

**AGENDA**

Joint Administrative Services Board  
September 23, 2013 1:00 p.m.  
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (August 26 Minutes Attached).**
3. **ERP RFP Review of Key Considerations.** The RFP has been reviewed by Sandy Terry, Steve Brown, and Dennis Sandala and is ready to distribute to twelve vendors October 1. Considerations:
  - a. The RFP calls for the County to provide a training coordinator. See the Clarke resource requirements attached.
  - b. JAS will seek proposals from consultants to assist in evaluation and contracting, with a decision to accept such a proposal only after the November 12 due date.
  - c. In an effort to reduce cost the RFP asks vendors to provide prices for pre-printed forms only when their system is incapable of printing such a form.
  - d. The Board should begin considering how system administration will be handled in the future.
4. **Other Technology Governance Issues:** Training. Fiber Backbone Update. Zimbra/BoardDocs cross testing. Joint Technology Plan update. HR policy and classification matters. Data cleanup.
5. **VaCorp/VRS Local Disability Program Pending Decision.** The Government and Schools need to decide by November 1 whether to participate in the VRS Disability Plan or another Disability Plan with similar terms. The consideration should consider the following:
  - a. Participation in the VRS Plan is irrevocable.
  - b. Certain Commonwealth administered insurance pools such as LODA and Worker's Compensation have awarded generous claims, making their policies more expensive over time. It is not clear whether the VRS program may behave similarly.
  - c. The City of Harrisonburg has completed procurement with The Standard, an insurance company offering terms that meet the requirements of the VRS program.
  - d. The initial The Standard rates are better:

Proposed Disability Insurance Rates (% of payroll)		
Group Name	The Standard	VRS
Government	.79	.91
School Non-Professional	.37	.91
School Professional	.37	.39

---

---

---

---

---

---

The VaCorp proposal prepared by The Standard is attached. However, though VaCorp requested the proposal, their charter does not permit them to offer it. Rather, Clarke would work directly with The Standard. With Board approval JAS will work with Harrisonburg and the Standard to develop the actual contracts. The following action is recommended: *“Be it resolved that the Joint Administrative Services Board recommends that the Clarke County School Board and the Clarke County Board of Supervisors notify the Virginia Retirement System that each severally intends to opt out of the disability insurance program offered in conjunction with the new Hybrid Retirement Plan, and contract with The Standard to provide such coverage under the terms and conditions obtained by the City of Harrisonburg”.*

Joint Administrative Services Board  
August 26, 2013 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, August 26, 2013 at 1:00 pm in Berryville Clarke County Government Center Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor; Berryville, Virginia.

Members Present

David Ash; J. Michael Hobert; Sharon Keeler; Michael Murphy; Chip Schutte

Members Absent

None

Staff Present

Tom Judge; Lora Walburn

Others Present

None

1. Call to Order - Determination of Quorum

At 1:02 pm, Chairman Schutte called the meeting to order.

2. Approval of Minutes

Michael Murphy, seconded by J. Michael Hobert, moved to approve the June 24, 2013 meeting minutes as presented. The motion carried as follows:

David Ash	-	Absent
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

David Ash joined the meeting at 1:08 pm.

### 3. ERP RFP Review of Key Considerations

The RFP is currently under review by 6 persons with strong technology credentials. Their comments are due back September 15. The Board is invited at this stage to comment on any aspect of the RFP which consists of the attached narrative section, as well as a requirements spreadsheet and a pricing table. However, a few key considerations are:

Key considerations are:

- a. The distinction made between Core, Non-Core, and Optional Components.
- b. The special consideration given to Land Management.
- c. The Evaluation Process.
- d. The content proposers are to provide (see attached Section 3).

Highlights of Board review include:

- Provide comment by September 16.
- Proposals will be evaluated by the Joint Administrative Services Board.
- \$600,000 budget does not include hardware installation.
- Page 19 – Change from Alert Now to Blackboard Connect 5.
- Page 52 – Change Management Approach add item e) Security – User Acceptance including security.
- Page 54 –
  - o Edit table to include actual titles, where applicable;
  - o Consider revising Item 5, “Likewise, the County requests that the Vendor . . . .”
  - o Add expectations for County staff.
  - o Document wide, “scrub” for “large locality” statements.
- Page 57 – 3.8 Technical Requirements - Tom Judge will ask Gordon Russell to double check this section.
- Page 88 – Question 17 – Add a column specifically for Virginia businesses to help identify trend as to whether the vendor is growing or receding in the market.

### 4. Other Technology Governance Issues: Training, Fiber Backbone Update

#### Training

- Operating budgets for General Government / Schools include training on MicroSoft Office software, email, and other systems currently in use.
- Renee Weir, Office Manager - School Administration, is developing clerical training. This training could be expanded to include general government staff.
- Mike Murphy will follow up with Renee Weir and Ed. Shrewbridge on the idea of a roving trainer.

- Consider providing employees scholarships to attend software and computer classes offered by Parks & Recreation.
- Include training on web page updates.

Fiber Backbone

- Gordon Russell was not in attendance to provide an update.

