



Township of Edwardsburgh / Cardinal

Citywide Budgeting Full Implementation

Project Charter

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Submitted By:

PSD Citywide Inc.

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Contact List

Township of Edwardsburgh/Cardinal ("Client")

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PSD Citywide Inc. ("PSD Citywide")

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Project Deliverables

This document contains a high-level project plan for the Client for delivering an implementation of Citywide Budgeting modules. The proposed schedule, requirements and scope presented in this document are to be refined and updated as client requirements, business and operational goals, and constraints are gathered throughout the project.

The purpose of this project is to implement an Enterprise Budgeting Solution to support the **Township of Edwardsburgh/Cardinal** with dealing with the current and future needs of a demanding fiscal environment. PSD Citywide will deliver the following items as part of the implementation of the Citywide Budgeting Suite for the municipality:

1. Core Components Scope

Core Components Scope Definition		In Scope
Implementation Planning/Needs Analysis	Single Sign-On (SSO) or Active Directory (AD) (Value-added)	
	Communication Encryption Setup (SSL https) (Value-added)	
Interface Development To/From Financial System	Actual Transactions into Budget Software	Yes
	Actual Transaction Details into Budget Software	Yes
	Historical Budget & Actuals into Budget Software (Up-to 5 years)	Yes
	Outstanding Commitments (Purchase Orders) into Budget Software (Value-added)	
	Subledger Integration (Work Orders) into Budget Software (Value-added)	
	Budget Integration back to Financial System	Yes
Administrator/ User Training and Documentation	Admin: Budget Worksheet (View) Configuration Training	Yes
	Admin: Report Configuration Training	Yes
	Admin: Security User/Role Configuration Training	Yes
	User: Budget Input Training	Yes
	Administration & User Training Web Recording	Yes
	Standard User Reference (Help Guide) & Newsletters	Yes
	Client Specific Administrator Documentation (Value-added)	

2. Operating Plan

The Operating Plan module provides all the tools required to produce a single-or multi-year operating budget with optional integration with Salary Plan and Capital Plan modules (operating impacts from capital projects). The budget preparation involves input and review from many stakeholders. Clients can start the budgeting process with prior year's approved budget as the base and add incremental changes to arrive at the proposed draft budget. Software users can exercise precise control over the budgeting process through defined workflows and distribution from Budget Users' input to Director's review and Council's final budget approval. Budget Versions allow for reconciling throughout the financial planning process. Multiple views and reports can pivot data to reveal the impact of a budget change on a specific account, department, division or the whole organization.

Operating Plan Scope Definition		In Scope
Standard Configuration: Budget Worksheets (Views)	Multi-Year Operating Budget Planning	Yes
	Workflow Configuration	Yes
	Budget Rollover Tool (Version or Year)	Yes
	Simple Zero-Base Budget Input	Yes
	Incremental Budget Input	Yes
	Budget Variance & Forecast Input Views	Yes
	Operating Plan to Fund Manager Integration (Value-added)	
Report/Custom Development	Manual Monthly (or Periodic) Budget Spread	Yes
	Capital Plan – Operating Impact Integration	Yes
	Salary Plan – Budget Summary Integration	Yes
	Worksheets or Views with Custom Business Logic (Value-added)	
	Verification Reports	Yes
	Internal Departmental Variance Reports* (Value-added) *Reports are often configured as part of training exercises	
	Financial Statement Reports (Value-added)	
	Other Schedules & Report (Value-added)	

3. Capital Plan

Capital Plan supports the planning for capital projects which may span multiple years and have differing financial and non-financial characteristics and impacts. Each project can be easily associated with a department, related projects, project manager, location and any other user-defined attribute. Users can quantify the impact of the capital projects on the operating budget.

Capital Plan Scope Definition		In Scope
Standard Configuration	Multi-Year Capital Budget Planning	Yes
	Workflow Configuration	Yes
	Capital Plan to Operating Plan: Operating Impact Integration	Yes
	Budget Rollover Tool (Version or Year)	Yes
	Not-Financial Attribute Configuration	Yes
Report/Custom Development	Capital Plan – Standard Reports	Yes
	Customized Capital & Fund Manager Reports (Value-added)	
	Capital Project Detail Sheet (Standard)	Yes
	Fund Manager Configuration with Operating Plan integration (Value-added)	

4. Salary Plan

Salary plan is an advanced compensation planning system, which facilitates the real time creation of detailed and accurate plans and forecasts for staffing expenditures, in a highly secure, collaborative environment. The Salary Plan tool shows the impact of wages on the overall budget, enabling users to create accurate, collaborative plans, and forecasts for all staffing expenses. Our graphic tool lets you visualize changes such as promotions or overtime and also allows for various scenarios to be modeled, providing you with better reporting and planning.

