

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.

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.

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 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.

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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. BACAS Risk (Handheld risk assessment system).
5. 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

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

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	£7,695


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.

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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)

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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