

NOTICE TO CONTRACTORS

DATE: AUGUST 11, 2025

To Whom It May Concern:

Notice is hereby given that proposals are sought and requested for the following:

Quote Information

NAME: ACCOUNTING SOFTWARE
DEADLINE: TUESDAY, SEPTEMBER 2, 2025
TIME: 10:00 A.M.
PLACE: Town of Lysander Clerks Office
8220 Loop Road
Baldwinsville, New York 13027

Quote Procedure Information

Quotes shall be submitted on the attached sheet via hand, mail or email delivery to:

Dina Falcone
Town of Lysander Clerk
8220 Loop Road
Baldwinsville, New York 13027
townclerk@townoflysander.org

No Contractor to whom this contract is let, granted or awarded, shall assign, transfer, convey, sublet or otherwise dispose of same, or his right, title and interest herein, including the performance of this Contract or the right to receive monies due or to become due, or of his power to execute this without prior written consent of the Town of Lysander. In the event that the Contractor shall without written consent assign, transfer, convey, sublet or otherwise dispose of this contract or of his right, title and interest herein, including the performance of this contract, or the right to receive monies due or to become due, or his power to execute such Contract to any other persons or corporations, or upon receipt by Town of Lysander of an attachment against the Contractor, the Town of Lysander shall be relieved and discharged from any and all liability and obligation growing out of such Contract to such Contractor, and the person or corporation to which such Contract shall have been assigned, his assignees, transferees or sublease shall forfeit and lose all monies theretofore earned under this Contract, except so much as may be required to pay his employees.

It is the proposer's responsibility to read the attached GENEREAL REQUIREMENTS, GENERAL CONDITIONS, AND SPECIFICATIONS.

Upon submission of this bid, it is understood that the bidder has read, fully understands and will comply with said GENERAL REQUIREMENTS, GENERAL CONDITIONS AND SPECIFICATIONS.

Quotes must include the attached Town of Lysander forms which include a Non-Collusion Bidding Certificate and Quote Sheet. These forms must be properly executed and submitted with the proposal.

Any questions should be directed to the Town Supervisor, Kevin Rode, who can be contacted by phone (315) 857-081 or e-mail supervisor@townoflysander.org.

Attachments

CONTRACT DOCUMENTS

GENERAL CONDITIONS

All proposals shall be made upon forms provided by the Town of Lysander and shall be addressed as specified on the Notice to Contractors.

BIDS

1. Form of proposal as issued by the Town of Lysander shall be completely filled in by ink or typing. No quote will be accepted which contains any changes, additions, omissions or erasures, unless otherwise stated.
2. The quotes submitted shall be exclusive of Federal and State taxes and must not include any tax for which the bidder may claim exemption because of doing business with the Town of Lysander.
3. All quotes received after the stated time in the Notice to Contractors may not be considered. The Contractor assumes the risk of any delays in the mail or in the handling of the mail by employees of the Town of Lysander. Whether sent by mail or by means of personal delivery, the Contractor assumes responsibility for having his quote deposited on time at the place specified.
4. The submission of a quote will be constructed to mean that the Contractor is fully informed as to the extent and character of the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
5. If two or more contractors submit identical quotes as to price, the decision of the Town of Lysander to award a Contract to one of such identical quotes shall be final.

AWARD

6. The Town of Lysander reserves the right to waive any informality or to reject any or all quotes.
7. Awards will be based on the lowest quote to a Contractor deemed responsible by the Town of Lysander, as will best promote the public interests, taking into consideration the reliability of the Contractor.
8. No Contract hereunder shall either in whole or in part, be assigned, transferred, conveyed, sublet or otherwise disposed of to any other person, company or corporation unless approval is first obtained in writing from the Town of Lysander.

9. A Contract may be cancelled at the successful Contractor's expense upon non-performance of Contract.

GOVERNING LAWS & RULES

10. The Contractor shall comply with all provisions of the laws of the Town of Lysander, the State of New York and the United States of America which affect municipalities and municipal Contracts, and more particularly the Labor Law, the General Municipal Law, the Workman's Compensation Law, Federal Social Security Law, State, Local and Municipal Health Law, Rules and Regulations, and any and all regulations promulgated by the State of New York and of amendments and additions thereto, insofar as the same shall be applicable to any Contract awarded hereunder with the same force and effect as if set forth at length herein. The Contractor's special attention is called to those laws which are set forth below:

11. Section 103-d of the General Municipal Law of the State of New York which generally states:

1. Every proposal hereafter made to a political subdivision of the State or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or goods sold or to be sold, shall contain the following statement subscribed by the Contractor and affirmed by such Contractor as true under the penalties of perjury; Non-collusive certification.

