



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
Dr. Janet Vinson, Acting Superintendent
DATE: February 11, 2025

AGENDA ITEM:

SylogistED ERP System OK Implementation Statement of Work

BOARD ACTION REQUESTED:

Consider and Vote to approve SylogistED ERP System OK Implementation Statement of Work

BACKGROUND INFORMATION:

This Statement of Work is the contract between Stillwater Public Schools and SylogistEd. Stillwater Public Schools has already been approved to go back to SylogistEd as our financial system starting July 1, 2025. Implementation, training, and system crossover will begin in March 2025.

SylogistEd ERP System OK Implementation Statement of Work

January 21, 2025

This Statement of Work (“SOW”) to implement SylogistEd ERP System is made and entered into by **Stillwater Public Schools (“CUSTOMER”)** located at **314 S. Lewis St. of Stillwater, OK 74074** and SylogistEd, Inc. (“SYLOGIST”), a corporation formed under the laws of the State of Oklahoma, with its principal place of business at 908E 35th Street, Shawnee, OK 74804-2277. This SOW is provided under the terms of the current Sylogist Master Services Agreement (“MSA”) and as amended from time to time. The MSA is incorporated herein by this reference, with the same force and effect as if it were provided herein in full text and the terms of which prevail in the event of any conflict with any other provisions of these terms of business or the SOW. A copy of the current MSA is available on request. CUSTOMER represents that it has had the opportunity to review all such agreements and expressly agrees to their incorporation into these terms of business as of the date of CUSTOMER acceptance.

Project Description

SYLOGIST will provide the services necessary to enable deployment of the SylogistEd ERP System for CUSTOMER based on our understanding of the requirements for Oklahoma. Additionally, SYLOGIST and CUSTOMER shall collaborate to identify requirements not included in this SOW and to document data conversion deliverables and responsibilities.

Details regarding project planning and related deliverables will be included in the Project Charter, the content of which is generated as a component of the initial kick-off exercise.

Solution Description

The following table describes the functionality, by application, included with the SylogistEd ERP System:

Application	Functionality
Accounts Payable & Purchase Requisition	Define custom routings to ensure proper requisition approval and delivery to the encumbrance clerk.
	Deny or send back requisitions.
	Automatically create a purchase order from an approved requisition.
	Re-classify expenditures at the item, purchase order, or fund level.
	Invoice and certify items for payment.
	Select and pay from multiple purchase orders for a vendor on a single payment during the certification process.
	Make an adjustment to the purchase order while certifying, including re-classifications, partial payments, and change orders.
	Audit entries for every general ledger transaction including re-classifications, partial payments, and change orders.
	Balance check occurs at any dimension level for budgetary controls via the budgeting tools.
	Integration with LEA Budget and Amendment System (LBAAS).
	Analysis reports grouped at any dimension level for budgetary/expenditure projecting, analysis, and forecasting.
	Ability to allow your Activity Fund Sponsors and Site Budget Coordinators to print their own reports.

Application	Functionality
Warehouse	Integration with Accounts Payable and Purchase Requisition applications.
	Ordering items from the warehouse via the Purchase Requisition application.
	Automatic General Ledger entries.
	Inventory processing.
	Inventory management.

Application	Functionality
Fixed Assets	Integration with Accounts Payable application.
	Automated creation of Fixed Assets and Inventory Items from the Accounts Payable application based on asset selection criteria.
	Straight-line Depreciation method.
	Fixed Asset Reports (i.e., Asset Listing, Depreciation Register, Transfer Report, Inventory Listing, etc.)

Application	Functionality
Payroll	Integration with Accounts Payable by encumbering all salary, benefit, and matching costs.
	Adjustments for each pay period are automatically posted to the encumbrance when processing payroll.
	Manage all employee information and adjustments from one form.
	Allocate salary line amounts by specifying a weight to include all costs such as benefits and matching.
	Make one-time adjustments to payroll for employee dock amounts, extra-pay, and hours worked without affecting original contract amounts.
	Import hours worked from a time- clock application.
	Integration with Time & Attendance Capture System.
	Transfer employee dock amounts and substitute pay directly from the Personnel application.
	Void, correct, and reissue a payroll with all adjustments included.
	Import insurance premium changes from your insurance company to reconcile monthly insurance statements.
	Direct deposit functions and publish the pay stub information to the Employee Portal.
	Supports all state and federal reporting requirements including Quarterly 941, W2, ACA, etc.

