

1 Objective

To outline the requirements of Felixstowe Town Council and describe how the **Burial And Cremation Administration System (BACAS)** can meet these needs.

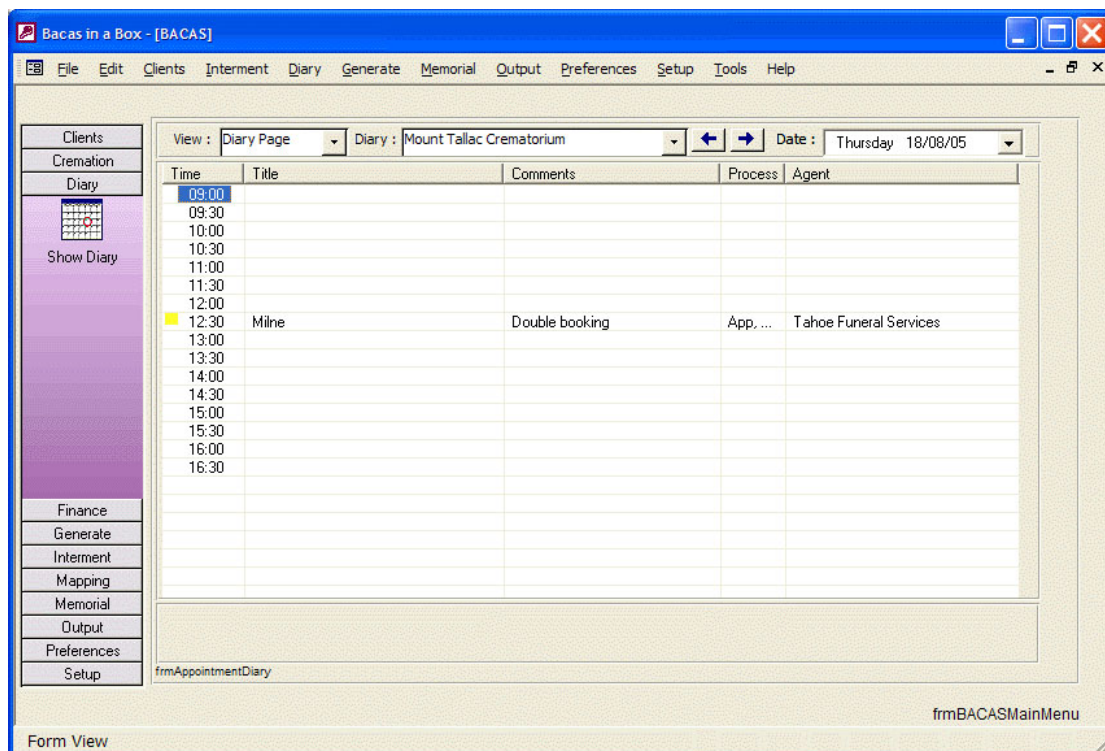
2 Requirements

Felixstowe Town Council requires the following : -

1. A diary to record the bookings in the chapels and cemeteries.
2. The recording of information on the deceased as stated in law and additional information that may be used to identify individuals or assist in the management of the cemetery.
3. The generation of daily documents (i.e. Burial slips, Ground maintenance).
4. The recording of information on graves (i.e. People buried, Cremated remains buried, depths, memorials sited, owners).
5. The recording and management of memorials (for example Description, status, owner, position).
6. The generation of the burial and grave registers.
7. The generation of management information.
8. The recording and management of risk assessment information.