- (a) By submission of this quote, each Contractor and each person signing on behalf of any contractor certifies, and in the case of a joint quote each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
 - (1) The prices in the quote have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted have not been knowingly disclosed by the contractor and will not be knowingly disclosed by the Contractor prior to opening, directly or indirectly, to any other Contractor or to any competitor; and
 - (3) No attempt has been made or will be made by the Contractor to induce any other person, partnership or corporation to submit or not to submit a quote for the purpose of restricting competition.
- (b) A quote shall not be considered for award nor shall any award be made where (a)
 - (1) (2) and (3) above have not been complied with; provided, however, that if in any case the Contractor cannot make the foregoing certification, the Contractor shall so

state and shall furnish with the quote a signed statement which sets forth in detail the reasons thereof. Where (a) (1) (2) and (3) above have not been complied with, the quote shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department , agency or official thereof which the quote is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Contractor (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication or new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any quote hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate Contractor for work or services to be performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule , regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the quote and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.
12. The form of non-collusion certification following the form of proposal must be executed by the Contractor and submitted with the proposal.
13. Contractors must complete the attached Town of Lysander forms which include, Non-Collusion Certificate and Quote Sheet. These forms must be submitted with the proposal.

GENERAL REQUIREMENTS

1. LOCATION OF THE WORK

The work included in this contract is located at Lysander Town Hall: 8220 Loop Road, Baldwinsville, NY 13027.

2. DESCRIPTION OF THE WORK

General Ledger:

Creation and management of the chart of accounts, which includes the listing of all accounts used for financial reporting.
Recording and posting of manual or automated journal entries to reflect financial transactions and adjustments.
Tracking and maintenance of account balances, including the ability to view current balances and drill down to details.
Generation of trial balance reports to verify that debits and credits are equal, ensuring the accuracy of financial data.
Reconciliation of bank statements and other accounts to ensure accuracy and identify discrepancies or errors.
Generation of financial statements, including the balance sheet, income statement, cash flow statement, and more.
Recording and reconciliation of transactions between different entities or departments within the organization. This feature is critical in differentiating transactions from different departments
Implementation of internal controls, such as approval workflows, audit trails, and security settings, to ensure data integrity and compliance.
Facilitation of the period closing process, including adjusting entries, accruals, and generating closing financial reports.
Ability to customize the format of the accounts. For example for the Balance Sheet (assets, liabilities, equity), the format used is xxx.xxxxxx where the first 3 digits are the fund, next 6 digits are the account number. Customization should be applied to Revenues and Expenditures.
The system should support the ability to record and manage miscellaneous deposits within the Receipt Ledger. This includes capturing details of miscellaneous income sources, deposit amounts, dates, and associated accounts.
Accounts Payable / Accounts Receivable:
Ability to create and manage customer profiles, including contact information, billing details, and payment terms. Support for multiple addresses for customer. Ability to set customers delivery method by email, fax, mail, or hard copy
Generation and customization of invoices for goods or services provided to customers, including itemized details.
Recording and tracking of customer payments, including partial payments, discounts, and applied credits.
Calculation and monitoring of outstanding customer balances categorized by aging periods (e.g., 30 days, 60 days, etc.).
Tools and workflows to manage collections activities, including automated reminders, follow-ups, and dispute resolution. Ability to set customer or invoice as active, inactive, lien, or in collection.
Assessment and management of customer credit limits, credit terms, and credit control policies.
Generation and delivery of periodic statements summarizing customer transactions, balances, and payment history. Ability to print customer invoices. Statements to list dates, notes, and additional configuration customized.
Integration with communication channels to send payment reminders, statements, and other notifications to customers. Payment reminder emails can be configured based on criteria. For example, sending an email 10 days before it's due or 15 and/or 30 days past due.
Digitally store and manage customer documents for easy retrieval and audit trails.
Allow customers to make payments conveniently through an online portal, providing a secure and efficient way to settle outstanding invoices and bills using credit cards, echeck, and ACH.
Reporting and analysis of accounts receivable balances, aging trends, and cash flow projections.

