

# 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

<b>Client:</b>	City of San Mateo
<b>SOW/Project Name:</b>	PROJ_54648/ City of San Mateo, CA – HCM/Pay - Phase 2
<b>Change Order #:</b>	C03
<b>Project Manager (Client):</b>	Stacey Mansker-Young, Plante Moran
<b>Project Sponsor (Client):</b>	Rich Lee, Finance Director
<b>Engagement Manager (CSLLC):</b>	Silviu Nedea, Collaborative Solutions, LLC ("CSLLC")
<b>Acceptance Due Date:</b>	12/6/2022
<b>Change Type:</b>	Change in Scope (additional hours added)
<b>Impact Assessed by:</b>	Karen Stalnaker, Kourtney Taylor, Ryan Roberts, Jane Davis, Gaurav Sethi, Hector de Zayas, Clay Gordon, Silviu Nedea
<b>Priority:</b>	Medium
<b>Billing:</b>	Bill under current project
<b>Contract Line Type:</b>	Fixed Fee Installment/Milestone
<b>Is new PO# required?</b>	No new PO# needed

## Request Description

Post Alignment Scope

## Business Purpose / Reason for Change

- Scope adjustments as a result of the conclusion of Alignment stage.
- Project Go-Live moved to 9/25/2023 with post production support until 10/22/2023

## Impact Assessment

Project Activities Affected:	Scope and Timeline affected as a result of this change order																																																																														
Deliverables Affected:	As per Appendix A, B, C and D																																																																														
Project Schedule Impact:	<div>Schedule impact will include:<ul style="list-style-type: none"><li>Project extension of 14 weeks</li><li>New Go-Live Date 9/25/2023</li><li>Additional hours to account for the extended schedule as detailed in Appendix E</li></ul></div> <div><div>Original Timeline</div><div>Total 44 weeks</div><table><tr><td></td><td>4</td><td>9</td><td>9</td><td>9</td><td>5</td><td>4</td><td>4</td></tr><tr><td>Current</td><td>Plan Stage</td><td>Architect Stage</td><td>Configuration &amp; Prototype</td><td>Testing</td><td>Payroll Parallel</td><td>Deploy</td><td>Post Production</td></tr><tr><td>Start</td><td>9/12/2022</td><td>10/10/2022</td><td>12/12/2022</td><td>2/13/2023</td><td>4/17/2023</td><td>5/22/2023</td><td>6/19/2023</td></tr><tr><td>End</td><td>10/7/2022</td><td>12/9/2022</td><td>2/10/2023</td><td>4/14/2023</td><td>5/19/2023</td><td>6/16/2023</td><td>7/14/2023</td></tr></table></div> <div><div>Revised Timeline</div><div>Total 58 weeks</div><table><tr><td></td><td>4</td><td>12</td><td>13</td><td>14</td><td>7</td><td>4</td><td>4</td></tr><tr><td>Current</td><td>Plan Stage</td><td>Architect Stage</td><td>Configuration &amp; Prototype</td><td>Testing</td><td>Payroll Parallel</td><td>Deploy</td><td>Post Production</td></tr><tr><td>Start</td><td>9/12/2022</td><td>10/10/2022</td><td>1/2/2023</td><td>4/3/2023</td><td>7/10/2023</td><td>8/28/2023</td><td>9/25/2023</td></tr><tr><td>End</td><td>10/7/2022</td><td>1/1/2023</td><td>4/2/2023</td><td>7/9/2023</td><td>8/27/2023</td><td>9/24/2023</td><td>10/22/2023</td></tr><tr><td>Change</td><td>0</td><td>3</td><td>4</td><td>5</td><td>2</td><td>0</td><td>0</td></tr></table></div>								4	9	9	9	5	4	4	Current	Plan Stage	Architect Stage	Configuration & Prototype	Testing	Payroll Parallel	Deploy	Post Production	Start	9/12/2022	10/10/2022	12/12/2022	2/13/2023	4/17/2023	5/22/2023	6/19/2023	End	10/7/2022	12/9/2022	2/10/2023	4/14/2023	5/19/2023	6/16/2023	7/14/2023		4	12	13	14	7	4	4	Current	Plan Stage	Architect Stage	Configuration & Prototype	Testing	Payroll Parallel	Deploy	Post Production	Start	9/12/2022	10/10/2022	1/2/2023	4/3/2023	7/10/2023	8/28/2023	9/25/2023	End	10/7/2022	1/1/2023	4/2/2023	7/9/2023	8/27/2023	9/24/2023	10/22/2023	Change	0	3	4	5	2	0	0
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Pricing Matrix	<div>The following is the change in effort and cost estimate:</div> <table><tr><th>Area</th><th>CO #03 Appendix</th><th>Cost</th></tr><tr><td>Scope Increase</td><td></td><td></td></tr><tr><td>1) HCM</td><td>A</td><td>\$150,840</td></tr><tr><td>2) Payroll</td><td>B</td><td>\$50,400</td></tr><tr><td>3) Time Tracking and Absence</td><td>C</td><td>\$62,940</td></tr><tr><td>4) Integrations</td><td>D</td><td>\$82,800</td></tr><tr><td>5) Discount</td><td></td><td>(\$86,745)</td></tr><tr><td>6) Total Scope Increase</td><td></td><td>\$260,235</td></tr><tr><td>Total for this Change Order (#03)</td><td></td><td>\$260,235</td></tr></table>							Area	CO #03 Appendix	Cost	Scope Increase			1) HCM	A	\$150,840	2) Payroll	B	\$50,400	3) Time Tracking and Absence	C	\$62,940	4) Integrations	D	\$82,800	5) Discount		(\$86,745)	6) Total Scope Increase		\$260,235	Total for this Change Order (#03)		\$260,235																																													
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## Payment Terms