3 BACAS

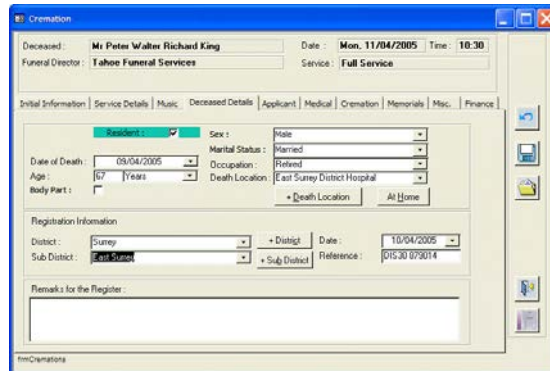
The BACAS system is a 'Windows' system. All the main functions are initiated from the diary page. This diary page looks like a normal diary. The user intuitively knows how to use it. Buttons running



along the side of the diary page allow the user to start the main functions. These functions allow the user to

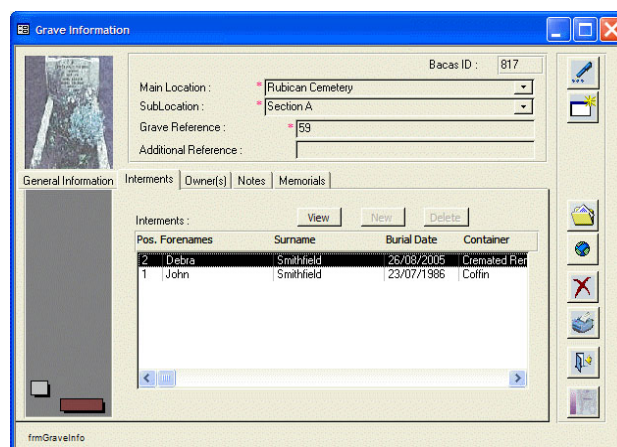
- move to a different location or date,
- generate the burial numbers,
- print the daily reports,
- search for information on a deceased,
- print ad hoc reports (for example Burial register, Grave Register, etc.)
- access the maintenance functions of the system,
- generate or view invoices,
- clear or re-instate invoices,
- print ad hoc invoice reports,
- run an integrity check against information entered,
- print management reports.

The system leads the user through a series of dialogues that allows the person to enter all the information required both in law and by the cemetery. The system only requests information that is relevant (for example grave details are requested for a burial and not for a cremation, maiden name is requested for a married woman but not for a man). Where possible the user enters information from a list. This ensures that information is entered accurately and more quickly than by keyboard. In fact a considerable amount of the information entered is repetitive or can be easily



calculated. Death locations tend to be the local hospitals. 95% of registration districts are local ones. The date of death is normally 3 to 20 days in the past. Funeral Director, Doctor, Coroner and organist lists can also be set up. These lists can reduce the amount of key strokes from over 300 to less than 20 mouse clicks. This improves the speed and accuracy of entering this information and reduces the tedium of having to enter the same information over and over again. The people or locations in the lists are all linked and provides the advantage of easily generating management information that would not normally be available (for example which officiants use the facilities the most).

The system provides information on graves. The grave dialogue box clearly shows the number of coffins in a grave. It also shows the names of all the deceased. Selecting a deceased from the list will give you the dimensions, depth and type of coffin/container. A free format field allows



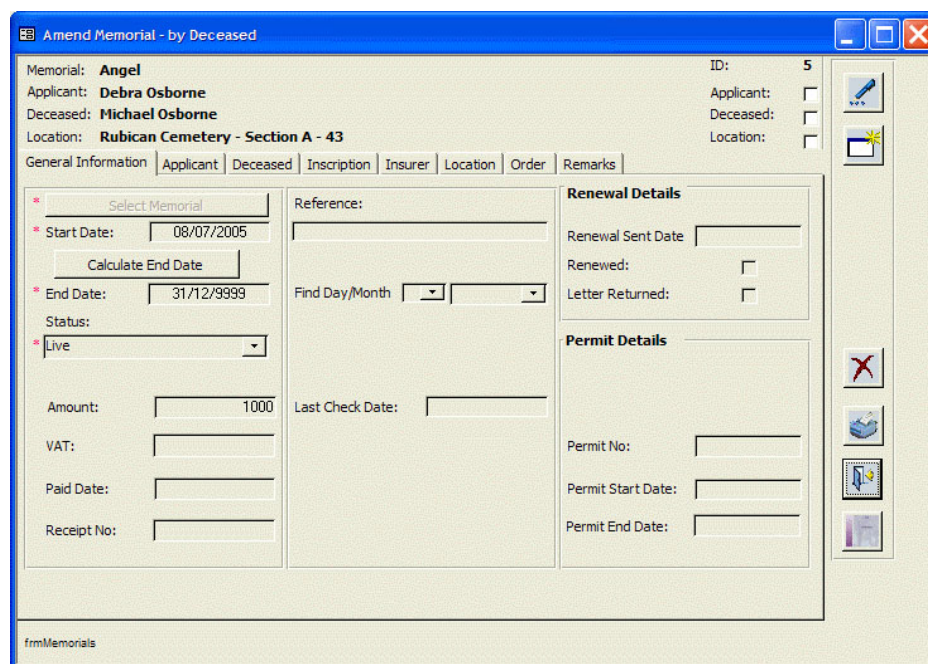
additional information to be entered.