5. VaCorp/VRS Local Disability Program Pending Decision.

*The Government and Schools need to decide by November 1 whether to participate in the VRS Disability Plan or the VaCorp Disability Plan. The consideration should consider the following:*

- Participation in the VRS Plan is irrevocable while the VaCorp plan decision is not.*
- Certain Commonwealth administered insurance pools such as LODA and Worker's Compensation have awarded generous claims, making their policies more expensive over time. It is not clear whether the VRS program may behave similarly.*
- The initial VaCorp rates are better:*

Proposed Disability Insurance Rates (% of payroll)		
Group Name	VACORP	VRS
Government	.79	.91
School Non-Professional	.37	.91
School Professional	.37	.39

*The VaCorp government proposal is attached. The School's will be identical, except the rates above. The board should consider whether to recommend approval of these proposals to the respective Boards, or engage a consultant for an in depth comparison.*

Tom Judge and Dave Ash, VACorp Insurance Board member, summarized the pros and cons of the plans. By consensus, action on the matter was deferred to the next meeting.

6. Affordable Care Act Checklist (FYI).

Tom Judge advised that the act takes effect January 1, 2014.

Chip Schutte commented that holders of non-compliant policies have started to receive notifications.

Next Meeting

The next regular meeting is scheduled for September 23, 2013.

Adjournment

Chairman Schutte adjourned the meeting at 2:55 pm.

---

*Minutes Recorded and Transcribed by Lora B. Walburn*

Project Role	Project Responsibilities	Average Number of County FTEs Required Over Entire Project
Technology Governance Board (system policies, best practices compliance)		
Project Manager (Joint Administrative Services Director)		
Functional Process Team Leaders		
Functional Process Team Participants		
Training Coordinator Team Lead		
Technical Team Members (School and Government IT Directors)		
Other Roles		

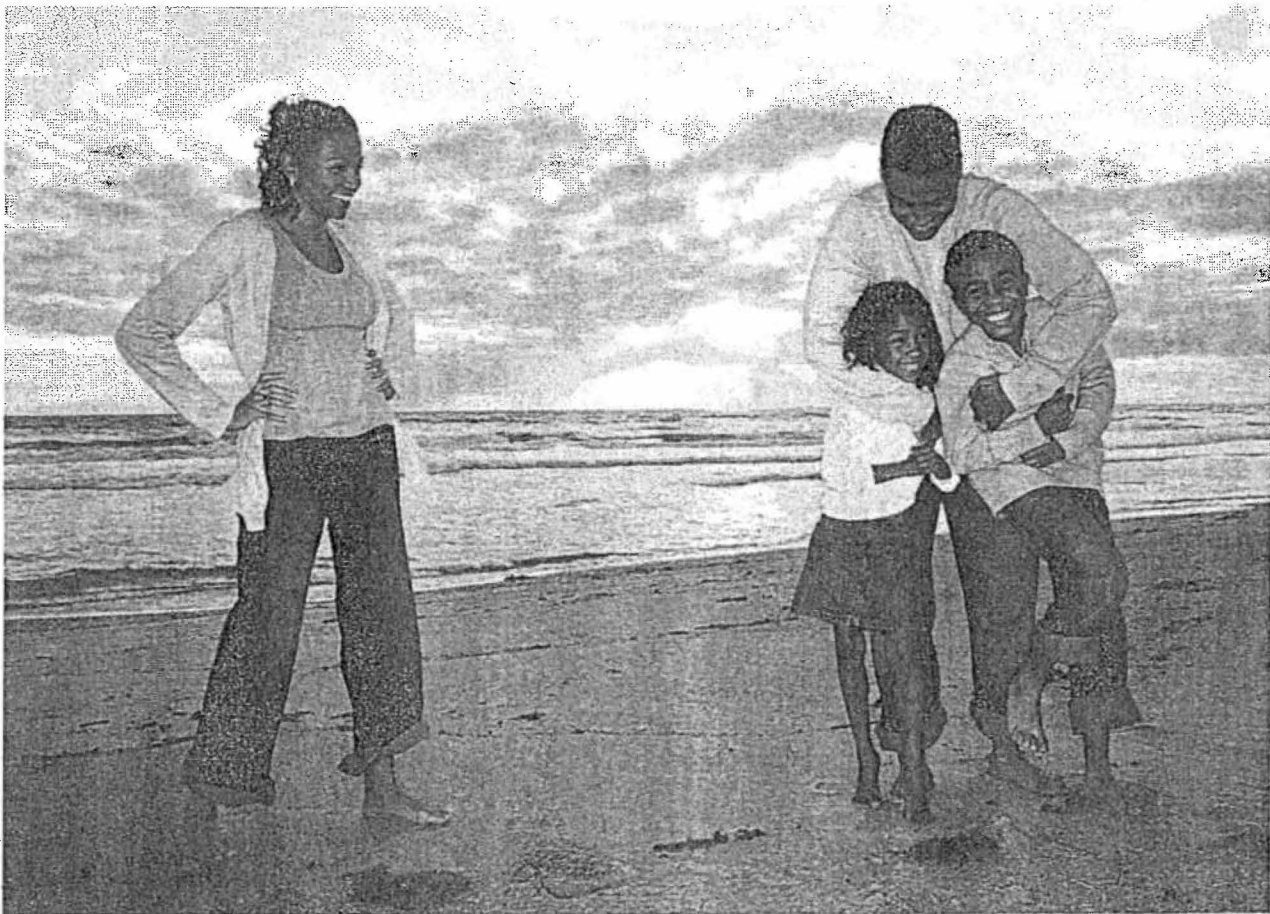
# Employee Benefits

Presented by:  
**The Standard**

## Proposal And Cost Summary

Prepared for:  
**Virginia Association of Counties  
Risk Pool**  
July 2013

Participating Entity:  
**Clarke County**



### Virginia Standard Opt Out Plan:

- **Group STD Advice to Pay**
- **Group Long Term Disability Insurance**

Standard Insurance Company





# How The Standard's Focused Expertise Can Benefit Your Business

At Standard Insurance Company, group Life and Disability insurance aren't add-ons. They're our primary business. For you, our focused expertise means people who understand your needs and employee benefits that work harder to support your goals.

