

# Memo

To: Mayor Grenier & City Council  
CC: Pamela E Laflamme, Interim City Manager  
From: Holly Larsen Finance Director/Tax Collector  
Date: February 7, 2022  
Re: Municipal Financial Software Vendor Selection

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We put out a request for proposals for **Municipal Finance Software System and Implementation Services** August 17, 2021.

We posted the RFP on the City's website as well as the NH Municipal Association website.

The City received four proposals which were reviewed by myself, Tammy Letson, Municipal Specialist from the Cohos Advisors in Lancaster, and Robert Carpenter, Director from Town of Meredith. We reviewed each proposal against the RFP itself and felt that two of the respondents were found to be better suited to do the work we were asking to be done.

After careful review of the proposals and checking references, all three of us felt BS&A with Interware is best choice for the City. All three of us recommend entering into the contract with BS&A and Interware Development to provide the City of Berlin's Financial software.

BS&A Cloud is a web-based Enterprise Resource Planning software for Financial Management. Modules include the following:

General Ledger

Accounts Payable/Accounts Receivable/Cash Receipts

Budgeting/Fixed Assets

Payroll/Human Resources

Interware Development

**Fundworks** will provide the following module's/functions:

Property and Utility billing and Vision Bridging

**Clerkworks**

Motor Vehicle Registration and Title with E-Reg, Dog Licensing and Vitals.

**EB2Gov** online system which allows online payments and viewing of invoices due.

Suggested Motion: A motion to enter into a contract with BS&A and Interware Development to provide the City's Financial software as outlined in their proposal to the City of Berlin using the rates provided in the fees & payment schedule of their proposals.