By pressing the buttons on the right of the grave dialogue you can

- select and amend an owner,
- add memorials to the grave,
- move a deceased to another grave,
- exhume a deceased,
- print the Deed of Grant or the transfer of rights documents. The transfer of rights document will automatically be produced with the relevant wording.

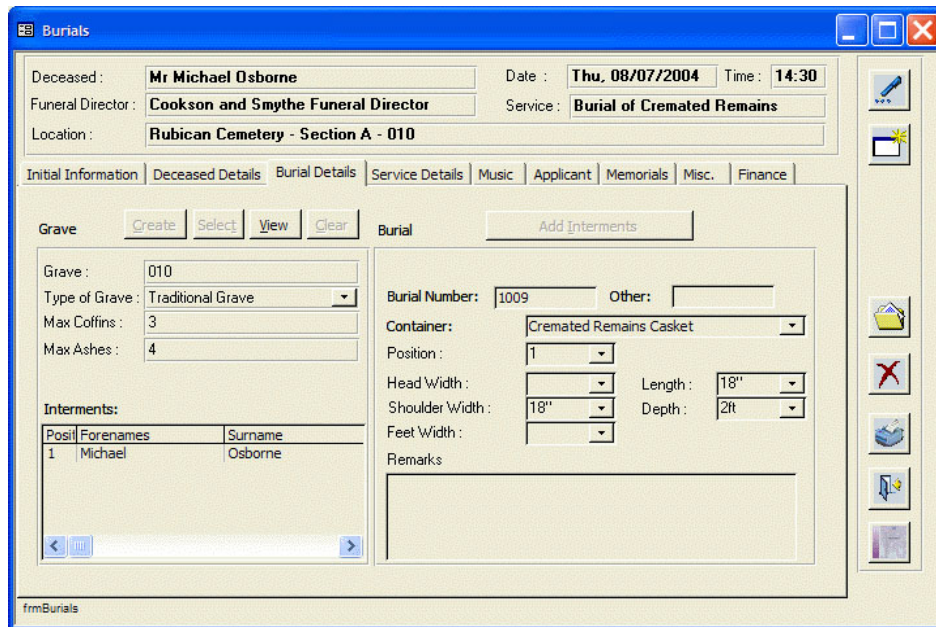
Grave details and deceased details can be viewed and/or changed by pressing the buttons at the bottoms of the dialogue.

Memorial information can easily be added. Most of the information has already been added to the system. This allows type of memorial and the owner to be easily added by pressing a button or



selecting from a list. Renewal letters will be produced on the relevant dates. Pending memorial lists can also be provided. The system also allows graves and memorials to be linked together under a contract for a single person.

The system also provides facilities for searching for information on a deceased. This will give all the details on the deceased and allow the user to produce a stylised print of the relevant details for the enquirer.



Deceased : **Mr Michael Osborne** Date : **Thu, 08/07/2004** Time : **14:30**

Funeral Director : **Cookson and Smythe Funeral Director** Service : **Burial of Cremated Remains**

Location : **Rubican Cemetery - Section A - 010**

Initial Information | Deceased Details | Burial Details | Service Details | Music | Applicant | Memorials | Misc. | Finance

Grave Burial

Grave :
 Type of Grave :
 Max Coffins :
 Max Ashes :

Interments:

Posit	Forenames	Surname
1	Michael	Osborne

Burial Number : Other :
 Container :
 Position :
 Head Width :
 Length :
 Shoulder Width :
 Depth :
 Feet Width :
 Remarks :

frmBurials

Various management reports can be produced and links to popular spread sheet packages are incorporated allowing the user to extract and manipulate the information that is held on the system.

