**

Professional Services

Boyce Module Migration Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Data mapping, testing and verification.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).
- Convert of existing Keystone data

Migration Fee \$57,250

Early Adopter Discount -\$57,250

Subtotal: **\$0**



New Modules Project Management and Product Configuration

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$1,000

Implementation and Training

- \$1,225/day
- Days quoted are estimates; you are billed for actual days used
- Days quoted represent staff member days not calendar days

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	3	\$3,675
Financial Management Modules	Days:	8	\$9,800
Utility Billing Modules	Days:	8	\$9,800
Personnel Management Modules	Days:	8	\$9,800
		Total:	27
		Subtotal	\$33,075

Cost Totals

Boyce Modules Transition - Annual Fee	\$57,995
New Modules - Annual Fee	\$3,855
Professional Services – Migration fee	\$0
New Modules Project Management and Product Configuration	\$1,000
Implementation and Training	\$33,075
Total Proposed	\$95,925

The final invoice will reflect actual expenses following the completion of training activities based on the guidelines described below.

\$160/\$185/\$225 per day hotel, varies by state
\$90 per day car rental
\$70 per day meals
\$730 per trip airfare/related expenses
\$0.70/mile round trip for drive distance

Payment Schedule

1st Payment: **\$1,000** to be invoiced upon execution of this agreement.
2nd Payment: **\$61,850** to be invoiced at activation of customer's site.
3rd Payment: **\$33,075** to be invoiced upon completion of training.

BS&A Online

Connection Requirements

Boyce Cloud modules require a high-speed internet connection (cable modem or DSL).

Scope of Data Migration – Keystone to BS&A

This appendix outlines the standard scope of data migration from the Keystone system to Boyce Cloud powered by BS&A, focusing on the data and modules included in the transition and options for accessing historical information.

Overview of Migration Scope

The migration process includes data currently available in the live (unarchived) Keystone environment. The typical scope includes:

- The current year, and
 - Up to two full prior years, if available in the live system.
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Included Modules and Data

KeyFund (Fund Accounting)

- Migrates the current fiscal year as maintained in the live system.

KeyLedger (Ledger)

- Includes up to 18 months of data, with the current fiscal year prioritized.

KeyPayroll (Payroll)

- Includes the current year and up to two prior years of live data.

KeyBilling (Utility Billing)

- Includes the current year and up to two prior years of live data.
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Financial Readiness

To support an accurate and seamless migration, clients are asked to:

- Ensure bank reconciliations are up to date through the most recent full month prior to migration.
- Complete General Ledger Close for the prior fiscal year, if that year is to be included in the migration scope.

Failure to meet these requirements may result in delayed implementation.

Additional Data Handling

The following modules will be transitioned using a data file import method:

- **Accounts Receivable (AR)** – From KeyFund
- **Fixed Assets (FA)** – From KeyAssets
- **Purchase Orders (PO)** – From KeyFund

This approach ensures continuity without the need for a full database conversion.

Additional years or data structures that fall outside the standard migration scope—such as merging multiple databases or unique configuration setups—may incur additional fees.

Access to Historical Data

While the migration focuses on current and the last two years of recent operational data, clients retain access to historical records through the following options:

- **Read-Only Keystone Access** – Keystone will remain available in a view-only mode for reference to prior years.
 - **Client-Generated Reports** – Clients are encouraged to generate and retain any key reports from the archive prior to the migration.
 - **Excel Export** – Archived data can also be exported into Excel for easy local access and retention.
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Migration Training Scope Statement

Client training is guided by an official training checklist provided by the Migration Project Team. This checklist outlines all topics and tasks included in the training scope and serves as the formal record of what will be covered during onsite sessions.

At the conclusion of training, clients will review and sign the checklist to confirm that all listed topics have been addressed. Only the items acknowledged on this signed checklist are considered within the scope of training.

Requests for additional topics, retraining, or areas not included in the checklist may require separate scheduling, support arrangements, or additional fees, depending on the request.