The total amount of CO3 will be split amongst the milestone payment beginning on 1/1/2022 and ending on 8/27/2023. Payments for this change order will be made according to the milestone payment schedule below:

Fixed Fee and Invoicing				
Event	Invoice Date	Invoice Amount	CO3	Revised Amount (After CO3)
Plan Stage: Delivery of Plan Artifacts	10/7/2022	\$124,314	\$0	\$124,314
Architect Stage: Sign off	1/1/2023	\$186,471	\$65,058.75	\$251,529.75
Configure Stage: Delivery of End to End Tenant	4/2/2023	\$186,471	\$65,058.75	\$251,529.75
Test Stage: Completion of End to End Test	7/9/2023	\$186,471	\$65,058.75	\$251,529.75
Test Stage: Completion of Parallel Test	8/27/2023	\$186,471	\$65,058.75	\$251,529.75
Deploy Stage: Completion of Push to Production (Go Live)	9/24/2023	\$310,785	\$0	\$310,785
Post Production Support: Completion of Project	10/22/2023	\$62,157	\$0	\$62,157
Total Payments		\$ 1,243,140	\$260,235	\$1,503,375
Estimated Expenses		\$0		
Grand Total		\$ 1,243,140		\$1,503,375

## 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

## Appendix A – HCM

Function	Functionality Scope	Quantity to Configure	Cost
<b>HCM: Core</b>	Custom Security Groups	1 Additional Custom Security Group Required	\$1,800
<b>Core Compensation</b>	Compensation grades tied to job	378 Grades	\$18,000
	Compensation grade steps	1862 Steps	(Accounted for above)
	Compensation Plans (Types can include: Salary, Hourly, Period Salary, non-Reimbursable Allowance, Commission, basic Stock, and basic Bonus)	6 Plans	\$5,400
	Wage-Theft Notice	Remove From Scope	\$-4,500
<b>Benefits</b>	Benefits Plans	50 Additional Benefit Plans Needed	\$38,520
	Benefit Groups	1 Additional Benefit Group Needed	\$900
	Benefit credit(s) and/or surcharge(s)	Add Benefit Credit/Surcharge to scope	\$1,800
	Benefit Jobs	Remove Benefit Jobs from Scope	\$-1,800
	Benefit Events	2 Additional Benefit Events needed	\$360
<b>Talent &amp; Performance</b>	Competencies: Proficiency scales Standard (non-level based) behaviors	Add an additional 105 Competencies to scope	\$7,200
	Performance Review Template(s)	Add 7 Performance Templates and 1 Rating Scale	\$12,960