In addition 'MapInfo' the leading mapping software can be added to BACAS to allow the location of graves, memorials or a deceased to be shown on a map. Alternatively information about a specific location can be identified from the map.

In the future the database will be extended to allow documents relating to a grave or a memorial or a deceased to be scanned. This will allow the user to look at all the information available without having to search through all the old records.

The system also allows information on memorial safety to be recorded. A separate system allows memorial safety to be recorded from a hand held devise. This will soon be extended to use by 3G phone.

In addition leading mapping software can be added to BACAS to allow the location of graves, memorials or a deceased to be shown on a map. Alternatively information about a specific location can be identified from the map.

Clear Skies Software also provides a range of Internet/Intranet systems that sit alongside the main system and allow the user to provide Internet and remote services

A telephone interface 'BACAS (Voice)' is also available. This allows funeral directors to remotely book burial and/or cremation services using a touchtone telephone.

BACAS web (Genealogy) provides a database engine and web templates that allow the public to search the cemetery and crematorium registers.

Register Search

Burials / Cremations: Exact Match

Deceased Forenames: Exact Match

Deceased Surname: Exact Match

Sex: Exact Match

Date:

Location: Exact Match

Grave Reference: Exact Match

Cemetery Section: Exact Match

Funeral Director: Exact Match

Order by:

Search Results Back

Service Type	Year of Appointment	Deceased Name	Sex	Age	Location	Section	Plot	Total
Burial with Chapel	2004	David Hugh Beattie	Male	89 Years	Rubican Cemetery	Section A	001	1
Burial	2004	Barbara Pickering	Female	95 Years	Rubican Cemetery	Section A	002	1
Burial	2004	William Enrique Dann Coath	Male	91 Years	Rubican Cemetery	Section A	003	2
Burial	1989	Moir Jeans Coath	Female	86 Years	Rubican Cemetery	Section A	003	4
Burial	2004	Ronnie Studer	Male	63 Years	Rubican Cemetery	Section A	004	2
Burial	1994	Barbara Studer	Female	56 Years	Rubican Cemetery	Section A	004	2
Burial	2004	Colin Parr	Male	81 Years	Rubican Cemetery	Section A	006	2
Burial	1973	Jenny Parr	Female	78 Years	Rubican Cemetery	Section A	006	2
Burial with Chapel	2004	Mark Cook	Male	0 Stillborn	Rubican Cemetery	Section A	007	2
Burial	2004	Harriett Hayter	Male	21 Non Viable Foetus	Homewood Cemetery	Square 1	001	1
Burial	2004	Margaret Lee Edwards	Female	91 Years	Rubican Cemetery	Section A	008	1
Burial of Cremated Remains	2004	Michael Osborne	Male	45 Years	Rubican Cemetery	Section A	010	1
Burial	2004	Austin Farrar	Male	78 Years	Rubican Cemetery	Section A	011	2
Burial	1961	Susan Farrar	Female	97 Years	Rubican Cemetery	Section A	011	2
Burial	2004	Albert James Haddrell	Male	86 Years	Rubican Cemetery	Section A	017	2
Burial	1971	John Haddrell	Male	98 Years	Rubican Cemetery	Section A	017	2
Burial	2004	Brian Campbell	Male	91 Years	Rubican Cemetery	Section A	018	2
Burial	1985	Jemina Campbell	Female	97 Years	Rubican Cemetery	Section A	018	2
Burial	2004	Michael Bidwell Dodson	Male	87 Years	Rubican Cemetery	Section A	019	2
Burial	1975	Sarah Dodson	Female	96 Years	Rubican Cemetery	Section A	019	2
Burial of Cremated Remains	2004	William James Dougherty	Male	91 Years	Rubican Cemetery	Section A	015	2
Burial	1976	Georgina Dougherty	Female	104 Years	Rubican Cemetery	Section A	015	2
Burial	2004	Susie Fisher	Female	83 Years	Rubican Cemetery	Section A	013	1
Burial	2004	Anna Oombes	Female	67 Years	Rubican Cemetery	Section A	013	1
								0

current page:1

BACAS web (Genealogy +) provides an interface between BACAS (Genealogy) and your credit card payment collection system.

