



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

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ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Superintendent

FROM: Dan Pyan, Director of Finance and Operations 425-6260

DATE: June 11, 2020

TOPIC/PURPOSE OF REPORT: Approve Agreement with Affinity Solutions, Inc

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 701, 702

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: June 18, 2020

REPORT

In February 2020, administration was notified that South Washington County Schools' current online fee payment and registration system for athletics and activities (FeePay) was being discontinued after the 2019-2020 school year. Administration felt it prudent to request proposals for this service.

Requests for proposals were sent to multiple vendors and the District received five proposals. An internal committee which included representation from various stakeholders reviewed the proposals and interviewed all the vendors. The internal committee selected Affinity Solutions, Inc.

Administration recommends approval of the attached agreement with Affinity Solutions, Inc.

Affinity Solutions Proposal

Created For

South Washington County School District
Athletics & Activities Eligibility Management
Web Store e-Commerce

Date Prepared: May 20, 2020



18344 Minnetonka Blvd. Suite C Deephaven Minnesota 55391
Steve Holewa (952) 473-0334 or steve.Holewa@affinetsolutions.com
Visit us at www.affinetsolutions.com

Installation Tasks

System installation is a one-time cost to setup the Affinity software for **South Washington County School District** by referred to as "**Customer**" in this document.

Item	Task Description	Included
1	Setup and configuration of SQL server database and user permissions	√
2	Install modules: Activities and Eligibility Management System and Web Store. Data Bridge automated file import from Student Management System	√
3	Load existing catalog information into the administrative and consumer web portal systems.	√
4	Install credit card merchant gateway and TransFirst Internet Merchant Account. Install Security certificate.	√
5	Deploy consumer portal website design template.	√
6	End user training	√

Setup, Monthly Usage, Training and Support Fees

Based on estimated annual usage volume we will provide Customer the following pricing as indicated below. Affinity Solutions reserves the right once per contract year to adjust our pricing (not to exceed 10% of your current monthly rate).

Hosting and annual maintenance fees include hosting at a 24x7 managed data center, tier three security, data backup, data recovery, system monitoring, technical support, upgrades and updates to third party software (e.g. security certificate, credit card gateway).

Sports, Activities and Data Bridge

Items	List Price	Customer Price
One-Time Installation Fee for Affinity Solutions Athletics / Activities System	\$1,995	\$1,495
One-Time installation Fee for Wordware Data Bridge to (automated file transfer)	\$1,495	\$795
Monthly software usage fees for Affinity Athletics system (unlimited users)	\$175 \$2,100 yr.	\$150 \$1,800 yr.
Annual support & maintenance for Wordware Data Bridge system	\$960	\$690
Training - Approximately 5 to 6 hours (Invoiced upon completion)	\$250	\$250
ADDITIONAL OPTIONS:		
Wordware Data Bridge Cloud Service Hosting \$60/mo for hosting	\$60 mo.	\$720 yr.

Web Store e-Commerce

Items	List Price	Customer Price
One-Time Installation Fee for EduTrak Web Store e-commerce system	\$995	\$695
Monthly software usage fee (unlimited users)	\$50 mo. \$600 yr.	Waived
Training - Approximately 3 to 4 hours (Invoiced upon completion)	\$125	\$125

Merchant Pricing Summary

Please review attached detailed merchant application for complete details

Item	Cost or Rate
Credit Card Discount Rate - Visa/Master Card/Discover/American Express	2.98%
Transaction Fees for Merchant Bank & Gateway	\$.25 (Cents)
Authorize.Net (CIM) Secure Storage Gateway	\$15/Month
PCI Website Scan By Control Scan	\$18.00/Quarter
Veri-Check rates	1% plus \$.25 per transaction
OPTIONAL	
Flat rate and no per transaction fee for credit cards, debit cards and echeck (requires payments for athletics, school fees and SchoolCafe lunch balance funding)	3.75%

As a condition of using the Affinity Solutions software system you are agreeing to use the Transit credit card gateway and Internet Merchant services provided by TransFirst. Affinity Solutions does not allow Customer to substitute another payment gateway or merchant bank provider. Affinity Solutions reserves the right to change in the future either the payment gateway and / or the merchant bank.

Annual Managed Web Service Agreement & Cancellation Terms

Customer understands they are agreeing to an annual managed web service contract that automatically renews each year on the anniversary of contract signature. Customer may cancel Affinity Solutions managed web service contract by providing a 90-day written notice. However, Customer is responsible for paying any outstanding past due balances and the remaining monthly managed web service charges for the contract year. If Customer gives notice less than 90-days from the contract anniversary renewal date, Customer is responsible for paying the remaining monthly managed web service charges for the contract year plus an additional three months.

If Customer requires continual access to the administrative module(s) beyond the termination of the managed service contract, for example reporting or payment processing, the monthly fee to access the system is \$150 until complete system access is discontinued.

Affinity Solutions will continue to maintain your data for an additional 120-day period at which time we will permanently delete the information from our systems. Any request(s) to have Affinity Solutions access client data or provide any level of customer support will be invoiced at \$125 per incident.

Additional Training Services

The cost for any additional training required after the initial service installation is \$200 per half day up to 8 participants (\$50 for each additional participant). Any travel and expenses will be invoiced separately. Affinity Solutions also offers online training services.

Updates and Upgrades

Affinity Solutions on a regular basis provides enhancements and new features to our managed web service. Customer understands the Affinity software is a shared managed web service and is not custom software deployed on a per client basis. Any request for features or additional software capabilities that are not part of the current managed web service offering you are subscribing to will be considered custom development. Please refer to rates below for custom software development projects.

Custom Software Development, Data Migration & Web site Design

Affinity Solutions current Time and Material rate for custom software development, data migration or Web site design is \$125 per hour. Please request a quote to determine project scope and estimated cost.

What We Heard (Assumptions)

- NA

Payment Terms and Conditions

The payment schedule reflects one-time costs of \$2,985 for the professional services required to setup and configure your Athletics / Activities, Web Store and Data Bridge systems. In addition, the first year's Athletics Software Usage fee of \$1,800 and Annual support & maintenance for Data Bridge of \$690 is due in advance. End user training fees are \$375 and invoiced upon completion of training.

Starting year two and thereafter you be invoiced annually \$1,800 for athletic software usage and an annual fee of \$690 for Data Bridge Support & Maintenance.

To get started on your installation we will need the following:

1. Signed copy of this proposal (prices are valid for until May 29, 2020)
2. A check payable to Affinity Solutions, Inc. for \$5,475 (this includes the initial one-time system setups of \$2,985 and the first year's software usage fee of \$1,800 and \$690 for annual support & maintenance). Training fees of \$375 will be invoiced upon completion.
3. Complete an Application for Merchant Card Processing.

The total setup time should take approximately 25-30 business days to complete (or a go live date of July 20, 2020) once all paperwork has been completed, payment made and Affinity Solutions has received all assets needed to launch Customer managed web service.

Proposal Acceptance

If you agree with the terms and conditions of this proposal please sign and date this agreement, include check, merchant application and return to Affinity Solutions, Inc. 18344 Minnetonka Blvd. Suite C Deephaven Minnesota 55391.

Submitted By

Affinity Solutions, Inc

Date

Print

Accepted By

South Washington County School District

Date

Print