Salary Plan Scope Definition		In Scope
Standard Configuration	Salary Group and Benefits Tables	Yes
	Position Step Tables (Years of Service)	Yes
	Summarized Budget Integration to Operating Plan	Yes
Report/Custom Development	Salary Plan Standard Reports	Yes
	Salary Class Actuals Configuration (Value-added)	
	Salary Class Detailed Budget Configuration (Value-added)	

Citywide Budgeting Minimum Installation Requirements

Important notes to consider for Citywide Budgeting Installations

- PSD Citywide will need Oracle or Microsoft SQL Server database installed in the Production environment in order to install the FMW schema that will be used by the Citywide Budgeting application.
- PSD Citywide requires the creation of empty database/instance(s) that will be used to install the production Citywide Budgeting schema objects for a single data source. If the client would like to have a Test environment, an additional database or schema test will be required. PSD Citywide will not proceed to install Citywide Budgeting without the necessary database/schema(s).
- During and post implementation, a refresh/clone of the Test database with the Production database may be required to have both databases in sync.
 - It is the Client's responsibility to coordinate this ask with their Database Administrator to get a backup of the Production database and restore this backup to the Test environment for this purpose
- Clients should also have a backup strategy implemented as part of a disaster recovery plan.

Application Server Details

- Either a physical or virtual server**
- 64 bits
- Windows Server 2012 Standard or higher recommended
- RAM
 - Minimum: 8 GB
 - Recommended: 16 GB
- 2 processors
- 10 GB hard drive space
- PSD Citywide will install supporting software of Java and Apache Tomcat

**Note

Since much of the "heavy lifting" in Citywide Budgeting is done on the server tier, investing in more powerful hardware will result in improved performance for users.

At a minimum, PSD Citywide recommends that the application server hardware include 8 GB of RAM which can be devoted to the Citywide Budgeting application server. In practice, this means that the hardware should include about 12 GB of RAM or more if the application server is also used for other purposes. For high usage servers, we recommend 16 GB.

A 64-bit operating system running 64-bit Java is preferable (but not required). 32-bit Java is limited to an approximately 1.5 GB address space, regardless of physical RAM available, and while adequate in most installations, this limitation may be a problem in larger or more demanding applications. 64-bit systems effectively eliminate any address space limitation, which means the system can address as much physical memory as is available.

Database Server Details

- Can be installed on an existing SQL Server Standard edition database server or on its own SQL Server Standard instance (PSD Citywide only supports SQL Server versions currently supported by Microsoft).
 - SQL Server 2014 Standard Edition or higher is currently supported. The preferred SQL Server database platform is SQL Server 2019 Standard Edition.
 - SQL Server Standard is the minimum database edition supported.

- Oracle is also supported; however, SQL Server is recommended unless there are specific constraints to use Oracle
 - Oracle 12c Release (12.1) and higher editions are currently supported. The preferred Oracle database platform is Oracle 19c (19.1) and higher.
- 2 databases; Prod and Test
 - The database(s) for Citywide Budgeting should be set up with a Case Insensitive collation such as SQL_Latin1_General_CP1_CI_AS (which is the current default).
- 20 Gig Data file, expandable by 10% to 40 Gig
- 2 Gig Log file. Expandable by 10% to 5 Gig
- A database user named FMWW should be created and set as the owner of any FMW databases.
- During the Citywide Budgeting installation and implementation phases, appropriate permissions should be granted to FMWW
 - SQL Server: db_owner on the FMW database(s) is sufficient
 - Oracle: Should have CONNECT and DBA privileges granted. The DBA roles may be removed if required once the install is completed.
- For both systems, data will be imported into FMW from your financial system. SELECT permissions to your financial database or the relevant tables is required for implementation.

Workstations

- Minimal requirements on the workstation as it is primarily used for data presentation and processing.
- Recommend 6 GB – 8 GB of RAM for users generating large, corporate wide reports.
- FMW requires a Java version 8 or 9 Runtime (JRE) be installed on the user's workstations/laptops.
 - For clients that need to run a later version of Java or prefer to not have Java installed, PSD Citywide have an FMW Launcher available that can be installed instead.

Project Schedule

The estimated duration of this project is **6 Months**. The detailed project schedule and Gantt chart will be supplied after the kick-off meeting and will be reviewed and approved in phases as the project progresses. The duration of the project is dependent on multiple factors including client availability as well as data activities. Note that Client time and resources will be required regularly throughout the project as part of the following steps:

1. Completing data templates,
2. Testing the system during the designated testing period to ensure proper configuration, and
3. Participation in applicable training sessions.

Project Communication

Due to the size and scope of the project, clear and efficient communications between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Mavenlink, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks

starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Mavenlink.