	Development Plan Template(s)	Add 1 Development Plan to scope	\$3,600
	Performance Improvement Plan Template(s)	Add 1 PIP templates	\$900
	Disciplinary Action Template(s)	Add 2 Disciplinary Action templates	\$1,800
	Custom Security Groups	Add 2 Custom Security Groups	\$3,600
<b>Recruiting</b>	Internal career site(s)	1 additional internal career site	\$900
	External career site(s)	1 additional external career site	\$900
	Referral program(s)	Include (1) Referral Programs in scope	\$3,600
	Non-Integrated Assessment Test(s)	5 non-integrated tests added to scope	\$1,080
	Candidate self-scheduling enablement (not including calendar setup)	Include Self Scheduling in scope	\$3,600
	Offer letter template(s)	Add 5 Offer Letters to scope	\$9,000
	Custom Questionnaires	Add 4 Custom Questionnaires to scope	\$7,200
	Modifiable Business Processes	Include 5 total rule-based BPs to account for differing processes in Job Application and Offer.  Include Assess Candidate and Interview as Modifiable.  Include	\$15,480

		Evergreen Requisition and Evergreen Requisition Change as Modifiable.	
	Esignature	Include Esignature on 6 Offer Letters	\$3,240
<b>Learning Management</b>	Course/Program Costing and/or Pricing	Include Course/Program Costing in scope	\$3,600
	Outlook Calendar Integration	Include Outlook Integration for Learning	\$1,800
	Campaigns Enablement	Total of 12 audiences with up to 4 conditional rules each.	\$3,600
	Custom Security Groups	6 Additional Custom Security Groups	\$3,600
	Topic/Course Security Segments	3 Additional Topic Security Segments	\$2,700

Role	Cost
HCM	\$150,840
<b>Total</b>	<b>\$150,840</b>

## Appendix B – Payroll

Function	Functionality Scope	Quantity to Configure
Payroll	Voluntary Deductions	12 Voluntary Deductions
	Pay Components	116 additional pay components.
	3 months (1 Quarter) of Payroll History	3 months of Payroll History due to timeline extension by 3 months

Role	Cost
Payroll	\$50,400
<b>Total</b>	<b>\$50,400</b>



## Appendix C – Time Tracking and Absence

Function	Functionality Scope	Quantity to Configure
<b>Time Tracking</b>	Exempt workers will also be tracking time in some instances	Updates to security domains, eligibility and business processes
	Time Entry Codes (Hours Worked, Meetings, etc.)	57 Time Entry codes
	Time Calculations	4 Time Calculations
	Time Entry Validations	5 entry validations
	Time Tracking Templates	1 Time Tracking Template
	Custom Reports	3 Custom Reports
	# of Work Schedule Calendars manually assigned to workers	43 Work Schedule calendars

Function	Functionality Scope	Quantity to Configure
<b>Absence Management</b>	Accruals (includes AAYG)	12 Accruals
	Time Off's	10 Time off's
	# of Leave Types with an entitlement	6 Leave Types with an entitlement
	# of Leave Types without an entitlement	-4 Leave Types without an entitlement

Role	Cost
Time Tracking Consultant	\$9,000
Time Tracking Associate Consultant	\$27,000
<b>Time Tracking Total</b>	<b>\$36,000</b>
Absence Consultant	\$6,840
Absence Associate Consultant	\$20,100
<b>Absence Total</b>	<b>\$26,940</b>
<b>Time and Absence Grand Total</b>	<b>\$62,940</b>