The system should provide functionality to create miscellaneous billings for various services or items not covered by standard invoicing processes. This includes generating bills, specifying billing details, and tracking payments for miscellaneous transactions.
The system must support the management of recurring fees. It should provide the capability to specify the frequency and conditions for recurring invoices. For example, the system should be able to automatically generate invoices to remind customers to renew their licenses or upload necessary documents.
The system should include robust search functionality that allows authorized users to efficiently search and retrieve records based on various criteria, such as customer name, invoice number, date, amount, status, and expired records based on a retention schedule. This feature should enhance the ability to manage and access records easily.
Ability to enter invoice with unique vendor information, with safeguards not allowing duplicate payments.
Integrate with Purchase order system, reducing balances as invoices are expensed.
Process and print annual 1099 reports based on Vendor payment data.
Budgeting and Forecasting:
Ability to create and manage budget templates, including revenue and expense categories and allocation of funds.
Ability to create a budget book.
Real-time tracking and comparison of actual financial data against budgeted amounts to identify variances and trends.
Support for multiple budget versions, allowing for scenario planning, what-if analysis, and comparison of alternatives.
Configurable workflow for budget review, approval, and collaboration among stakeholders within the organization.
Tools for creating financial forecasts based on historical data, trends, assumptions, and projected business activity.
Analysis of variances between actual financial performance and budgeted or forecasted amounts, highlighting deviations.
Ability to update and extend forecasts regularly, adjusting for new information and changing business conditions.
Specific functionality to manage and track capital expenditures, including project-based budgeting and funding sources.
Predefined and customizable reports and dashboards to provide visibility into budget performance and financial insights.
Collaboration features for stakeholders to provide input, comment on budget items, and share information within the system.
Seamless integration with the General Ledger module to ensure accurate financial reporting and consolidation of data.
Ability to manage and track changes to budget versions, maintain an audit trail, and ensure data integrity and accuracy.
Ability to enter and track detailed budget data within account lines
Financial Reporting:
Predefined financial reports such as income statements, balance sheets, cash flow statements, etc.
Ability to create customized financial reports based on specific requirements and parameters.
Capability to apply filters and criteria to generate reports based on specific data subsets.
Ability to access detailed transaction-level data from summary-level financial reports.
Ability to consolidate financial data from multiple entities or departments for comprehensive reporting.
Feature to compare financial data across different periods, budget vs. actuals, or multiple entities.
Interactive visual representations of financial data and key performance indicators.
Ability to export financial reports in various formats (PDF, Excel, CSV) and share with stakeholders.

Fixed Assets Management:
Ability to record and register fixed assets, including details such as asset name, description, and category.
Capability to track the location, status, and movement of fixed assets throughout their lifecycle.
Automated calculation of asset depreciation based on chosen methods (e.g., straight-line, declining balance).
Functionality to schedule and manage maintenance tasks for fixed assets, including service reminders.
Feature to record asset disposal, retirement, or sale, and track associated financial transactions.
Maintenance of a detailed history log for each fixed asset, including maintenance activities and costs.
Integration with barcode or RFID technology to facilitate asset identification and tracking.
Generation of reports and analytics related to fixed assets, including asset register, depreciation schedules, and asset status.
Seamless integration with the general ledger system to ensure accurate financial reporting and reconciliation.
Cash Management:
Capability to reconcile bank statements with the general ledger to ensure accurate cash balance reporting.
Functionality to manage and report cash flow, including cash inflows and outflows, cash projections, and cash flow analysis.
Capability to initiate and process electronic funds transfers between different accounts or entities.
Management of multiple bank accounts, including account setup, configuration, and maintenance. Ability to manage bank accounts containing characters and numbers.
Ability to generate and print checks for payments, including options for custom check templates and security features.
Implement a configurable workflow for check approval, routing checks to appropriate stakeholders for authorization.
Support for Positive Pay.
Seamless integration with the general ledger system to ensure accurate financial reporting and reconciliation.
Grant Accounting:
Capability to create and manage budgets specific to grant funding, track expenses and revenue, and monitor compliance.
Tracking and reporting of grant revenue and expenses, including accurate financial reporting and compliance with grant requirements.
Generation of grant-specific reports, statements, and summaries to provide insights into grant performance and financial status.
Ability to generate invoices or billing statements for grant reimbursements or reporting purposes.
Monitoring and adherence to grant regulations and compliance requirements, including reporting and documentation.
Management of grant drawdowns, ensuring proper documentation and timing of funds disbursed from the granting agency.
Capability to allocate indirect costs to specific grants based on predetermined methodologies and regulations.
Tracking and monitoring of grant activities, milestones, and progress to ensure compliance and accountability.