PSD Citywide Software License & Support Terms and Conditions

PSD Citywide Inc. to:

- Provide an enterprise user license for the use of **Citywide Budgeting – Operating Plan**
- Provide an enterprise user license for the use of **Citywide Budgeting – Salary Plan**
- Provide an enterprise user license for the use of **Citywide Budgeting – Capital Plan**
- Provide user and technical documentation in electronic format.
- Provide software as per agreed in the proposal and as reflected within the pricing charts within this charter.

Municipality to:

- Provide to PSD Citywide Inc. a purchase order for **\$26,600.00** for an enterprise user license of Citywide Citywide Budgeting - Operating Plan, Capital Plan, Salary Plan and **\$42,500.00** for implementation & consulting services of the above-mentioned Citywide modules.
- Provide to PSD Citywide Inc. a purchase order for **\$9,700.00** for Version Protection and Maintenance Support of Citywide software.

Training

PSD follows the "Train the Trainer" model such that Client Admin users are trained to be comfortable with the system functionality to the level where they can conduct in-house end user training with additional users. End User Training is a value-added service as outlined above. Training can occur on-site or remotely (via web or phone). On-site training is subject to standard travel and accommodation expenses as outlined in the Project Budget section below. Training hours must be used before the completion of the project.

Usage Terms: (as per installations)

WARNING: This Software is protected by copyright.

This software is owned by PSD Citywide Inc. and is protected by U.S. and Canadian copyright laws and international treaty provisions. Therefore, you must treat the software like any other copyrighted material (for example a book). You may print help text or other documentation on hard copy for your own use.

You may not sell, lease or otherwise make available the software or any of the accompanying materials to a third party. You may not reverse engineer, decompile or disassemble the software. The terms for your usage of this software are governed by an agreement between your organization and PSD Citywide Inc.

You are obligated to adhere to the terms of this agreement. If you do not have such an agreement, you are installing this software illegally, and should immediately cease the installation process and return any media to PSD Citywide Inc.

Version Protection and Maintenance Terms and Conditions

The Version Protection and Maintenance Support fee is billed annually in advance and is payable within 30 days of invoice. Should the licensee opt to discontinue the support service, the invoice should be immediately returned to PSD Citywide Inc. unpaid, with a letter to that effect.

What the Version Protection and Maintenance Support fee entitles the licensee to:

- ✓ **New versions and upgrades to Citywide Budgeting:** All new versions/upgrades of the Citywide Budgeting software suite are provided free of further charge. While the number of new versions and upgrades will differ from year to year, historically we have issued approximately 3 service packs (Citywide Budgeting) a year and a new version once every 12 - 18 months.
- ✓ **Service packs:** Service packs are issued promptly to fix problems reported by customers as well as to deliver minor functionality and performance improvements.
- ✓ **Hotline support:** Unlimited hotline support is available from 8:30 am to 5 pm EST. We will always return your call on the same day and will usually solve any problem within 24 hours.

What the Version Protection and Maintenance Support fee does not entitle the licensee to:

- × **Consulting services:** There is sometimes a fine line as to what can be handled as hotline support, vs. a consulting service. While we attempt to handle as much as possible through the hotline service, when a request is made to implement a process change or an enhancement which is specific to a customer, and the advice or work extends beyond a general description of the steps required, we will suggest purchasing additional consulting time to implement the new requirement.

General Terms & Conditions

- All amounts quoted are in CDN dollars and will be invoiced as such. Applicable taxes are extra. (GST, PST, HST)
- Consulting rates are as follows:
 - \$1,800 / day or \$225.00 / hour – A day includes 8 hours of services.
 - Requests for additional consulting services may be made via e-mail or purchase order from an authorized representative of the Client. This will serve as authorization to perform and invoice the service.
 - Consulting rates are valid for the term of this agreement only.
- Detailed pricing information is included below.
- The Client shall pay invoices within 30 days of receipt of the invoice. Any amounts unpaid after the due date shall be subject to a late charge of 2% per month.
- During the provision of the implementation services and for 1 year afterward, customers shall not hire PSD employees or subcontractors involved in the delivery of the services.

- PSD Citywide Inc. warrants that the professional services shall be performed by its employees or subcontractors in a manner conforming to generally accepted industry standards and practices. No other warranties, expressed or implied, are made with respect to the services or goods to be supplied by PSD Citywide Inc. hereunder, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose.
- The liability of either party to the other or to any third party for any claim of any kind arising out of this Purchase Agreement is limited to monetary damages, and the aggregate amount of such liability for all claims of any kind relating to any particular product or service is limited to the fees paid to PSD Citywide Inc. under this Agreement for the particular product or service which gave rise to the claim. Under no circumstances shall PSD Citywide Inc. be liable to customer or any third party for indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, even if PSD Citywide Inc. has been advised of the possibility of such damages.