BACAS web (Bookings) allows a Funeral Director to make a booking over the Internet

Product Demonstration BACAS Bookings

Booking | Cancel | Diary | Logout | (logged in as: 1111)

Book an Appointment for:

Diary:

Please select a date

Booking Date:

Please select a time

Booking Time: Double Slot

Please enter Deceased Information


Firstname(s):

Surname:

Comments:

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This software also includes a diary view page that not only allows the Funeral Director to see available times but can be copied and adapted to provide the general public with information on services from your web site.



Company Products Services Contact Home

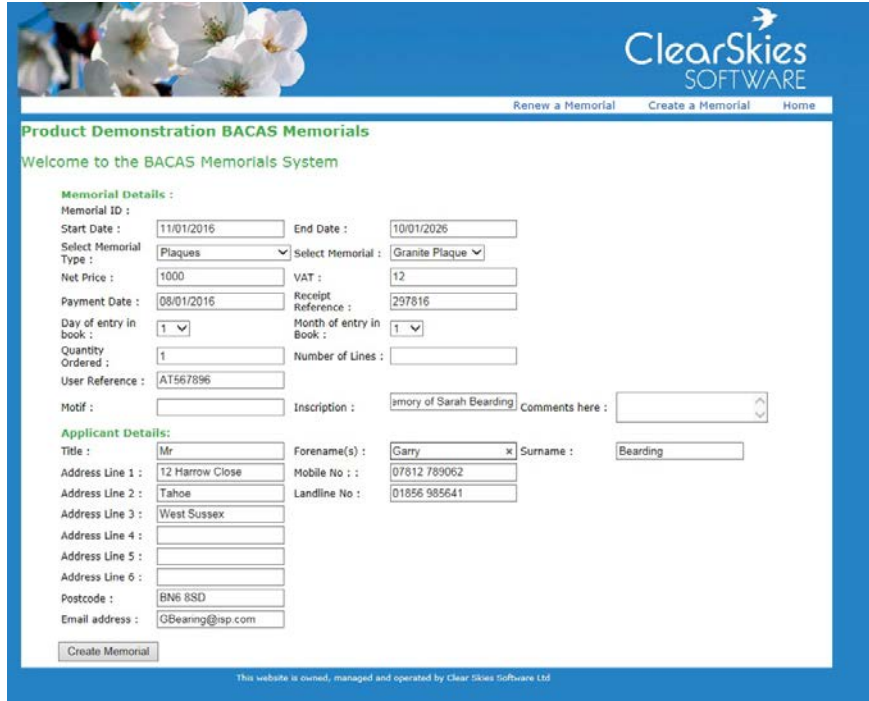
Product Demonstration BACAS Bookings

Booking | Cancel | Diary | Logout | (logged in as: 1111)

Show Appointments for:

Time	Mon 08-06	Tue 09-06	Wed 10-06	Thu 11-06	Fri 12-06	Sat 13-06	Sun 14-06
08:30							
09:00						Hardy	
09:30				HILL		FELSTEAD	TOWL
10:00					JACKSON		MILLETT
10:30							KENDELL
11:00			BLOGG			ROCKLIFFE	SMITH
11:30			BAZLEY		WOOD	DUNN	
13:00			BURKS	BURROWS	HAINES	SMITH	TUFFNELL
13:30			GREATOREX		SHAW	WILSON	BAKES
14:00			KNOWLSON	STRAWSON		ROGERS	SAYER
14:30			WARD		ROBINSON	KIRKBY	JONES
15:00			CLIFTON	FISH	MAY	Duthie	GARROD

BACAS web (Memorials) allows the general public to purchase memorial via your web site.