From fast, responsive claims handling to flexible plan designs that help you control costs, we're here to partner with you for the long term. Our proactive approach and solutions can help reduce the workload for your HR team and help you maintain a more efficient and productive workplace.

<b>Key Reasons To Choose The Standard</b>	
<b>Partnership Focus</b>	With The Standard's 40-plus fully-staffed sales and service offices across the country, you can count on a smooth, hassle-free transition, local account resources and personal, responsive service. We're here to minimize your administrative burden and simplify claim management. With access that works the way you work – online, phone or in person – we're easy to reach and quick to follow through.
<b>Long-Term Perspective</b>	We've tailored this proposal to address your needs, today and for the long-term. Need more options? Just ask. We offer millions of possible plan design combinations. We also emphasize giving you the "right rate" from the beginning to avoid a big increase later.
<b>Proactive Approach</b>	We focus on helping employers prevent disabilities, increase employee well-being and maintain a more productive workplace through innovative solutions that deliver measurable results, including: <ul style="list-style-type: none"> <li>• Industry-leading Workplace Possibilities<sup>SM</sup> program</li> <li>• Exclusive partnership with Health Advocate<sup>TM</sup></li> <li>• Employee Assistance Program included with our LTD plans</li> <li>• Comprehensive Absence Management services</li> <li>• Flexible Dental and Vision plans</li> </ul>

## We Keep Our Promises

At The Standard, doing the right thing for our customers is in our DNA. More than 100 years of history and our long track record of financial strength back up our commitment to you and your employees.

## Employee Benefits Proposal and Cost Summary

Prepared for: Virginia Standard Opt Out Plan  
Proposed Effective Date of January 1, 2014

Presented By: The Standard

### STD Plan – Advice to Pay (ATP)

#### Covered Members

You are a member if you are a regular employee of the Employer actively working at least 20 hours each week, a citizen or resident of the United States or Canada, and either 1) hired on or after January 1, 2014 and who is participating in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia, or 2) made an irrevocable election to participate in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia on or before April 30, 2014. You are not a member if you are a temporary or seasonal employee, a full-time member of the armed forces, a leased employee or an independent contractor.

#### Plan

##### STD Weekly Benefit

Months of Continuous Service	Workdays at 100% Replacement	Workdays at 80% Replacement	Workdays at 60% Replacement
Less than 12	0	0	0
13 - 59	0	0	125
60 - 119	25	25	75
120 - 179	25	50	50
180 or more	25	75	25

Accident/Sickness Benefits begin on day	8
Major/Catastrophic Conditions Benefits begin on day	1
Maximum Benefit Period	125 work days

#### Features

- Sick leave pay is not deductible unless STD benefits plus sick leave exceeds 100% of predisability earnings. Only the excess will be used to offset benefits.
- An Assisted Living Benefit is included for non-occupational disabilities. An additional 20% of your Predisability Earnings, not to exceed a total STD Benefit of 100%. The Assisted Living Benefit is not reduced by Deductible Income.
- Plan includes a Partial Disability provision.
- Administrative services, reports and Consolidated Disability<sup>SM</sup> claim management
- Communication with the Claimant, Employer and Physician
- Seamless transition to LTD of the Virginia Standard Opt Out Plan, when appropriate

## Employee Benefits Proposal and Cost Summary

Prepared for: Virginia Standard Opt Out Plan  
Proposed Effective Date of January 1, 2014

Presented By: The Standard

### LTD Plan

#### Covered Members

You are a member if you are a regular employee of the Employer actively working at least 20 hours each week, a citizen or resident of the United States or Canada, and either 1) hired on or after January 1, 2014 and who is participating in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia, or 2) made an irrevocable election to participate in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia on or before April 30, 2014. You are not a member if you are a temporary or seasonal employee, a full-time member of the armed forces, a leased employee or an independent contractor.

Class 1: Members with fewer than 12 months continuous participation in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia

Class 2: Members with at least 12 months continuous participation in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia

#### Plan

LTD Income Benefit	60%
Insured Predisability Earnings	\$41,667
Maximum Monthly Benefit	\$25,000
Minimum Monthly Benefit	\$100
Benefit Waiting Period	The period for which benefits are payable under the Employer's short term disability benefits program, including any benefit waiting period under that plan
Maximum Benefit Period	59 or younger...To age 65 SSNRA 60 through 64...5 years 65 through 68...To age 70 69 or older.....1 year
Own Occupation Period	24 Months
Guarantee Issue (benefit)	Full Benefit
Eligibility Waiting Period	One year of continuous employment for non work related disabilities
Employer Contribution	100%
Benefit Taxation	100% Taxable

#### Features

- An Assisted Living Benefit is included. This is an additional benefit that, when added to the LTD benefit, provides income replacement equal to 80% of predisability earnings. To qualify, disabled members must be unable to perform two or more activities of daily living, and/or suffer from a severe cognitive impairment expected to last 90 days or more.
- A 1% Pension Contribution Benefit is included. This monthly benefit is for your use in funding a disabled member's pension plan. The benefit is equal to 1% of the disabled member's insured predisability earnings.
- Rates are guaranteed until January 1, 2017.