Cost Allocation:
Ability to create and manage cost centers or departments within the organization for proper cost allocation.
Support for various cost allocation methods, such as direct allocation, proportional allocation, or step-down allocation, based on predefined rules and criteria.
Capability to allocate expenses incurred by the organization to specific cost centers or departments.
Ability to allocate revenue or income generated by the organization to appropriate cost centers or departments.
Support for allocating costs across different entities or departments within the organization.
Configuration of automatic rules or formulas for allocating costs based on predefined criteria or business rules.
Generation of reports and summaries that provide visibility into cost allocation across different cost centers or departments.
Ensuring compliance with relevant regulations and audit requirements in the allocation of costs.
Ability to make adjustments or revisions to cost allocations as needed, with proper documentation and approval processes.
Project Accounting:
Ability to create and define project profiles, including project codes, names, descriptions, and other relevant details.
Capability to set project budgets, allocate funds, and track project-related expenses and revenues against the budget.
Ability to track and record project-related expenses, including labor costs, material costs, and other project expenses.
Capability to track and record project-related revenues, such as billable services, grants, or other project income.
Support for time tracking and resource allocation, including tracking employee hours spent on projects and assigning resources to specific projects.
Ability to generate invoices or billing statements based on project milestones, completed tasks, or other billing criteria.
Generation of project-specific reports and dashboards to provide visibility into project performance, profitability, and other key metrics.
Advanced analytics capabilities to analyze project data, identify trends, and make informed decisions regarding project management and resource allocation.
Tools and features to control project costs, monitor budget variances, and implement cost-saving measures as needed.
Collaboration features to facilitate communication and collaboration among project team members, stakeholders, and external parties involved in the project.

Purchase Order Management:
Ability to create purchase requisitions for goods or services needed by the organization, including item details, quantities, and budget information.
Capability to manage vendor information, including vendor profiles, contact details, payment terms, and contract information.
Ability to generate purchase orders based on approved requisitions, including item descriptions, quantities, pricing, and delivery details.
Workflow functionality to route purchase orders for approval, ensuring proper authorization and compliance with purchasing policies and budgets.
Ability to send notifications to specific users and departments upon change in status.
Ability to enable printing of Purchase Orders once the purchase order has been approved.
Ability to track the status and progress of purchase orders, including order dates, expected delivery dates, and receipt of goods or services.
Tools and reporting capabilities to analyze and evaluate vendor performance based on factors such as on-time delivery, quality, and pricing.
Functionality to record the receipt of goods or services, perform quality inspections, and match received items with purchase orders.
Seamless integration with the accounts payable module to streamline invoice processing and payment reconciliation.
Ability to make changes or modifications to purchase orders, such as updating quantities, adding or removing items, or changing delivery instructions.
Generation of purchase order-related reports, such as open purchase orders, purchase order history, or vendor-specific purchase order summaries.
Ability to approve purchase requisitions electronically and attach supporting documentation to request.
Ability to mass close old purchase orders at year-end.
Tax Management:
Ability to calculate various types of taxes based on predefined tax rules, including sales tax, property tax, and payroll tax.
Capability to define and maintain tax rates for different jurisdictions, tax types, and applicable time periods.
Functionality to manage and apply tax exemptions for eligible entities or transactions, ensuring accurate tax calculations.
Tools to generate tax reports, prepare and file tax returns, and comply with tax regulations and reporting requirements.
Tracking and monitoring of tax compliance, including timely payments, filing deadlines, and adherence to tax laws and regulations.
Ability to provide audit trails and documentation to support tax filings, handle tax inquiries, and assist with tax audits.
Seamless integration with other modules, such as accounts payable and accounts receivable, to automate tax-related processes and ensure accurate tax recording and reporting.
Access to tax research resources, such as tax law libraries or online tax databases, to stay updated on tax regulations and changes.
Tools and features to assist with tax planning and forecasting, enabling the organization to optimize tax strategies and minimize tax liabilities.
Generate 1099 forms, automatically calculating and populating the necessary information such as payments made to independent contractors or non-employee service providers.
Capability to handle taxes for multiple jurisdictions, including different tax rates, rules, and compliance requirements.