## Appendix D – Integrations

### New Integrations Added to SOW

Int ID	Integration Name	Integration Tool	Comments
INT146	Standard COSM Life Insurance Demographic Outbound	EIB/DTS	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT148	InTime PD Time Keeping Schedules Inbound	Studio	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT149	TeleStaff FIRE Time Keeping Schedules Inbound	Studio	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT151	NeoGov GovJob Postings	Studio	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT152	Voya FIRE Retirement Savings Demographic Outbound	EIB/DTS	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT153	CalPers FIRE Medical Demographic and Enrollment Outbound	Studio	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT154	Cigna FIRE Dental Demographic Outbound	CC	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT155	VSP FIRE Vision Demographic Outbound	CC	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT156	Navia FIRE FSA Demographic Outbound	CC	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT157	Navia FIRE HSA( Health Reimbursement) Demographic Outbound	CC	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT158	Navia FIRE Cobra Events Outbound	CC	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT159	Navia FIRE Cobra Initial Rights Outbound	CC	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT160	Voya FIRE Retirement Savings Deferrals/Loans Inbound	Studio	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT161	Voya FIRE Retirement Savings Contributions Outbound	EIB/DTS	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT162	Navia FIRE FSA Contributions Outbound	CC	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT163	CalPers FIRE Payroll Deductions Outbound Studio	Studio	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
INT164	CalPers FIRE Health Enrollment Inbound	Studio	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )

INT165	CalPERS FIRE Id Inbound	Studio	11/11 : Added post confirmation from Lorena that COSM and FIRE shall need to have separate data interchange ( file / API etc. )
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**Integrations moved from CoSM to CS**

INT130	LaserFiche Outbound	Studio	11/4: Peter Roth Confirmed that this is probably a not straight forward integration and need to shift from CSM bucket to CS
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**Added Hours to Existing Integrations CS bucket : in SOW ( Tool / Method Changed)**

INT104	Voya COSM Retirement Savings Demographic Outbound	EIB/DTS	Changed from CC to EIB since no CC
INT105	CalPers COSM Medical Demographic and Enrollment Outbound	Studio	Changed from CC to Studio since no CC
INT123	Voya COSM Retirement Savings Deferrals/Loans Inbound	Studio	Changed from CC to Studio since no CC
INT124	Voya COSM Retirement Savings Contributions Outbound	EIB/DTS	Changed from CC to Studio since no CC

**Total Hours to be added to CS Bucket: 550 (New)+120 (Moved) + 160 (Increased )**

**830**

<b><u>CS bucket : Was in SOW</u></b>					
INT103	Standard SSO/SAML Configuration	30	RS	Setup	11/4 : Completed in Phase 1
INT114	Background Check Bidirectional	30	RS	Setup	11/4 : Both COSM and FIRE to continue current background check process
INT126	Navia HSA ( Health Reimbursement) Contributions Outbound	40	RS	CC	11/9 : Lorena confirmed that there is no HSA. Data that is going to be stored in WD for this and this is not needed
INT132	Neighborly Loans Inbound	70	RS	Studio	11/4 : Neighborly is financials and not needed to be in scope : Teresa
INT133	Origami Workers Compensation Outbound	80	RS	EIB/DTS	11/4 : Confirmed with Yuliya that this is not needed in WD
INT142	CalPers Retirement Health Enrollment Outbound Studio	120	RS	Studio	11/9 : There is no Retirement Data in WD to send out , remove from scope
<b>Total Hours to be Removed from CS Bucket</b>		<b>-370</b>			
<p>Net New Hours to CS = 830 Total Hours to be Removed from CS Bucket - 370 Grand Total = 460</p>					

Role	Cost
Integrations	\$82,800
<b>Total</b>	<b>\$82,800</b>