---

---

## Employee Benefits Proposal and Cost Summary

---

---

Prepared for: Virginia Standard Opt Out Plan  
Proposed Effective Date of January 1, 2014

Presented By: The Standard

- A Rehabilitation Plan Benefit is included. This pays for approved expenses incurred by a disabled member as part of a rehabilitation plan in preparation for a return to work. Expenses may include: training and education, family care, job search and other job-related expenses.
- AdminEASE service is included. These time-saving online tools are the fastest, easiest and most secure way to administer your plan.
- To simplify administration, The Standard will pay your matching FICA and Medicare taxes and prepare W-2s for members who are receiving LTD benefits.
- The plan includes a Reasonable Accommodation Expense Benefit that is among the most generous in the industry. This benefit reimburses your expenses toward approved workplace modifications that help members return to work or remain at work.
- The plan includes E-Contract document service for efficient, convenient online contract document delivery. Printed documents are available on request. Certificates must be distributed to insured members. Note: Under ERISA, plan administrators may deliver Summary Plan Descriptions/certificates electronically, but must implement measures to ensure participants actually receive them. Please consult legal counsel to clarify your delivery or recordkeeping requirements.
- For the first 12 months after returning to work, the employee's LTD benefit will not be reduced until work earnings plus the LTD benefit exceed 100% of Predisability earnings. After the first 12 months, only 50% of work earnings are deducted.

### Plan Design

---

- A Rehabilitation Incentive Benefit is included. The LTD benefit amount will be increased by 10% of predisability earnings as long as a disabled member is participating in an approved rehabilitation plan. The LTD benefit may still not exceed the plan maximum benefit amount.
- Partial disability is covered from the first day of disability.
- A Survivors Benefit is included. This provides a lump sum payment equal to three times the LTD benefit without reduction by deductible income.
- None of the following plans/resources will be used as deductible income: Profit sharing, thrift or savings plans, 401(k), 403(b), 408(k), 408(p), 457 plans, IRAs, TSAs, stock ownership, Keogh, or deferred compensation plans.
- Primary and dependents Social Security benefits will be used as deductible income.
- The plan includes a 24-month own occupation definition of disability where you are disabled when you are unable to perform your own occupation duties.
- Sick leave pay will not be used as deductible income unless the LTD benefit plus the sick leave pay exceed 100% of indexed predisability earnings. Only the excess above 100% will be used as deductible income.
- Deductible Income includes Social Security, SSDI, Self Employment income, Benefits received from any other state employer sponsored group insurance contract, Workers Comp, Severance and Unemployment Compensation. COLA increases are not included in deductible income.

### Assumptions

---

- The proposed rates assume the group participates in Social Security.
- The proposed rates do not include commissions.
- The proposed rates assume you participate in a Workers' Compensation plan.
- Proposed rate includes electronic documents.
- Rates assume 100% enrollment of those hired on or after January 1, 2014.

---

---

## Employee Benefits Proposal and Cost Summary

---

---

Prepared for: Virginia Standard Opt Out Plan  
Proposed Effective Date of January 1, 2014

Presented By: The Standard

### Cost:

---

Rate: Percent of Monthly Insured Earnings  
0.79

---

### Producer Compensation Disclosure

We recognize the valuable role of Insurance advisors, consultants and brokers ("producers") in helping their clients design an employee benefits program, and we support reasonable and fair compensation for these services. Producers may be eligible to receive compensation from The Standard. Any questions regarding the compensation connected with this proposal should be directed to the producer. Please visit our website at [www.standard.com/compensation/eb/](http://www.standard.com/compensation/eb/) to view our normal commission scales. If this proposal is quoted with a non-standard scale or override it is noted below. An override if noted is compensation paid in addition to or in lieu of commissions. Please consult with your producer for details.

Non-standard commission scale: **Rates are net of commission**  
Override: **N/A**

Unless participation is declined by the producer or client, contingent compensation is additional compensation that may also be paid and is contingent on the satisfaction of one or more minimum requirements, such as a specified amount of new premium volume or persistency in connection with the producer's block of business. For information about our customary producer rewards program visit [www.standard.com/compensation/eb/](http://www.standard.com/compensation/eb/). Some producers may have a contingent compensation arrangement that differs from our customary program. Please consult with your producer for additional details.

Additionally, fees for administrative, marketing or consulting services may apply. If applicable, fees are noted below.

**Fees: TPA fees payable to Virginia Association of Counties Risk Pool are included**

## Local Disability Plan

## Agenda

- Explain requirement of VRS employers to offer a short term/long term disability plan.
- Overview of Available Options
- Recommended Next Steps

## Local Disability Plan

VRS participating employers are required to establish and fund a Local Disability Plan for employees hired on or after January 1, 2014, that offers:

- Short Term Disability and
- Long Term Disability (until the employee is either able to return to work or is eligible to retire)

VRS is offering the Virginia Local Disability Plan (VLDP)

- School Divisions have the option to opt out of the VLDP but must offer a comparable Short Term & Long Term Disability Plan
- Decision to participate in VLDP or opt out is irrevocable

## Why is this required?

Effective January 1, 2014:

- All new hires will be enrolled in the VRS Hybrid Retirement Plan.
- Unlike the existing VRS retirement plan, the Hybrid will not provide an opportunity for employees to apply for disability retirement.
- The short term/long term disability plan replaces disability retirement.

## Search for Options

- To ensure that our employees are offered the most suitable option, an RFP was issued to search for alternative plans.
- This search revealed a comparable plan offered by The Standard insurance company.