Revenue Management:
Ability to accurately recognize revenue based on accounting standards and guidelines, such as ASC 606 or IFRS 15.
Functionality to generate invoices, bill customers for products or services rendered, and manage billing cycles.
Capability to allocate revenue to different departments, projects, or funds based on predefined rules or formulas.
Tools to manage customer contracts, including tracking contract terms, renewal dates, and billing schedules.
Ability to process various payment methods, including credit cards, electronic funds transfers, and checks.
Features to track and manage outstanding customer balances, aging reports, collections, and credit control.
Reporting capabilities to generate revenue-related reports, analyze revenue trends, and monitor financial performance.
Tools and functionality to forecast future revenue based on historical data, market trends, and sales projections.
Data analysis features to gain insights into revenue patterns, customer behaviors, and revenue drivers.
Ensuring compliance with revenue recognition standards and regulations, and generating necessary financial disclosures.
Seamless integration with other modules, such as sales and customer relationship management, for accurate revenue tracking and reporting.
Financial Analysis:
Generate comprehensive financial reports, including balance sheets, income statements, cash flow statements, and financial ratios.
Define and track key performance indicators (KPIs) to monitor financial health, efficiency, and effectiveness of the organization.
Visualize financial data and metrics through interactive dashboards, providing real-time insights into financial performance.
Present financial data through charts, graphs, and visual representations to facilitate easy interpretation and analysis.
Analyze financial data over time to identify trends, patterns, and anomalies that can inform decision-making and planning.
Compare actual financial results against budgeted amounts to assess deviations and take corrective actions if necessary.
Utilize historical data and statistical techniques to forecast future financial performance and make informed predictions.
Consolidate financial data from multiple sources or entities to create unified financial reports and ensure data accuracy.
Analyze costs associated with different business activities, products, or departments to identify cost-saving opportunities.
Evaluate the profitability of specific products, services, projects, or customer segments to optimize revenue generation.
Model different financial scenarios to assess the potential impact of various factors and make informed strategic decisions.
Create customized reports on-demand to address specific financial analysis needs or answer ad hoc inquiries.

Audit Trail and Compliance:	
Record a detailed log of all financial transactions, including user actions, timestamps, and related data, for audit and compliance purposes.	
Monitor user activities within the accounting system to detect any unauthorized or suspicious activities and maintain data integrity.	
Perform periodic checks to ensure the accuracy, consistency, and completeness of financial data, identifying and resolving any discrepancies.	
Maintain a comprehensive audit trail that tracks and documents changes made to financial data, providing a complete history of modifications.	
Implement appropriate controls and access restrictions to separate critical financial functions and prevent fraudulent or unauthorized activities.	
Generate compliance reports required by regulatory authorities, ensuring adherence to financial regulations, standards, and internal policies.	
Perform automated checks and validations to ensure compliance with relevant financial regulations, such as tax requirements and reporting obligations.	
Store and manage financial documents, including invoices, receipts, and supporting documents, in a secure and organized manner for easy retrieval and audit purposes.	
Track and manage different versions of financial documents, ensuring the integrity and accuracy of information during audits or reviews.	
Implement role-based access controls and permissions to restrict access to sensitive financial data and ensure compliance with data privacy regulations.	
Support electronic signatures for approvals and authorizations, enabling a paperless audit trail and ensuring the authenticity of financial documents.	
Business Tax:	
Allow businesses to submit tax applications electronically through the system, with the ability to capture all required information, including business details, alias, address, contact person, folio number, tax classification, and additional custom fields as defined.	
The system must support a application workflow that includes tracking the status of processes, such as progressing from a code compliance warning to obtaining a certificate of use/zoning, and subsequently applying for a business tax. The system should allow for the tracking of workflow status, including the linkage between the permit department and contractor's registration to the business license.	
Enable businesses to make tax payments online securely, with options for various payment methods, including credit/debit cards, electronic funds transfer (EFT), and ACH.	
Provide administrators and accountants with the ability to manage individual business tax accounts. This includes the ability to view account details, make adjustments, update account information, add custom fields, initiate refunds or adjustments, and generate account statements. Ensure that administrators and accountants have access to tools and functionalities necessary for efficient and accurate management of business tax accounts.	
Support multiple tax classifications based on the type of business, such as retail, non-profit, service, or manufacturing, and apply the appropriate tax rates and rules for each classification.	
Automatically calculate tax amounts based on the business's revenue, location, and applicable tax rates. The system should handle complex tax calculations, including deductions, exemptions, and variable rates.	
Implement tools to monitor business tax compliance, including reporting on businesses with outstanding taxes, penalties, or delinquencies.	
Maintain a comprehensive database of tax records for each business, including historical tax payments, assessment changes, and audit records.	

