

Project Change Order

This Change Order form is used for requesting, documenting and approving changes to the Workday deployment or other applicable service offering, including, but not limited to, changes to the project's Scope, changes for a major configuration element, project timeline/schedule changes, integration specifications changes, addition of resources or any other deliverable change from the originally planned Workday deployment or applicable service offering.

Summary

Client:	City of San Mateo
SOW/Project Name:	PROJ_55571 / City of San Mateo, CA - FINS - Phase 1
Change Order #:	C01
Project Manager (Client):	Stacey Mansker-Young, Plante Moran
Project Sponsor (Client):	Rich Lee, Finance Director
Engagement Manager (CSLLC):	Silviu Nedea, Collaborative Solutions, LLC ("CSLLC")
Acceptance Due Date:	10/21/2022
Change Type:	Change in Scope (additional hours added)
Impact Assessed by:	Karen Stalnaker, Silviu Nedea
Priority:	Medium
Billing:	Bill under current project
Contract Line Type:	Fixed Fee Installment/Milestone
Is new PO# required?	No new PO# needed

Request Description

Create a new advanced report for a 1099-G form. This form is not needed before 1/1/2023 and will be delivered after the 11/1/2022 Financials Go-Live.

Create a custom Dunning Letter BIRT layout for formatting changes and inclusion of invoice line details.

Business Purpose / Reason for Change

1099-G forms are only issued for Sewer Lateral Reimbursement payments. Workday is not capable of producing 1099-G forms and a custom report can be produced as a work around.

Dunning letter change has been requested to allow for past due and final notice invoices to be sent without having to stamp them manually. Inclusion of invoice detail on the dunning letter will avoid manual intervention by combining multiple documents together for inclusion in mailing envelopes.

Impact Assessment

Project Activities Affected:	50 hours to create (1) one new advanced report and BIRT layout for a 1099-G form. 20 hours to create a custom Dunning Letter BIRT layout																
Deliverables Affected:	Use BIRT to create one (1) custom business form layout and create one (1) additional new advanced report. <ul style="list-style-type: none"> Use the Supplier Tax Authority Form Type Customer would have to advise what spend categories comprise the box on the 1099-G (unique from the existing 1099 MISC mapping) Create a custom report aggregating the spend based on the spend categories above Use BIRT to create a custom report design layout for 1099-G form and allow PDF document to be printed <p>Use BIRT to create (1) one new business form layout for Dunning letter, modeled after Workday delivered layout with requested enhancements.</p>																
Project Schedule Impact:	No schedule impact																
Pricing Matrix	The following is the Pricing Matrix: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Role</th> <th style="width: 15%;">Rate</th> <th style="width: 15%;">Hours</th> <th style="width: 20%;">Cost</th> </tr> </thead> <tbody> <tr> <td>Principal Consultant</td> <td>\$210</td> <td>50</td> <td>\$10,500</td> </tr> <tr> <td></td> <td>\$210</td> <td>20</td> <td>\$4,200</td> </tr> <tr> <td>Total</td> <td></td> <td>70</td> <td>\$14,700</td> </tr> </tbody> </table>	Role	Rate	Hours	Cost	Principal Consultant	\$210	50	\$10,500		\$210	20	\$4,200	Total		70	\$14,700
Role	Rate	Hours	Cost														
Principal Consultant	\$210	50	\$10,500														
	\$210	20	\$4,200														
Total		70	\$14,700														

Payment Terms

The total amount of CO1 will be added to the Deploy Stage Milestone payment due on 11/4/2022. Payments for this change order will be made according to the milestone payment schedule below:

Fixed Fee and Invoicing			
Event	Invoice Date	Invoice Amount	Revised Amount (After C01)
Plan Stage: Delivery of Plan Artifacts	4/8/2022	\$192,603	
Architect Stage: Sign off	6/3/2022	\$192,603	
Configure Stage: Delivery of End to End Tenant	7/15/2022	\$256,804	
Test Stage: Completion of End to End Test	9/23/2022	\$256,804	

Deploy Stage: Completion of Push to Production (Go Live)	11/4/2022	\$321,005	\$335,705
Post Production Support: Completion of Project	12/16/2022	\$64,201	
Total Payments		\$ 1,284,020	\$1,298,720
Estimated Expenses		\$0	
Grand Total		\$ 1,284,020	\$1,298,720

Assumptions

- All Assumptions from the SOW dated 21 February 2022 apply to this Change Order

Authorization

City of San Mateo Authorization Signature	Collaborative Solutions, LLC Authorization Signature
Name	Name
Job Title	Job Title
Date	Date