Licensing of Portfol™ to
City of West Allis
PROPOSAL
9/8/2017

Introduction

The following proposal outlines the costs involved with the licensing of Portfol™, PIDC's Portfolio Management System to City of West Allis ("Licensee"). Prices quoted are guaranteed for a period of 60 days from the date of this proposal.

With the exception of the Entry Level edition, the fees shown below include a license for Portfol™ which will entitle an unlimited number of users to operate the system at a single site, the first year of maintenance and support, and up to 10 hours of web training (to be used within the first six months after installation).

Option 1 – One-time Fee:

<u>License Size</u>

☐ Entry Level Edition (single user, up to 25 Loans, no custom features)	☐ $ 3,500
☐ 0-75 Loans	☐ $ 7,400
☐ 76-150 Loans	☐ $11,250
☒ 151-250 Loans	☒ $17,500
☐ 251-500 Loans	☐ $27,500
☐ 501-1,000 Loans	☐ $48,000
☐ 1,001-2,500 Loans	☐ $90,000
☐ Other: _____ Loans	☐ $

Ongoing Support/Service

The annual maintenance and support fee entitles Licensee to all system upgrades and interim releases, plus unlimited tech support during that year, provided by experienced economic development professionals.

Beginning in year 2 the following annual support fee will be billed (prorated to include a full calendar year):

License Size	Annual Fee
☐ Entry Level Edition	☐ $525
☐ 0-75 Loans	☐ $1,100
☐ 76-150 Loans	☐ $1,685
☒ 151-250 Loans	☒ $2,625
☐ 251-500 Loans	☐ $4,125
☐ 501-1,000 Loans	☐ $7,200
☐ 1,001-2,500 Loans	☐ $13,500
☐ _____ Loans	☐ x 15%

If a support agreement lapses due to non-payment, Licensee is required to bring all past due amounts current in order to receive any future upgrades.

Versions & Technical Requirements

Workstations run Portfol in a special Microsoft Access runtime environment which Portfol maintains independently of your other Microsoft Office® products. The server-side database uses either SQL Server (2005 to 2012 supported) or Microsoft Access (Jet), depending on the requirements and size of your organization. The Microsoft Access® version server database is appropriate for agencies having a smaller number of users. Our SQL Server edition is recommended for medium and larger agencies and any already having SQL Server applications in-house.

The minimum requirements are:

Workstation: 4 GB Ram. All 64-bit Windows Operating Systems: Vista, Windows 7 and Windows 8. All **32-bit** versions of Microsoft Office.

Server: 500 MB available disk space (1 GB of free disk space for SQL Server edition).

Network: 100Base T wired connections. Wireless (WIFI) networks do not have sufficient bandwidth to support this application.

Optional Services & Features

☐ Additional Training

The basic pricing <u>includes</u> up to 10 hours (4 hours for the Entry Level system) of implementation assistance and web training, to be used within the first six (6) months following installation.

On-site training can be provided at a cost of $2,500 per day, plus out-of-pocket expenses to be billed separately. A minimum of two (2) days is recommended. On-site sessions for more than 5 users may necessitate two trainers.

Additional web training can be provided at any time for a cost of $600 for four (4) hours or $1,500 for ten (10) hours, billed in advance. Hours can be scheduled and used as needed.

☐ Data Conversion

PIDC will provide a blank Excel spreadsheet file in a format designed to facilitate conversion of client, project, and loan data. Licensee will populate this spreadsheet with the appropriate data in that format. For a one-time fee PIDC will migrate Licensee's existing data from that Excel file into Licensee's Portfol™ database.

PIDC will make an initial validation pass of the data which looks for some inconsistencies, and will supply an exception report to the Licensee so that they have an opportunity to improve the quality of the data and resubmit it, once. This resubmitted data will then be loaded into Licensee's new Portfol™ database.

Option 1 Basic: Only Clients, Projects, and Loans with their current terms, will be created. The first training session will show Licensee how to manually import or initialize payment histories.   Cost: 25% of license fee (minimum $3000 fee)

Option 2 Enhanced: In addition to the Basic conversion, payment history, either as a lump sum amount or line-by-line detail, will be imported as well.
                      Cost: 50% of license fee (minimum $3000 fee)

Additional data to be included, additional passes of the conversion or assistance in validation or cleanup may be available, depending on availability of PIDC staff resources. Any extra cost will be quoted in advance.

SUMMARY OF SELECTIONS & COSTS

A. Licensing (choose one):

Option 1: One Time License Fee
:   Max # of Loans: ___250_____ $ 17,500

    ☐ Access version   ☒ SQL edition
     (Please select one option)

Option 2: Lease-to-own License Option (Payment 1 of 4)

                       Max # of Loans: _____ $

    ☐ Access version: ☐ SQL edition

B. Optional Services/Features:

☐ On-site Training: ____ days at $2,500/day $
    ☐ 1 or ☐ 2   trainers (travel expenses billed upon completion)
☐ Additional Web Training: _____ hours at $150/hour $
☐ Data Conversion (Basic: clients, projects, loans and terms) $
☐ Data Conversion (Enhanced: Basic, plus payment history) $
☐ Customization $

TOTAL COST OF SOFTWARE PACKAGE $ 17,500

I have read and understand the technical requirements and above costs.

☐ ACCEPTED:

         Printed name/title: _____

               Signature: _____

                      Date: _____

Prepared by (Portfol™ Rep):