Product Demonstration BACAS Memorials
Welcome to the BACAS Memorials System

Memorial Details :

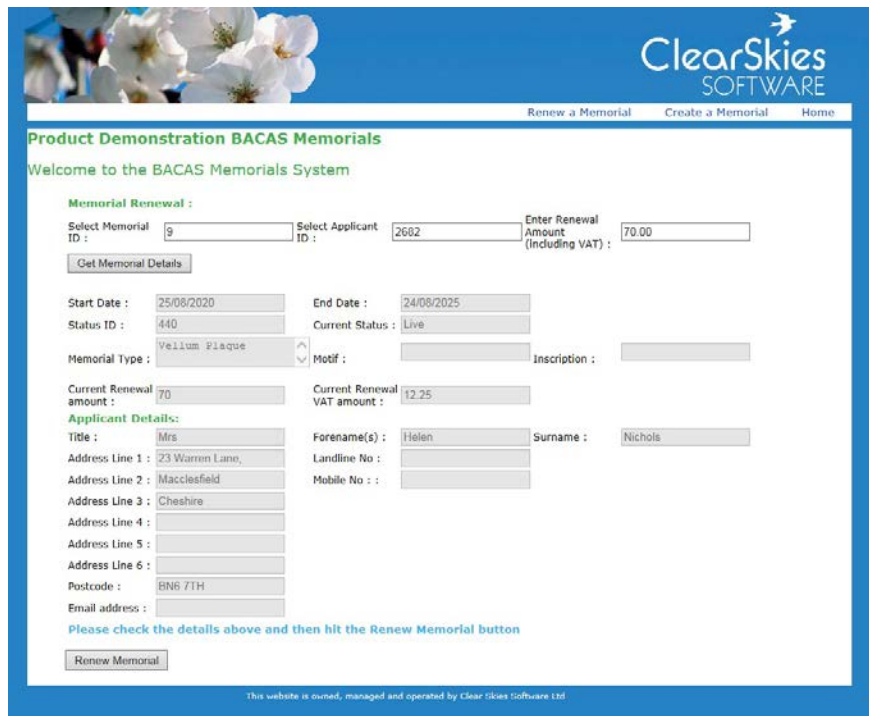
Memorial ID :
 Start Date : End Date :
 Select Memorial Type : Select Memorial :
 Net Price : VAT :
 Payment Date : Receipt Reference :
 Day of entry in book : Month of entry in Book :
 Quantity Ordered : Number of Lines :
 User Reference :
 Motif : Inscription : Comments here :

Applicant Details:

Title : Forename(s) : Surname :
 Address Line 1 : Mobile No :
 Address Line 2 : Landline No :
 Address Line 3 :
 Address Line 4 :
 Address Line 5 :
 Address Line 6 :
 Postcode :
 Email address :

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And also renew a memorial



Product Demonstration BACAS Memorials
Welcome to the BACAS Memorials System

Memorial Renewal :

Select Memorial ID : Select Applicant ID : Enter Renewal Amount (including VAT) :

Start Date : End Date :
 Status ID : Current Status :
 Memorial Type : Motif : Inscription :
 Current Renewal amount : Current Renewal VAT amount :

Applicant Details:

Title : Forename(s) : Surname :
 Address Line 1 : Landline No :
 Address Line 2 : Mobile No :
 Address Line 3 :
 Address Line 4 :
 Address Line 5 :
 Address Line 6 :
 Postcode :
 Email address :

Please check the details above and then hit the Renew Memorial button

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4 Costs Option 1

The costs outlined below include

1. The price of the software,
2. All training and installation costs (approximately 3 days),
3. One year's maintenance (includes help desk and BACAS system upgrades in maintenance period) providing payment is made within 30 days of invoicing.

The costs do not include

4. Network software
5. The price of the hardware
6. Network wiring including hub
7. Conversion of any existing data.
8. BACAS Voice (BACAS automated telephonic interface)
9. BACAS mapping extension.
10. BACAS web (Booking).
11. BACAS web (Memorials).
12. BACAS web (Genealogy).
13. BACAS Risk (Handheld risk assessment system).