Record and maintain an audit trail of all tax-related activities, including changes to tax records, payments, and compliance actions, to ensure transparency and accountability.
Enable businesses to upload and attach tax-related documents, such as tax returns, financial statements, and supporting documentation, to their tax records.
Send automated notifications and alerts to businesses for tax-related deadlines, outstanding payments, and compliance issues.
Provide a public-facing portal for residents and businesses to access tax-related information, forms, and resources.
Ability for administrators to scan documents and assign them to a Business Tax account.
Ability to search within the system for accounts matching by the business name and address with other data sources to verify information. Data sources can include burglar alarm registration, permit, and licensing. Example verification can include verifying if the business has been issued a certificate of use or if they have a balance on a burglar alarm violation before issuing the business tax.
The system must provide a robust search capability for businesses related to tax applications, allowing users to perform detailed queries by criteria such as business name, address, category, description, employee count, seats, vending machines, and active/inactive status. Additionally, it should support separate search categories for out-of-state insurance businesses and nonprofit organizations, enabling efficient data retrieval and management for administrators and accountants.
Be able to view accounts, payments, bills, adjustments etc. for over 17,000 accounts.
Make payments, see bills, see payment history, usage history, sign up for e-billing, auto payments.
Process and calculate custom payment plans.
Ability to add deposits to certain accounts.
Ability to set up ACH payments via check or credit card.

Payroll:

Add employees, pay employees, use of grades/steps, multiple accrual and benefit group rules, etc. Paperless approval process, etc.
System can accommodate Collective Bargaining units/contracts.
IL state and fed. reporting (i.e. Monthly IMRF, year-end W-2, 1099-R, etc.)
-Mobile portal for employee to initiate paperless process during new hire process, during employment (changes to W-4, direct deposits, deductions, accruals, etc.), during termination/retirement (Access to paychecks, 1099-R, W-2, etc.) -Import process -Scheduled/automated emailed/notifications of customizable reports
Integration with UKG Ready - we currently use it for timesheets and in certain cases time off requests (Employee information and Accruals are imported periodically via batches into UKG Ready, hours are exported from UKG Ready for bi-weekly payroll).

Other/Cash Management:

The system includes an Online Bill Payment module to allow utility users to make payments in a fully PCI-compliant manner. Payments should be immediately applied to customer accounts to be viewed by both customers and Village staff.
The module allows the ability to perform mass updates.
The Online Bill Payment module allows customers to view their bill, make changes to contact information, and look at water trends.

Other Budgeting:

The system allows for collaborative budgeting, in which users can concurrently view, explore, and comment on proposed budgets.
The system has distinct stages for budget creation, including a development stage, a review stage, and a finalized stage. For example, in the development stage, all users can edit and make comments. In the review stage, only administrators can make edits and comments. In the finalized stage, edits and comments are not available.
The system allows administrators to invite users to collaborate on the budget.
The system allow administrators to limit collaboration invitations to specific portions of the Chart of Accounts.
The system allows users to submit proposals to the budget software administrator.
The system allows users to click on a line-item and view the proposal from which the line-item arose.
The system allows users to base a budget off any budget loaded into the system.
The system allows users to attach files to their budget requests.
The system allows users to comment on budget proposals.
The system allows historical budgets or actuals to be displayed side-to-side for the user during budget development for easy comparison to prior years.
The system is packaged with a reporting system which allows for visualizations to be created on top of budget data.
The system can parse and visualize data by fund, department, or expense type.
The system can visualize data in the following formats: pie graph, line graph, stacked line graph, bar graph, and percentage graph.
The system allows for proposed or approved budgets to be pushed onto the system's integrated public facing transparency site.
The system is capable of housing and visualizing additional types of data, including non-financial and geospatial data.
The system's geospatial visualizations are capable of mapping the capital budget, provided geospatial data is included in the capital budget line-items.