## Comparable Plan

The Standard has developed a plan specifically to serve as an alternative to the VLDP

- A review by the RFP committee and our Wells Fargo consultant has determined that this is a viable option to the VRS VLDP plan
- In addition to meeting the requirement to be comparable, The Standard provides a higher level of benefit than what is required in several areas.



## Cost Comparison

	VRS plan cost	Comparable plan cost
Rates (per \$100/salary):		
Teachers	\$ 0.39	\$ 0.37
Others*	\$ 0.91	\$ 0.37
Annual Premium (1 <sup>st</sup> year)	\$ 71,499	\$ 59,020

- \* Others = Plant services, Child Nutrition, Transportation employees
- Standard offers a 3 year guarantee on the quoted rates
- By June 30, 2014 the VLDP rates will be reviewed and potentially change

## Recommendations

### Recommended Next Steps:

- The School Board approve the resolution to opt out of the State offered VLDP plan prior to the November 1, 2013 deadline
- Division staff complete procurement work to establish a NNPS Local Disability Plan

Implementation Services Pricing

VENDOR NAME		
Core Components	One Time Cost	On-Going (Annual) Cost
Subtotal - Hardware*	\$0.00	\$0.00
Subtotal - Application Software*	\$0.00	\$0.00
Subtotal - Other Software*	\$0.00	\$0.00
Subtotal - Implementation Services	\$0.00	
Subtotal - End User Services	\$0.00	
Data Conversion Services	\$0.00	
Interface Services*	\$0.00	\$0.00
Forms Services	\$0.00	
Other Implementation Services	\$0.00	
Software Modifications*	\$0.00	\$0.00
Travel and Lodging		
(enter as negative number) Less: Discount		
<b>GRAND TOTAL FOR ALL CORE SOFTWARE &amp; SERVICES:</b>	<b>\$0.00</b>	<b>\$0.00</b>
*Provide one time costs as well as annual costs		
Non-Core Components	One Time Cost	On-Going (Annual) Cost
Subtotal - Hardware*	\$0.00	\$0.00
Subtotal - Application Software*	\$0.00	\$0.00
Subtotal - Other Software*	\$0.00	\$0.00
Subtotal - Implementation Services	\$0.00	
Subtotal - End User Services	\$0.00	
Data Conversion Services	\$0.00	
Interface Services*	\$0.00	\$0.00
Forms Services	\$0.00	
Other Implementation Services	\$0.00	
Software Modifications*	\$0.00	\$0.00
Travel and Lodging		
(enter as negative number) Less: Discount		
<b>GRAND TOTAL FOR ALL NON-CORE SOFTWARE &amp; SERVICES:</b>	<b>\$0.00</b>	<b>\$0.00</b>
*Provide one time costs as well as annual costs		

Hardware Pricing

Vendor Name

Hardware / Expansion	Required Quantity	Purchase Price	Extended / Total Price	Annual Maintenance Cost
<b>Core Hardware</b>				
Server Components			\$ -	
Storage Components			\$ -	
Tape Backup Solution			\$ -	
Other Required Hardware			\$ -	
Other Required Hardware			\$ -	
Other Required Hardware			\$ -	
<b>Subtotal - Hardware:</b>			\$ -	\$ -

Hardware / Expansion	Required Quantity	Purchase Price	Extended / Total Price	Annual Maintenance Cost
<b>Non-Core Hardware</b>				
Server Components			\$ -	
Storage Components			\$ -	
Tape Backup Solution			\$ -	
Other Required Hardware			\$ -	
Other Required Hardware			\$ -	
Other Required Hardware			\$ -	
<b>Subtotal - Hardware:</b>			\$ -	\$ -

Application Software Pricing

VENDOR NAME		
Core Application Software	Total Up - Front License Price	Annual On Going Software Support Cost
Accounts Payable	\$0.00	\$0.00
Bank Reconciliation	\$0.00	
Budgeting	\$0.00	
Capital Assets	\$0.00	
Cash Receipting	\$0.00	
General Ledger	\$0.00	
Human Resources	\$0.00	
Leave Management	\$0.00	
Misc. Bill & Accounts Receivable	\$0.00	
Payroll & Timekeeping	\$0.00	
Position Control	\$0.00	
Purchasing	\$0.00	
Tax Billing	\$0.00	
Utility Billing	\$0.00	
<b>Subtotal - Core Application Software:</b>	<b>\$0.00</b>	<b>\$0.00</b>
Non-Core Application Software	Total Up - Front License Price	Annual On Going Software Support Cost
Applicant Tracking	\$0.00	\$0.00
Benefits Administration	\$0.00	
Cash Management	\$0.00	
Contract Management	\$0.00	
Debt Management	\$0.00	
Deed & Easement Integration	\$0.00	
Document Management	\$0.00	
GIS Integration	\$0.00	
Grants, Project Management and Accounting	\$0.00	
Inventory Management	\$0.00	
Investment Management	\$0.00	
Inspections and Permitting	\$0.00	
School Substitute Management	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
<b>Subtotal - Non-Core Application Software:</b>	<b>\$0.00</b>	<b>\$0.00</b>