It is recommended that the software be run in a "Windows 7' or later environment. An entry level Pentium is recommended.


Option 1 2 BACAS Licenses.

Two full user BACAS licenses	£3,000
Total	£3,000

Annual maintenance

This is free in the first year and provides a reasonable level of system support and BACAS system upgrades. The BACAS system would normally be upgraded once a year. Feedback on the BACAS system is considered essential and is used in the development process thus allowing users to be involved in shaping the system.

After the first year the maintenance agreement for this option will cost £850 per year.

Signature 
 Date 29th January 2018

Option 2

The costs outlined below include

1. The price of the software,
2. All training and installation costs (approximately 3 days),
3. BACAS web (Genealogy).
4. One year's maintenance (includes help desk and BACAS system upgrades in maintenance period) providing payment is made within 30 days of invoicing.

The costs do not include

5. Network software
6. The price of the hardware
7. Network wiring including hub
8. Conversion of any existing data.
9. BACAS Voice (BACAS automated telephonic interface)
10. BACAS mapping extension.
11. BACAS web (Booking).
12. BACAS web (Memorials).
13. BACAS Risk (Handheld risk assessment system).

It is recommended that the software be run in a "Windows 7' or later environment. An entry level Pentium is recommended.

Option 2 Two BACAS Licenses and Genealogy.

Two full user BACAS licenses	£3,000
BACAS web(Genealogy)	£2,500*
BACAS web consultancy	£600
Total	£6,100

Annual maintenance

This is free in the first year and provides a reasonable level of system support and BACAS system upgrades. The BACAS system would normally be upgraded once a year. Feedback on the BACAS system is considered essential and is used in the development process thus allowing users to be involved in shaping the system.

After the first year the maintenance agreement for this option will cost £1,050 per year.

***BACAS web systems**

We will provide the interface to the BACAS NG system and template web pages for these products. The web pages and web services will need to be configured by your IT department to your web site standards. We can provide consultancy if you require assistance in configuring these pages at £600 per day plus expenses. 1 – 3 days effort is normally required for the web module to establish and complete your web page standards. I would recommend 1 days consultancy to assist your IT department in setting up the test system.

Signature

A handwritten signature in blue ink, appearing to be "M. Caxton", written over a horizontal line.

Date 29th January 2018

Option 3

The costs outlined below include

1. The price of the software,
2. All training and installation costs (approximately 3 days),
3. BACAS web (Genealogy).
4. One year's maintenance (includes help desk and BACAS system upgrades in maintenance period) providing payment is made within 30 days of invoicing.

The costs do not include

5. Network software
6. The price of the hardware
7. Network wiring including hub
8. Conversion of any existing data.
9. BACAS Voice (BACAS automated telephonic interface)
10. BACAS mapping extension.
11. BACAS web (Booking).
12. BACAS web (Memorials).
13. BACAS Risk (Handheld risk assessment system).

It is recommended that the software be run in a "Windows 7' or later environment. An entry level Pentium is recommended.

Option 3 Two BACAS Licenses, Genealogy and BACAS Risk.

Two full user BACAS licenses	£3,000
BACAS web(Genealogy)	£2,500*
BACAS web consultancy	£600
BACAS Risk	£1,595
Total	£6,100


Annual maintenance

This is free in the first year and provides a reasonable level of system support and BACAS system upgrades. The BACAS system would normally be upgraded once a year. Feedback on the BACAS system is considered essential and is used in the development process thus allowing users to be involved in shaping the system.

After the first year the maintenance agreement for this option will cost £1,350 per year.

***BACAS web systems**

We will provide the interface to the BACAS NG system and template web pages for these products. The web pages and web services will need to be configured by your IT department to your web site standards. We can provide consultancy if you require assistance in configuring these pages at £600 per day plus expenses. 1 – 3 days effort is normally required for the web module to establish and complete your web page standards. I would recommend 1 days consultancy to assist your IT department in setting up the test system.