Application	Functionality
Personnel	Integration with the Payroll application including transfer time sheets for substitutes and dock adjustments for employees.
	Accrue leave and leave entry with automatic calculation of substitute rates and employee dock amounts.
	Import leave records from a leave request/substitute application.
	Automatically calculate salary amounts based on salary schedules and position information using education and years of experience or grade and step information.
	Automatically calculate FTE information based on days/hours worked and automatically adjust the salary amounts for the employee.
	Transfer salary and benefit amounts to the Payroll application when they are ready to receive them for the new fiscal year.
	Track and analyze certifications and professional development.
	Create position and extra duty contracts directly from the application.
	Forecast future salary and benefit costs, including step and experience increments as well as salary scale hypotheticals.
	Self-service Employee Portal includes pay stub, certification, leave, and professional development information.
	Publish the tax forms (W2, 1095-C) to the Employee Portal.

Application	Functionality
Employee Document Management	On-Boarding process setup.
	Demographic information is validated with business rules, just as if it was entered directly by the HR staff in Personnel, to ensure that the information is complete and accurate.
	Pre-defined E-Form templates validate the rules specific to that form. For example, the W4 form will verify that one of Step 1c is selected and that the Step 3 total is accurate.
	HR Staff monitors the progress of the submissions as they are submitted by the employee. Each submission is reviewed and sent back, acknowledged, or posted.
	Create quick access links for employees to update their Demographic, W4, State W4 and Direct Deposit information.
	Notification email sent to the employee when contracts (Position/Additional Duty) and Certified Information Sheets are published to the employee and an announcement that the document must be completed is displayed to the employee when they access their Employee Portal.
	Reminders are sent to employees who have not completed the published Contract and Certified information Sheet documents.
	Posted E-Form answers can be viewed and analyzed (filtered, sorted, grouped).

Application	Functionality
Treasurer	Track the progress of a payment from issuance to clearing.
	Audit entries for every transaction including receipts, payments, adjusting entries, and investments.
	End-of-month reconciliation.
	Import cleared payments from your financial institution.
	Investment tracking and reporting for purchases, receipts, and liquidations.
	Analysis reports grouped at any dimension level for revenue projecting, analysis, and forecasting.
	Financial reporting for administrators, activity sponsors, and board members.
	Import receipts from a receipting/online payment application.

The following table indicates the applications being delivered to CUSTOMER under this SOW:

Application	Included
Accounts Payable	Yes
Payroll	Yes
Treasurer	Yes
Activity Funds	Yes
Personnel	Yes
Purchase Requisition	Yes
Fixed Assets	No
Warehouse	Yes
Employee Document Management	Yes

Project Phases & Key Activities

The following table describes the primary phases of the project as well as the key activities being delivered to CUSTOMER under this SOW:

Phase / Activity	Description
Project Kickoff	The project kickoff will include a meeting to introduce participants, define roles, confirm availability and black-out dates, review the project charter, plan for effective change management, the tools to be used throughout the process (e.g., Wrike), and finalize the project plan.
Provisioning of Cloud Environment	Provision of cloud instance for CUSTOMER and deployment of SylogistEd ERP to include: <ul style="list-style-type: none"> Account Management, Purchase Requisition, Accounts Payable, Treasurer, Fixed Assets and Warehouse applications. Payroll and Personnel, Employee Document Management applications.
Data Conversion	Data Conversion shall include current year data as outlined in the conversion template.
General Project Management	Includes: <ul style="list-style-type: none"> Oversight of project schedule, resources, completion of tasks, and escalation of issues. Review of business processes. Review of product enhancement requests. Risk identification and mitigation. Gathering of data and engaging of contributors/approvers to make trade-off decisions and prioritization of tasks. Updating of project plan. Completion of deliverables/milestones.
Training	Training sessions will be conducted virtually, and an outline will be provided to include links to user documentation, how-to videos, and to the recordings of these sessions. Additionally, Administrators and End Users will have access to the Support link to submit a ticket for assistance.