Other Software Pricing

VENDOR NAME						
Other Core Software	Required Qty.	X	Unit Price	=	Extended Up-Front Purchase or License Price	Annual On-Going Support
Source Code Escrow		x		=	\$0.00	\$0.00
Emulation or GUI Workstation Software		x		=	\$0.00	
Utilities		x		=	\$0.00	
Report Writer		x		=	\$0.00	
Relational Database		x		=	\$0.00	
Forms Generator		x		=	\$0.00	
Zip+4 Software		x		=	\$0.00	
Disaster Recovery		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
<b>Subtotal - Other Software:</b>					<b>\$0.00</b>	<b>\$0.00</b>
Other Non-Core Software	Required Qty.	X	Unit Price	=	Extended Up-Front Purchase or License Price	Annual On-Going Support
Source Code Escrow		x		=	\$0.00	\$0.00
Emulation or GUI Workstation Software		x		=	\$0.00	
Utilities		x		=	\$0.00	
Report Writer		x		=	\$0.00	
Relational Database		x		=	\$0.00	
Forms Generator		x		=	\$0.00	
Zip+4 Software		x		=	\$0.00	
Disaster Recovery		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
Other		x		=	\$0.00	
<b>Subtotal - Other Software:</b>					<b>\$0.00</b>	<b>\$0.00</b>

Implementation Services Pricing

VENDOR NAME					
Core Implementation Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Accounts Payable		X		=	\$0.00
Bank Reconciliation		X		=	\$0.00
Budgeting		X		=	\$0.00
Capital Assets		X		=	\$0.00
Cash Receipting		X		=	\$0.00
General Ledger		X		=	\$0.00
Human Resources		X		=	\$0.00
Leave Management		X		=	\$0.00
Miscellaneous Billing & Accounts Receivable		X		=	\$0.00
Payroll		X		=	\$0.00
Position Control		X		=	\$0.00
Purchasing		X		=	\$0.00
Tax Billing		X		=	\$0.00
Utility Billing		X		=	\$0.00
<b>Subtotal – Core Implementation Services:</b>	<b>0.00</b>				<b>\$0.00</b>
Non-Core Implementation Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Applicant Tracking		X		=	\$0.00
Benefits Administration		X		=	\$0.00
Cash Management		X		=	\$0.00
Contract Management		X		=	\$0.00
Debt Management		X		=	\$0.00
Deed & Easement Document Integration		X		=	\$0.00
Document Management		X		=	\$0.00
GIS Integration		X		=	\$0.00
Grants, Project Management and Accounting		X		=	\$0.00
Inventory Management		X		=	\$0.00
Investment Management		X		=	\$0.00
Inspections and Permitting		X		=	\$0.00
School Substitute Management		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
<b>Subtotal – Non-Core Implementation Services:</b>	<b>0.00</b>				<b>\$0.00</b>

Train the Trainer Service Pricing

VENDOR NAME					
Core Train-the-Trainer Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Accounts Payable		X	\$0.00	=	\$0.00
Bank Reconciliation		X		=	\$0.00
Budgeting		X		=	\$0.00
Capital Assets		X		=	\$0.00
Cash Receipting		X		=	\$0.00
General Ledger		X		=	\$0.00
Human Resources		X		=	\$0.00
Leave Management		X		=	\$0.00
Miscellaneous Billing & Accounts Receivable		X		=	\$0.00
Payroll		X		=	\$0.00
Position Control		X		=	\$0.00
Purchasing		X		=	\$0.00
Tax Billing		X		=	\$0.00
Utility Billing		X		=	\$0.00
<b>Subtotal – Core Train-the-Trainer Services:</b>	<b>0.00</b>				<b>\$0.00</b>
* Note that Optional Train-the-Trainer approach & End User Training Services approach should be priced separately for comparative purposes.					
Non-Core Train-the-Trainer Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Applicant Tracking		X		=	\$0.00
Benefits Administration		X		=	\$0.00
Cash Management		X		=	\$0.00
Contract Management		X		=	\$0.00
Debt Management		X		=	\$0.00
Deed & Easement Document Integration		X		=	\$0.00
Document Management		X		=	\$0.00
GIS Integration		X		=	\$0.00
Grants, Project Management and Accounting		X		=	\$0.00
Inventory Management		X		=	\$0.00
Investment Management		X		=	\$0.00
Inspections and Permitting		X		=	\$0.00
School Substitute Management		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
<b>Subtotal – Non-Core Train-the-Trainer Services:</b>	<b>0.00</b>				<b>\$0.00</b>

End User Training Services

VENDOR NAME					
Core End User Training Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Accounts Payable		X		=	\$0.00
Bank Reconciliation		X		=	\$0.00
Budgeting		X		=	\$0.00
Capital Assets		X		=	\$0.00
Cash Receipting		X		=	\$0.00
General Ledger		X		=	\$0.00
Human Resources		X		=	\$0.00
Leave Management		X		=	\$0.00
Miscellaneous Billing & Accounts Receivable		X		=	\$0.00
Payroll		X		=	\$0.00
Position Control		X		=	\$0.00
Purchasing		X		=	\$0.00
Tax Billing		X		=	\$0.00
Utility Billing		X		=	\$0.00
<b>Subtotal – End User Training Services:</b>	<b>0.00</b>				<b>\$0.00</b>
* Note that Optional Train-the-Trainer approach & End User Training Services approach should be priced separately for comparative purposes.					
Non-Core End User Training Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Applicant Tracking		X		=	\$0.00
Benefits Administration		X		=	\$0.00
Cash Management		X		=	\$0.00
Contract Management		X		=	\$0.00
Debt Management		X		=	\$0.00
Deed & Easement Document Integration		X		=	\$0.00
Document Management		X		=	\$0.00
GIS Integration		X		=	\$0.00
Grants, Project Management and Accounting		X		=	\$0.00
Inventory Management		X		=	\$0.00
Investment Management		X		=	\$0.00
Inspections and Permitting		X		=	\$0.00
School Substitute Management					
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
<b>Subtotal – Non-Core End User Training Services:</b>	<b>0.00</b>				<b>\$0.00</b>
* Note that Optional Baseline (Minimum) Required Training approach & End User Training Services approach should be priced separately for comparative purposes.					



VENDOR NAME									
#	Area	Core Requested Conversion Item	Data Conversion Code *	Estimated Hours	X	Hourly Rate	=	Extended Cost	Comments
1	Accounts Payable	Vouchers			X		=	\$0.00	
2	Accounts Payable	Invoices			X		=	\$0.00	
3	Accounts Payable	Vendor File (complete) - including 1099s			X		=	\$0.00	
4	Budgeting	Current adopted budget amounts by line items			X		=	\$0.00	
5	Budgeting	Current actual amounts by line item			X		=	\$0.00	
6	Budgeting	Budget and actual amount by line item for all funds for three prior years			X		=	\$0.00	
7	Capital Assets	Asset Master information currently exists in multiple Excel spreadsheets			X		=	\$0.00	
8	General Ledger & Financial Reporting	All chart of account code, account, and descriptions			X		=	\$0.00	
9	General Ledger & Financial Reporting	Ending balances for each acct. for the last 3-5 years with related budget information			X		=	\$0.00	
10	General Ledger & Financial Reporting	All detailed transaction data per account for current year and three fiscal year prior to fiscal year of conversion			X		=	\$0.00	
11	Human Resources	Personnel Records, both active and within tax year			X		=	\$0.00	
12	Leave Management	Leave beginning balances			X		=	\$0.00	
13	Payroll	Employee History (active and terminated)			X		=	\$0.00	
14	Payroll	Accumulators - MTD, QTD, YTD, Life to Date			X		=	\$0.00	
15	Payroll	Benefits			X		=	\$0.00	
16	Payroll	Check History			X		=	\$0.00	
17	Payroll	Earnings/Deductions History			X		=	\$0.00	
18	Position Control	Position Master File			X		=	\$0.00	
19	Position Control	Position Accounts			X		=	\$0.00	
20	Purchasing	Open and Historical Purchase Orders			X		=	\$0.00	
21	Tax Billing	Customer Master Records			X		=	\$0.00	
22	Tax Billing	Current Billing			X		=	\$0.00	
23	Tax Billing	2 years of billing and payment history			X		=	\$0.00	
24	Utility Billing	Customer Master			X		=	\$0.00	
25	Utility Billing	Transactions			X		=	\$0.00	
26	Utility Billing	Services			X		=	\$0.00	
27	Utility Billing	Charges			X		=	\$0.00	
<b>Subtotal - Core Data Conversion Services:</b>				<b>0</b>				<b>\$0.00</b>	
* Data Conversion Codes:									
A = Utilize / refine existing conversion tools / scripts									
B = Develop conversion scripts									
C = Automated conversion not realistic / appropriate: Manual conversion is targeted									
D = Other data conversion approach, please briefly describe in 'Comments' column									
E = Not enough information / Need clarification / Item should be addressed during implementation									
#	Area	Non-Core Requested Conversion Item	Data Conversion Code *	Estimated Hours	X	Hourly Rate	=	Extended Cost	Comments
1					X		=	\$0.00	
2					X		=	\$0.00	
3					X		=	\$0.00	
<b>Subtotal - Non-Core Data Conversion Services:</b>				<b>0</b>				<b>\$0.00</b>	

VENDOR NAME										
Data Flow Item #	Core Data Flow Description	Source Application	Target Application	Comments	Estimated Hours	X	Hourly Rate	=	Cost for Interface (One-Time)	Cost for Interface (On-Going Support)
1	Cash Transactions and billing	Vermont Systems RecTrac	Cash Receipting and Misc Billing			X		=	\$0.00	\$0.00
2	Cash Transactions and billing	Café Enterprise by Data Business Systems	Cash Receipting and Misc Billing			X		=	\$0.00	\$0.00
3	Cleared checks	Bank of Clarke County	Bank Reconciliation			X		=	\$0.00	\$0.00
4	Vehicle Assessment Data	NADA	Tax Billing			X		=	\$0.00	\$0.00
5	State Contract Purchasing	Purchasing	State of VA eVA	Interface developed on State end		X		=	\$0.00	\$0.00
6	Compensation Board Reporting	Payroll, AP	State of VA COIN			X		=	\$0.00	\$0.00
7	Health Insurance Enroll & Pay	Payroll	State of VA (DHRM-TLC)			X		=	\$0.00	\$0.00
8	Retirement Plan Vendor Updates	Payroll	ICMA-RC, Horace Mann, VA Retirement Specialists			X		=	\$0.00	\$0.00
9	Health Savings Account Enroll & Pay	Payroll	Health Savings Bank			X		=	\$0.00	\$0.00
10	Federal W2's	Payroll	SSA			X		=	\$0.00	\$0.00
11	Flex (Sec 125) Enroll & Pay	Payroll	Wage Works			X		=	\$0.00	\$0.00
12	Life Insurance Enroll & Pay	Payroll	MN Life			X		=	\$0.00	\$0.00
13	Long-Term Care Insurance Payments	Payroll	Genworth			X		=	\$0.00	\$0.00
14	SSN Verification	Payroll	SSA			X		=	\$0.00	\$0.00
15	State Retirement System	Payroll	VRS			X		=	\$0.00	\$0.00
16	State Tax Withholding, garnishments	Payroll	VA, MD, DC, PA, WV			X		=	\$0.00	\$0.00
17	State W2s	Payroll	VA, MD, DC, PA, WV			X		=	\$0.00	\$0.00
18	VA Social Services	Payroll	LETS			X		=	\$0.00	\$0.00
19	ACH Direct Deposit	Payroll, AP	Bank of Clarke County			X		=	\$0.00	\$0.00
20	Wire Transfers	State	Accts Receivable			X		=	\$0.00	\$0.00
21	Debt set-off program (vehicle tax)	Tax Billing	VA Dept of Taxation			X		=	\$0.00	\$0.00
22	Mortgage Company Tax Payments	Wells Fargo	Tax Billing			X		=	\$0.00	\$0.00
<b>Subtotal - Core Interface Services:</b>					<b>0</b>				<b>\$0.00</b>	<b>\$0.00</b>
Data Flow Item #	Non-Core Data Flow Description	Source Application	Target Application	Comments	Estimated Hours	X	Hourly Rate	=	Cost for Interface (One-Time)	Cost for Interface (On-Going Support)
1	School Grant Reporting	Grants Management	State OMEGA			X		=	\$0.00	\$0.00
2	Government Grant Reporting	Grants Management	GMS, GMIS, GPRS, OJP, BFP, COPS			X		=	\$0.00	\$0.00
3						X		=	\$0.00	\$0.00
4						X		=	\$0.00	\$0.00
5						X		=	\$0.00	\$0.00
6						X		=	\$0.00	\$0.00
7						X		=	\$0.00	\$0.00
<b>Subtotal - Non-Core Interface Services:</b>					<b>0</b>				<b>\$0.00</b>	<b>\$0.00</b>