Signature 
Date 29th January 2018
Validity

This quotation is a firm price and will be held for an order placed within 90 days of the above date.

Remote Link

Clear Skies Software recommends that facilities are provided for remote support to ensure that support can be as efficient as possible.

V A T

VAT is not included in our quoted price but will be chargeable on our invoice at the standard rate.

Mapping

The cost of digitising the cemetery maps is a separate item and requires a review of your cemetery plans. The price for digitising the plans is normally 10p to 40p a grave.


Conversions.

All quotes for conversion expect that the conversion data will be provided in a format that is readable to Clear Skies Software's systems. This would normally be in a DBF or CSV format. In addition it is assumed that the customer will also be able to provide information on the previous system if it is required.

Data will be converted 'As Is'. **Any correcting or tidying of data is not included in the price and may be subject to an additional charge.** This work would only be undertaken with the agreement of the customer and would be charged at £600 per day plus expenses.

Installation Date


The current earliest installation date is March 2018.

Signature 
Date 29th January 2018

5 Other products available.

Outlined below are other products available from Clear Skies Software that have not been specified in this proposal. The cost of digitising the cemetery maps is a separate item and requires a visit to review your cemetery plans. The price for digitising the plans is normally 10p to 40p a grave.

BACAS Risk (First Copy)	£ 1,595
BACAS Risk (Subsequent copies)	£945
BACAS Mapping extension (First Copy)	£990
BACAS Mapping extension (Subsequent copies)	£350
BACAS web (Genealogy)	£2,500
BACAS web (Genealogy +) credit card collection	£3,500
BACAS web (Booking)	£3,500
One days Internet setup consultancy	£550
BACAS (Voice)	£2,000
VR Cemetery	£5,000 (Provisional)

Signature 
 Date 29th January 2018

6 Clear Skies Software and BACAS

Clear Skies Software was originally set up to provide real time systems for cremators. Having provided suitable software the company decided to develop an administration system for cemeteries and crematoria. It now offers a range of services to companies and Government Authorities across the bereavement service.

The **Burial And Cremation Administration System (BACAS)** has taken several years to develop. The first system was installed at Mortlake Crematorium in October 1993. The development initially involved, in addition to staff from Clear Skies Software (CSS), people who are regarded as authoritative sources regarding the operation, principles and law of burial and cremation.

After the initial implementation CSS has pursued a policy of continuous development. The philosophy of the company is to listen to the opinions of the users of the systems, and to take advantage of new technology as reliable products become available. It therefore follows, that CSS never views a system as truly complete but regards systems as evolutionary, adapting to new opportunities and the changing needs of the customers whom it serves.

The BACAS system has been built in the 'Windows' environment and modern development techniques have been used in its development. This has positioned BACAS to take advantage of the developments in IT that will appear over the next few years.

The systems main strengths are

- Easy to use.
- Improves the entry of information by reducing keystrokes and increasing accuracy.
- Information is entered only once and is linked together. This makes it easy to find the grave a deceased has been buried in, locate the owner of the grave and all the memorials linked to the grave and the deceased. The links are both ways, so viewing a grave will show you all the information linked to the grave.
- It is graphical. This allows information to be shown in a visual way and therefore it is easy for people to understand. Documents can contain graphics. An enquiry sheet can have a graphical border to allow the information to be shown in a warm and stylish manner rather than the coldness of a computer printout.
- It is new but has a sound and growing user base and is positioned to take advantage of new technologies and developments.
- Provides the facilities required to manage and run a crematorium and/or cemetery.

It will provide you with

- A diary system to book burials.
- A simple, quick and accurate method of entering all the information required.
- The ability to produce all your daily documents and improve the presentation of these documents.
- The ability to easily input and link all information relating to a grave,
- The ability to manage and control memorials including the automatic generation of renewal letters.
- The ability to print a range of documents including burial and grave registers. These documents will be able to be enhanced by adding graphical images to convey a warmer and more stylish message.
- The ability to produce a broader range of management reports because of the extensive links between information.
- The opportunity to take advantage of the advances in technology.



for Clear Skies Software Ltd
29th January 2018