Project Budget

Core Components	Amount
Model Admin, Security Admin, Job Scheduler, Report Writer and Report Distributor and Software Installation	\$6,000.00
Total Core Components	\$6,000.00

Operating Plan		Amount
Enterprise License - Unlimited Users	Operating Plan Base Software Cost	\$12,000.00
	Total Operating Plan Software Cost	\$12,000.00
Implementation	Implementation Planning/Needs Assessment	\$1,800.00
	Interface Development To/From Financial System	\$2,000.00
	Standard Configuration	\$6,200.00
	Report/Custom Development	\$2,500.00
	Administrator User Training and Documentation	\$2,200.00
	End User Training and Documentation	\$1,500.00
	Total Operating Plan Implementation	\$16,200.00
Total Operating Plan	\$28,200.00	

Capital Plan		Amount
Enterprise License - Unlimited Users	Capital Plan Base Software Cost	\$12,000.00
	Total Capital Plan Software Cost	\$12,000.00
Implementation	Implementation Planning/Needs Assessment	\$1,000.00
	Interface Development To/From Financial System	\$2,000.00
	Standard Configuration	\$4,000.00
	Report/Custom Development	\$2,500.00
	Administrator User Training and Documentation	\$2,000.00
	End User Training and Documentation	\$1,800.00
	Total Capital Plan Implementation	\$13,300.00
Total Capital Plan		\$25,300.00

Salary Plan		Amount
Enterprise License - Unlimited Users	Salary Plan Base Software Cost	\$12,000.00
	Total Salary Plan Software Cost	\$12,000.00
Implementation	Implementation Planning/Needs Assessment	\$1,000.00
	Interface Development To/From Financial System	\$2,000.00
	Standard Configuration	\$4,000.00
	Report/Custom Development	\$2,500.00
	Administrator User Training and Documentation	\$2,000.00
	End User Training and Documentation	\$1,500.00
	Total Salary Plan Implementation	\$13,000.00
Total Salary Plan		\$25,000.00

Citywide Client Discount	
30% Discount – Software Cost Only (Operating, Capital, Salary)	\$15,400.00
Total Software and Implementation Costs	\$69,100.00

Version Protection and Maintenance	Amount
Operating Plan, Capital Plan, Salary Plan	\$9,700.00
Total Version Protection and Maintenance	\$9,700.00

Terms of Payment

- **Implementation of Software** will be invoiced in **# 6 equal monthly amounts** beginning after the kick-off meeting. The final invoice will not be issued until the project is signed off by the client.
- **Software will be invoiced 30 days following the execution of this agreement by both parties.**
- **Version protection & Maintenance will be invoiced 90 days following the kick-off meeting of this project.** Subsequent year’s maintenance will be invoiced annual from that date. Annual Support & Maintenance will be limited to a maximum annual escalation of 5%.
- All amounts quoted are in CDN dollars and will be invoiced as such. The Client shall be responsible for paying any applicable taxes. Taxes are extra where applicable. (HST, GST, State)
- PSD expenses including mileage, accommodation, meals, and ground transportation are extra where applicable and will be billed at cost.
- Payments are due in the next 30 days from the date of invoicing.
- The Client shall direct all PO information or invoice inquiries to finance@psdcitywide.com.

Additional Considerations

This document has been prepared specifically for the Client. This proposal and all of its associated pricing shall remain valid for 30 calendar days from the date of issue.

Ownership and Confidentiality

All Client data stored within the Citywide applications remains the legal ownership of the Client and can be extracted and used without restriction. PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

Security

PSD performs regular security audits of our systems to ensure current updates and patches are applied on all hardware, along with updated antivirus software. All users are forced to use secure passwords which are stored on the server only in encrypted format. Nightly backups are done off-site. The PSD Firewall is configured to only allow traffic to enter the network for required services such as our web server.

Authorization

This contract shall be deemed to have come into force when executed by representatives authorized to bind the respective corporations: **Township of Edwardsburgh/Cardinal** and PSD Citywide Inc.

Terms and Assumptions Accepted Between:

Township of Edwardsburgh/Cardinal

Street Name

City, Province, Postal Code

By: _____
(Print Name)

(Signature)

(Date)

By: _____
(Print Name)

(Signature)

(Date)

PSD Citywide Inc.

148 Fullarton Street, 9th Floor

London, Ontario, N6A 5P3

By: _____
(Print Name)

(Signature)

(Date)

Additional Information Required to be Completed by Customer

Does your organization require a purchase order (PO) before issuing payment?

No

Yes - The PO# for this order is: _____

All PSD Citywide Invoices be Directed to:

Accounts Payable Contact: _____

Telephone: _____

Email Address: _____

Billing Address: _____