The system can enable interactive budget-to-actual reporting with drill-down capabilities through a GUI.
The system must enable workforce planning that is built to handle government specific costs such as pensions and merit increases.
The system must calculate the fully burdened payroll costs of individual employees and the overall workforce.
The system allows users to request new positions during budget season or mid-year, using accurate, updated costs.
The system allows users to review and adjust the existing personnel salary and benefit calculations and the ability to manage projections for multiple pay plans.
The system allows users to add proposed hires for department directors with just a name, title, and salary. Functionality should include benefits to be picked from drop downs and the associated costs calculated dynamically in the proposal template.
The system allows users to make individual or global changes once and apply to all or a subset of employees.
The system allows users to visually drill down through budget proposals to specific line-item changes.
The system has transaction-level reporting capabilities to track expenditures with multiple methods of searching, aggregating, and sorting the data, including one-click searches by vendor name.
The system has a comprehensive audit trail for any changes or modifications made during the budget development phase.
The system has automated notifications and status reminders.
The system allows the Village to create documents like the Budget Book, strategic plans, and various reports.
The system allows users to easily fill out and evaluate budget requests and performance, create their own reports and add narrative context.
The system allows for strategic initiatives to be built in, enabling department budget proposal requests to be tied to overall strategic goals.

Procurement, Bid and Contract Management:

Does system facilitate the creation of Bids and Proposals?
Does system generate draft Request for Proposal (RFP) and bidders list?
Does system have comprehensive procurement module that includes the generation of reports and dashboards to communicate cost, delivery, and other analysis?
Does system have comprehensive Contract Management? If yes, please comment on features and functionality.
Can selected bids be transitioned to contracts? If yes, please comment on features and functions.
Does system allow for Vendor Self Service? If yes, please comment on those features and functions.
Does Procurement system integrate with bid platforms?
Does system generate documents for the purpose of listing with local newspapers?
Does system have award management workflow?

3. COMMENCEMENT OF THE WORK AND LENGTH OF CONTRACT

Upon execution of the Contract, including submission of required insurance policies and certificates to the Owner the Contractor will receive written notification to proceed with the services included in the contract. The Town retains the right to terminate the contract at any time with a written thirty (30) day notification.

4. PAYMENT

The Contractor will submit monthly invoices accordingly.

5. SALES TAX EXEMPTION

Purchases by the Town of Lysander are not subject to any Federal, State, County or City sales tax. Exemption certificates will be executed upon request.

6. INDEMNIFICATION

The Contractor agrees to defend, indemnify and hold harmless the Town of Lysander, their respective offices, officials, employees and agents against any and all liabilities, loss, damage, suit, claim, cost, attorneys' fees, and expense of any kind whatsoever which the Town of Lysander may directly or indirectly incur, suffer or be required to pay by reason of or as a result of Contractor's act, omission, breach or default in connection with its performance obligations hereunder.

7. RERESENTATIONS OF CONTRACTOR

The contractor warrants and represents that:

- A. He is familiar with all Federal, State, County and Municipal laws, ordinances, regulations and codes pertaining to the work and those employed in connection therewith, including any special acts relating to the work included in the Contract.
- B. He is financially solvent and experience in and competent to perform the work included in the Contract.

The contractor shall fully protect, defend, indemnify and save harmless the Owner and the Engineer and their employees and agents against all liability, costs, judgments, damages, penalties, and expenses, including reasonable attorney fees in connection with any claims relating to or arising out of the work included in the Contract, whether such claims, damages or injuries are attributable to the negligence of the Contractor and their employees and agents, his officers, his Subcontractors, employees or agents or otherwise. The liability of the Contractor is absolute and is not dependent upon any question of negligence on the part of the Contractor, his employees, officers or agents.

8. COORDINATION WITH THE OWNER

The Contractor will be contacted by the Town Supervisor in the event that the work performed does not meet the requirements of the contract documents. Once the Contractor is notified by the Town Supervisor of substandard work the Contractor will be required to address the deficiencies within two (1) hours of notification.

END OF SECTION

**QUOTE FOR
ACCOUNTING SOFTWARE**

TO THE TOWN OF LYSANDER:

Pursuant to and in compliance with your invitation for Quotes and the information for Contractors relating thereto, the undersigned hereby offers to furnish all labor and materials necessary or proper for items required by and in strict accordance with the applicable provisions of all Contract Documents for the following unit prices:

Item

1. Accounting software and maintenance for The Town of Lysander:
2. Onboarding cost: _____
3. Monthly maintenance fee: _____

(Total Price Written in Words)

(Dollars)

(Cents)

(Total Price Written in Figures)

Contractor Contact Information:

Name:

Address:

Phone Number:

NON-COLLUSION BIDDING CERTIFICATE

(a) By submission of this quote, each person or corporation and each person signing on behalf of any quote certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this quote have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made by the bidder or will be made to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signature

Title

Name of Firm/Company/Corp.

