

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 #:	C02
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:	11/18/2022
Change Type:	Change in Scope (additional hours added)
Impact Assessed by:	Blair Chamberlain, 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

Extend the City of San Mateo, CA Financials Phase 1 project Post Production Support period by 3 months / 12 weeks.

Business Purpose / Reason for Change

This 12 week Post Production Extension will provide the City of San Mateo additional support with post go-live activities.

Impact Assessment

Project Activities Affected:	All Project activities occurring in the Post Production Support stage.
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Deliverables Affected:	All deliverables planned to occur in the Post Production stage will be performed within the revised timeline below.																				
Project Schedule Impact:	<p>Schedule impact will include:</p> <ul style="list-style-type: none">• Post Production Stage extension of 3 months / 12 weeks• Start 12/19/2022• End: 3/12/23 <p><u>Phase One (1) Financials Original Timeline</u></p> <table><tr><th>Current</th><th>Post Production</th></tr><tr><td>Start</td><td>7-Nov-22</td></tr><tr><td>End</td><td>16-Dec-22</td></tr></table> <p><u>Phase One (1) Financials Revised Timeline</u></p> <table><tr><th>Revised</th><th>Post Production</th></tr><tr><td>Start</td><td>7-Nov-22</td></tr><tr><td>End</td><td>12-Mar-23</td></tr></table>	Current	Post Production	Start	7-Nov-22	End	16-Dec-22	Revised	Post Production	Start	7-Nov-22	End	12-Mar-23								
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Pricing Matrix	<p>The following is the Pricing Matrix:</p> <table><tr><th>Role</th><th>Rate</th><th>Hours</th><th>Cost</th></tr><tr><td>Principal Consultant 1</td><td>\$180</td><td>120</td><td>\$21,600</td></tr><tr><td>Principal Consultant 2</td><td>\$180</td><td>120</td><td>\$21,600</td></tr><tr><td>Principal Consultant 3</td><td>\$180</td><td>120</td><td>\$21,600</td></tr><tr><td>Total</td><td></td><td>360</td><td>\$64,800</td></tr></table>	Role	Rate	Hours	Cost	Principal Consultant 1	\$180	120	\$21,600	Principal Consultant 2	\$180	120	\$21,600	Principal Consultant 3	\$180	120	\$21,600	Total		360	\$64,800
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Payment Terms

The total amount of CO2 will be added to the Post Production Stage Milestone payment due on 12/16/2022. 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 CO2)
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	\$335,705	
Post Production Support: Completion of Project	12/16/2022	\$64,201	\$129,001
Total Payments		\$1,298,720	\$1,363,520
Estimated Expenses		\$0	
Grand Total		\$1,298,720	\$1,363,520

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