Forms Services

Provide form costs only if your system does not print its own form. Forms listed below are examples only.

VENDOR NAME

Functional Area	Core Form Name	Comments	Estimated Hours	X	Hourly Rate	=	Cost for Form
Accounts Payable	AP Check			X		=	\$0.00
Accounts Payable	1099 forms - (eg. INT, S, G and M)			X		=	\$0.00
Payroll	Pay check			X		=	\$0.00
Payroll	Direct deposit advice			X		=	\$0.00
Payroll	W2			X		=	\$0.00
Misc Billing	General invoice			X		=	\$0.00
Misc Billing	Billing statement			X		=	\$0.00
Payroll	Timesheet			X		=	\$0.00
Utility Billing	Postcard Bill			X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
<b>Subtotal - Core Forms Services:</b>			<b>0</b>				<b>\$0.00</b>
Functional Area	Non-Core Form Name	Comments	Estimated Hours	X	Hourly Rate	=	Cost for Form
Permitting	Building Permit			X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
				X		=	\$0.00
<b>Subtotal - Non-Core Forms Services:</b>			<b>0</b>				<b>\$0.00</b>

Other Implementation Services

VENDOR NAME					
Other Core Implementation Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Project Management		X		=	\$0.00
Hardware Design and Installation Consulting		X		=	\$0.00
Software Installation		X		=	\$0.00
Report Development Assistance		X		=	\$0.00
Change Management		X		=	\$0.00
Testing Assistance		X		=	\$0.00
Operational Redesign		X		=	\$0.00
System Documentation		X		=	\$0.00
Knowledge Transfer		X		=	\$0.00
3 Months Post Go-Live Support		X		=	\$0.00
Post Implementation Period Processing Support		X		=	\$0.00
Performance Bond		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
<b>Subtotal – Other Core Implementation Services:</b>	<b>0</b>				<b>\$0.00</b>

Other Implementation Services

VENDOR NAME					
Other Core Implementation Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Other Non-Core Implementation Services	Estimated Hours	X	Hourly Rate	=	Extended Cost
Project Management		X		=	\$0.00
Hardware Design and Installation Consulting		X		=	\$0.00
Software Installation		X		=	\$0.00
Report Development Assistance		X		=	\$0.00
Change Management		X		=	\$0.00
Testing Assistance		X		=	\$0.00
Operational Redesign		X		=	\$0.00
System Documentation		X		=	\$0.00
Knowledge Transfer		X		=	\$0.00
3 Months Post Go-Live Support		X		=	\$0.00
Post Implementation Period Processing Support		X		=	\$0.00
Performance Bond		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
Other		X		=	\$0.00
<b>Subtotal – Other Non-Core Implementation Services:</b>	<b>0</b>				<b>\$0.00</b>

Software Modification Services

VENDOR NAME						
Core Module Name	Specification Reference Number	Estimated Hours	X	Hourly Rate	Modification Cost (One-Time)	On-Going Support Costs (if not baselined)
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
			X		\$0.00	\$0.00
<b>Subtotal - Core Software Modification Services:</b>			<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>

Software Modification Services

Non-Core Module Name	Specification Reference Number	Estimated Hours	X	Hourly Rate	=	Modification Cost (One-Time)	On-Going Support Costs (if not baselined)
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
			X		=	\$0.00	\$0.00
<b>Subtotal - Non-Core Software Modification Services:</b>		<b>0</b>				<b>\$0.00</b>	<b>\$0.00</b>

Hourly Rate

Hourly rates for optional conversion and other additional services the County may require.

Hourly rates must be firm for a minimum of 1 year from contract execution.

Name	Employment Classification	Hourly Rate
Data Conversion		
Interface/Integration Services		
Development Services		
Report Development Services		
Forms Development Services		
Disaster Recovery Services		
Other (specify)		