

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Agreement No. A-11135

- a. Approve and authorize the Contracts/Purchasing Officer to)
 execute Statement of Work No. 4 in the amount of \$161,500 to)
 reconfigure the existing Advantage HRM system as directed by)
 the Board of Supervisors and develop an advanced training)
 manual for grant reporting, to add Amendment 1 in the amount of)
 \$6,650 for investment wave modifications, to add Amendment 11)
 in the amount of \$11,700 for accounting modifications and to add)
 Convey Taxport in the amount of \$5,500 for newly adopted)
 federal 1099 reporting requirements for a total amended amount)
 of \$10,099,359.50.)
- b. Approve the transfer of \$161,500 from General Fund)
 Contingencies to the Capital Automation Project fund and)
 increase appropriations and estimated revenue in the Capital)
 Automation Fund (403-1110-8006), Appropriation Unit AUD006.)
 (4/5^{ths} vote required).....)

Upon motion of Supervisor Potter, seconded by Supervisor Armenta, and carried by those members present, the Board hereby;

- a. Approved and authorized the Contracts/Purchasing Officer to execute Statement of Work No. 4 in the amount of \$161,500 to reconfigure the existing Advantage HRM system as directed by the Board of Supervisors and develop an advanced training manual for grant reporting, to add Amendment 1 in the amount of \$6,650 for investment wave modifications, to add Amendment 11 in the amount of \$11,700 for accounting modifications and to add Convey Taxport in the amount of \$5,500 for newly adopted federal 1099 reporting requirements for a total amended amount of \$10,099,359.50.
- b. Approved the transfer of \$161,500 from General Fund Contingencies to the Capital Automation Project fund and increase appropriations and estimated revenue in the Capital Automation Fund (403-1110-8006), Appropriation Unit AUD006.

PASSED AND ADOPTED on this 24th day of May, 2011, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker, and Potter
 NOES: None
 ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 75 for the meeting on May 24, 2011.

Dated: May 26, 2011

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Chit A. M
 Deputy



Statement of Work No. 4

This Statement of Work Number No. 4 (this "SOW") is entered into pursuant to, and is subject to and governed by the terms of, that certain Master Services Agreement dated effective as of April 7, 2008 (the "Agreement") by and between the County of Monterey ("Customer" or the "County"), a political subdivision of the State of California having a place of business at 168 W. Alisal Street, 3rd Floor, Salinas, CA 93901, and CGI Technologies and Solutions Inc. ("CGI"), a Delaware corporation having its principal place of business at 4050 Legato Road, Fairfax, Virginia, 22033.

1. Effective Date of this Statement of Work.

This Amendment is effective as of May 15, 2011 and ends on December 31, 2011.

2. Services to be Performed and Schedule of Performance.

This Statement of Work is to provide 850 (eight hundred fifty) hours of consulting assistance to reconfigure the existing Advantage HRM system as directed by the Board of Supervisors. The second task is to develop training materials for a 'Modify Reports' class for infoAdvantage reporting.

3. Compensation.

CGI will provide up to 850 (eight hundred fifty) hours of services at the standard hourly rate of \$190, inclusive of travel and other reimbursement expenses. CGI will invoice monthly based upon the actual hours worked against the 892 hours. The Maximum amount billable under this Statement of Work is \$161,500 (one hundred sixty-one thousand five hundred dollars). CGI is neither authorized nor obligated to expend additional effort beyond the 850 hours authorized herein without the mutual agreement of the parties and the execution of an amendment to the Agreement.

4. Statement of Work Managers.

The Statement of Work Managers are:

Customer	CGI
<u>Alfred Friedrich, Assistant Auditor-Controller</u> <u>FriedrichA@co.monterey.ca.us</u> <u>831-755-5343</u>	<u>Alden Jamison, CGI Engagement Manager</u> <u>alden.jamison@cgi.com</u> <u>410-533-7004</u>

5. Resources and Responsibilities of Customer

The professional service hours may used at the discretion of the County for any other activities which the County deems to be required to support the operations of the Advantage HRM system.



The County will assign a staff member that will be responsible for coordinating County activities for the overtime and sick leave bank projects. The County will assign a functional resource to assist with analyzing test results prior to moving to production.

