



Carrie Lofton  
Clerk-Treasurer  
49 N Wayne St  
Danville, Indiana 46122

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Dear Ms. Lofton:

This document outlines the project pricing for a Precinct Manager installation tailored for your environment. A more detailed proposal will be delivered with a final quote for the implementation.

The base system consists of forms, timekeeping, scheduling, and leave banks. Implementation and training will be done remotely. **Training will be done with up to 4 remote training sessions.**

**City Wide**

Consulting, Installation, Training .....	\$18,000	initial setup, one-time fee
Licensing and Support (including rates of pay).....	\$1,690	per month for up to 100 full-time and 120 part-time users

**Additional Optional Features**

Windows 10 Biometric Time Clock .....	\$2,500	per unit one-time fee
Off-Site Hosting.....	\$250	per month for up to 100 full-time and 120 part-time users
Server Install (not required with hosting option).....	\$1,500	per occurrence

**The initial setup effort includes:**

- Business analysis, rules configuration and system testing
- Electronic forms
- Electronic timesheets
- Leave banks
- Scheduling
- Payroll hour calculations
- Consulting, project management, meetings, and training
- Remote Training Webinars – Train the trainers.
- **Licensing and support - Initial contract 3 years fixed cost**

The support costs for this system are predictable. We provide system support as needed without charging additional fees for typical support activities.

**Key support features:**

- a. **Unlimited business hour phone and email support.**
- b. **New employee setup and leave bank maintenance.**
- c. **Minor software changes due to union contract changes.**
- d. **Database maintenance.**
- e. **Software updates as they are available. No version upgrade fees.**

## Required Hardware and Microsoft Software

### **On-Site Hosting**

To be hosted onsite Precinct Manager requires a Windows server running IIS with a Microsoft SQL Server license. It is required that Right Stuff Software be able to remotely access the IIS server and SQL Server database to provide remote setup, configuration, and maintenance on a regular basis.

Equipment and Microsoft software licensing fees are not included in this quote.

### **Off-Site Hosting**

The Precinct Manager system can be hosted off-site by Right Stuff Software. Off-site hosting eliminates the need for a server, SQL server license, and IT Staff. Right Stuff Software can provide the server maintenance, updates, and off-site backups.

#### **Why you would choose off-site hosting...**

- High Availability
- Accessible to employees from home without exposing your internal systems
- Continuous database backups
- Backups stored in multiple datacenters across the country
- Multi-tiered redundant servers across multiple datacenters
- Auto failover to redundant servers & datacenters
- Lower total cost of ownership over the long run
- No need to purchase expensive database software
- No need for IT staff
- No additional migration costs or consulting when you change, upgrade or replace internal infrastructure

### **Time Clocks**

There are three methods to post working hours to the electronic timesheets in the Precinct Manager System. Various combinations of the three methods can be used to best fit your environment.

1. **By Exception** – this method determines working hours from the schedule. This is the lightest way to use the system. Employees only need to fill out electronic forms for exceptions to the schedule, overtime, vacation etc.
2. **Daily Form** – this method requires employees to fill out electronic forms per shift. The start and end times from these forms will post to the timesheets as working hours.
3. **Time Clock** – this method is to use a time clock where employees will “punch” in and out for work which requires additional hardware. The Precinct Manager time clocks use a small touch screen computer that can be mounted on the wall. The time clocks are fitted with a fingerprint reader for the employee to identify them as clocking in or out.

**Time clocks are an optional add-on to the system and are to be installed by the customer.**

### **Payment Terms**

Support fees will begin when the contract is executed and the system is live. Payment will be annual or quarterly. The length of the initial contract is based on a 3 year minimum for this pricing and is subject to percentage increases after the initial contract is completed. **Pricing is valid for 6 months.**

Sincerely,  
Renee Shaul, Director of Sales