Area Code and Telephone Number

Street Address

Date

City, State, Zip Code

CONTRACT REQUIREMENTS

AGREEMENT

This CONTRACT, made and entered into this _____ day of _____ 2025, by and between the Town of Lysander, a municipal corporation, organized and existing under the laws of the State of New York, with its principal office and place of business located at 8220 Loop Road, Baldwinsville, NY 13027, hereinafter designated as "Owner", Party of the First Part and (company name) _____.

County of Onondaga State of New York hereinafter designated as the Contractor, Party of the Second Part.

WITNESSETH: That the parties hereto, in each consideration of the Agreements on the part of the other herein contained, have mutually agreed, and hereby mutually agree, the Party of the First Part for itself and its successors, and the Party of the Second Part for itself, himself or themselves and its successors, his or their executors, administrators and assigns as follows:

Article 1. DESCRIPTION. Under this Agreement and Contract, the Contractor shall install the accounting software as outlined in the attached general conditions.

Article 2. In consideration of the payments to be made as hereinafter provided, and of the performance of the Owner of all matters and things to be performed by the Owner as hereinafter provided, the Contractor agrees, at his own sole cost and expense to perform all the labor and services, and to furnish all the labor materials, plant and equipment necessary to complete, and to complete in good, substantial, workmanlike and approved manner, the work described under Article 1 hereof, within the time hereinafter specified and in accordance with the terms, conditions and provisions of this Contract and with the instructions of the Town Supervisor.

Article 3. The Company agrees to pay and the Contractor agrees to accept, as full compensation for all work done and materials furnished, and also for all costs and expense incurred, and loss or damages sustained by reason of the action of the elements or growing out of the nature of the work, for any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all risks of every description connected with the work, and for all expenses incurred by, or in consequence of, the suspension discontinuance of the work as herein specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, and for maintaining the work in good condition until the final payment is made, the prices stipulated in the proposal hereto attached.

Article 4. CONTRACT DOCUMENTS. The following Documents shall constitute integral parts of the Agreement, the whole to be collectively known and referred to as the Contract: Notice to Contractors, Contract Documents, Agreement, Insurance Certificates, General Conditions, General Requirements, and all interpretations of Contract Documents issued by the Owner.

Article 5. Contractor agrees to comply with all requirements of the Contract Documents and with all provisions of law and implementing regulations. If the Contractor fails to comply with any of the terms, conditions, provisions, or stipulations of this Contract, then the Owner may make use of any or all remedies at law or in equity, or as provided in the Contract and shall have the right and power to proceed in accordance with the provisions thereof.

Article 6. This agreement shall be constructed and enforced in accordance with the laws of the State of New York.

Article 7. The Contractor agrees:

- (a) He hereby voluntarily and irrevocably submits himself to the jurisdiction and venue of any court of competent jurisdiction over the subject matter of this Contract located within the State of New York in which any litigation is brought based on or arising out of this Contract.
- (b) Any litigation brought by the Contractor based on or arising out of this contract shall be brought only in the Supreme Court of the State of New York within Onondaga County.
- (c) Any legal process or notice connected with any litigation may be served on the Contractor by United States registered mail, postage pre-paid, addressed to the Contractor at his address stated in this Contract for the furnishing of notices to the Contractor or at the Contractor's last known address, and that service in such a manner shall constitute good and valid service of process upon the Contractor.
- (d) The Contractor hereby waives any defense which might be available to it in any such litigation based on or alleging lack of jurisdiction or venue, or, if process is served in the manner provided in Subparagraph (c) immediately above, invalid service of process, and that he will duly enter his appearance in any such action.
- (e) This Contract may be presented in court as conclusive evidence of foregoing agreement.

(f) The Town retains the right to terminate the contract at any time with a written thirty (30) day notification. If the contract is terminated payment will be prorated from date of written notification.

(g) The Contractor will be paid upon receipt of a monthly invoice as agreed upon by the Town Comptroller.

Article 6. The following alterations and addenda have been made and included in this Contract before it was signed by the parties hereto:

AGREEMENT

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands and seals and have executed this agreement the day and first year above written.

OWNER: Town of Lysander

(Seal)

By: _____

Supervisor, Town of Lysander

(Seal)

CONTRACTOR: _____

By: _____