Agreed to and accepted by:

CGI Technologies and Solutions Inc.
(CGI)

County of Monterey

By: _____

By: _____

Name: Daniel Keene

Name: _____

Title: Vice President

Title: _____

Date: _____

Date: _____

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: May 24, 2011	AGENDA NO: Consent	38
SUBJECT: a.) Approve and authorize the Contracts/Purchasing Officer to execute Statement of Work No. 4 in the amount of \$161,500 to reconfigure the existing Advantage HRM system as directed by the Board of Supervisors and develop an advanced training manual for grant reporting, to add Amendment 1 in the amount of \$6,650 for investment wave modifications, to add Amendment 11 in the amount of \$11,700 for accounting modifications and to add Convey Taxport in the amount of \$5,500 for newly adopted federal 1099 reporting requirements for a total amended amount of \$10,099,359.50. b.) Approve the transfer of \$161,500 from General Fund Contingencies to the Capital Automation Project fund and increase appropriations and estimated revenue in the Capital Automation Fund (403-1110-8006), Appropriation Unit AUD006. (4/5 th Vote Required)		
DEPARTMENT: Office of the Auditor-Controller		

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer to execute Statement of Work No. 4 in the amount of \$161,500 to reconfigure the existing Advantage HRM system as directed by the Board of Supervisors and develop an advanced training manual for grant reporting, to add Amendment 1 in the amount of \$6,650 for investment wave modifications, to add Amendment 11 in the amount of \$11,700 for accounting modifications and to add Convey Taxport in the amount of \$5,500 for newly adopted federal 1099 reporting requirements for a total amended amount of \$10,099,359.50.
- b. Approve the transfer of \$161,500 from General Fund Contingencies to the Capital Automation Project fund and increase appropriations and estimated revenue in the Capital Automation Fund (403-1110-8006), Appropriation Unit AUD006.

SUMMARY/DISCUSSION:

On April 1, 2008, the Board of Supervisors approved and authorized the Contracts/Purchasing Officer to sign the Enterprise Resource Planning (ERP) Master Services Agreement, Software License Agreement and Maintenance Agreement with CGI Technologies. The Master Services Agreement includes special language approved by the Board of Supervisors for governance, compensation, deliverables, acceptance, indemnification and insurance. Additional Statements of Work and Amendments will reference the Master Services Agreement rather than create new agreements and, as such, each will add to the original and amended dollar amount.

Statement of Work No. 4 includes 850 hours, totaling \$161,500 to reconfigure the existing Advantage HRM system as directed by the Board of Supervisors (700 hours, totaling \$133,000) and develop an advanced reporting training manual for grant reporting departments (150 hours totaling \$28,500). Other additions include: Amendment 1 in the amount of \$6,650 for investment wave modifications, Amendment 11 in the amount of \$11,700 for accounting modifications and Convey Taxport in the amount of \$5,500 for newly adopted federal 1099 reporting requirements. The total amended amount is \$10,099,359.50.

The Advantage Financial User Group, which is made up of department finance staff, has requested training on advanced report creation. The development of an advanced reporting training module will assist grant reporting departments to alter and create advanced reports particular to their needs. The report capabilities will provide a more effective and efficient method of preparing claims translating to staff time savings and increased revenue streams. Once completed, staff assigned to ERP Systems will instruct and work with department staff to impart the tools to develop advanced reports.

Convey Taxport software would be used to meet federal and state tax filing requirements. New regulations are in effect in 2012 regarding withholding for AP vendors. Taxport will allow tracking of withheld amounts, remittance schedules and streamline the withholding reconciliation process. Additional features include confirmation of vendor W-9 information and 1099 reporting.

OTHER AGENCY INVOLVEMENT:

The recommendations have been reviewed by Contracts/Purchasing and CAO-Budget and Analysis. Various departments involved in Federal and State grant reporting and claiming have requested an advanced report training module.

FINANCING:

Funds for Statement of Work No. 4 are not included in the Capital Project Automation fund. The \$161,550 will be funded through General Fund Contingencies. It is recommended that General Fund Contingencies totaling \$161,550 be transferred to the Capital Project Automation fund, reducing the balance in General Fund Contingencies from \$3,819,649 to \$3,658,099. Appropriations and funding for Amendment 1 and Amendment 11 is included in the Capital Project Automation fund. Appropriations and funding for Convey Taxport is included in the 2011-12 Recommended Budget for the ERP Systems Management (Department 1110, Unit 8373).



Michael J. Miller, CPA, CISA
Auditor-Controller

Prepared by Al Friedrich, CGFM
ERP Project Director

Attachments on file with the Clerk of the Board