Phase / Activity	Description
<i>Administrator</i>	Account Management: Application configuration, security and roles overview, account creation, user access, and user onboarding.
	Accounts Payable, including Purchase Requisition: Application configuration, user access, report designer, grid functionality, and application workflow including purchase requisition.
	Fixed Assets: Application configuration, user access, report designer, grid functionality, and application workflow.
	Warehouse: Application configuration, user access, report designer, grid functionality, and application workflow.
	Treasurer: Application configuration, user access, report designer, grid functionality, and application workflow.
	Payroll: Application configuration, user access, report designer, grid functionality, and application workflow.
	Personnel, including EDM: Application configuration, user access, report designer, grid functionality, and application workflow.
<i>End User</i>	Accounts Payable: Grid functionality, report designer, application workflow including entering tax and the refund process, and purchase requisition.
	Purchase Requisition: Grid functionality, application workflow including entering purchase requisitions, and department reporting.
	Fixed Assets: Grid functionality, report designer, and application workflow.
	Warehouse: Grid functionality, report designer, and application workflow.
	Treasurer: Grid functionality, report designer, and application workflow.
	Payroll: Grid functionality, report designer, and application workflow.
	Personnel: Grid functionality, report designer, and application workflow.
	Employee Document Management: Report designer, new hire onboarding, existing employee document management, and Employee Portal workflow.

Phase / Activity	Description
Weekly Status Meetings	<p>Preparing for and facilitating weekly 30-minute status meetings throughout the entire project. The purpose of these meetings will be to confirm accomplishments from the previous week and review outstanding issues/questions as well as agreeing to the priorities and activities for the following week.</p> <p>We will use these meetings to ensure:</p> <ul style="list-style-type: none"> • Users are performing processes in the software, reporting issues, gaps and questions. • SYLOGIST is addressing issues, vetting/documenting gaps, and answering questions. • Customer is vetting and validating converted data and SYLOGIST is addressing issues reported with converted data. • Documentation and reports needed from users are collected.
Wrap-up Meeting	<p>Preparing for and facilitating a wrap-up meeting following the Go-Live.</p> <p>Wrap-up includes identifying and discussing lessons learned, issues discovered, process improvements, and requested enhancements.</p>
Go-Live	CUSTOMER and SYLOGIST will move into final preparation for Go-Live to include final data conversion, completing checklist, and managing logistics for onsite, if applicable. Both parties mutually agree to move forward with Go-Live.
HyperCare	Following Go-Live, the SYLOGIST Implementation Services Team will remain engaged for 30 days or once CUSTOMER has completed two (2) Payroll cycles and two (2) Accounts Payable Disbursement cycles, whichever occurs first.

Project Duration

The project start date for this implementation will be determined after execution of this SOW and we generally plan for a project window of six to nine months. However, the project schedule will be reviewed and finalized with the CUSTOMER's Project Manager once project planning has been completed to include effort estimates, documentation of availability of CUSTOMER resources and any external factors such as conferences, auditors, etc.

Project Fees & Payment Schedule

The fees to deliver the services under this SOW are predicated on implementing SylogistEd ERP system's out-of-the-box functionality. Any requirements identified during implementation, and presenting a feature/function gap, will be addressed through a Change Order.

CUSTOMER's Preferred Go-live Date (Project Period): JULY 2025 (Jan25 - Jun25)

Description	Quantity	Rate	Amount
Installation – Fixed Fee	1	\$0.00	\$0.00
Implementation Services – Per ADM	5969	\$6.00	\$35,814.00
TOTAL IMPLEMENTATION SERVICES			\$35,814.00

If onsite services are requested for go-live, CUSTOMER is responsible for on-site services fee of \$1000/day plus all travel expenses related to the delivery of services under this SOW. This estimate does not include any out-of-pocket travel expenses, e.g., Airfare, Meals, Lodging, Mileage, Tolls, Ground Transport, etc., that may be applicable. Estimated expense will be submitted to CUSTOMER for approval prior to travel. All travel will be approved by CUSTOMER and travel expenses will be billed separately. This SOW will include two years of migrated data from the current provider.

The payment schedule for project fees is as follows:

Payment No.	Description	Date	Cumulative Percent of Total Fee
1	Within 15 days of SOW Execution		25%
2	By Last day of 2 nd full Month		45%
3	By Last day of 3 rd full Month		60%
4	By Last day of 4 th full Month		75%
5	Within 15 days of Go-Live		90%
6	Within 15 days of Completion of HyperCare		100%

Customer and System Information

Customer Information	
Contact Name:	Kristie Newby
Contact Phone:	405.533.6300
Contact Email:	knewby@stillwaterschools.com
System Information	
Other Information:	Existing install of SylogistEd (not being used)

Acceptance

The CUSTOMER acknowledges acceptance of the SOW estimate and terms by signing and returning this document to SYLOGIST. Once SYLOGIST has signed this SOW, we will have a binding agreement.

Stillwater Public Schools

By:

Print Name:

Title:

Date:

SylogistEd, Inc.

By:

Print Name:

Title:

Date:

