



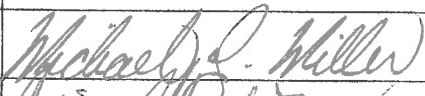


County of Monterey
CGI Advantage 3.10.0.1 Upgrade Project
Change Request Form

A. Change Request Intake and Analysis	
Date	7/22/2016
Date Change Request Planned Completion	8/31/2016
SOW Requirement ID	SOW12, Deliv. CR2
Cost for CR2	\$603,125.00
Less Credit (Deliverable 22)	\$193,800.00
Total Revised Cost of CR2	\$409,325.00
Detailed Description	<p>CGI will provide the County with additional services. The deliverables to be implemented with the CGI Advantage 3.10.0.1 Upgrade Project increase the initial project scope. Increased scope includes:</p> <ul style="list-style-type: none">• Development of Software Architectural Structure for County of Monterey.• 3rd Party Software Installations• 4 Advantage Non-Prod Environment Stand up.• Build Machines (5)• Data Warehouse Rebuild• Interface Development• Network Engineering Support <p>Upon execution, the attached terms supersede existing language outlined in Statement of Work 12.</p>
Priority Change Request priority is correlated with desired implementation timeframe: Urgent: Scheduled independent of Release High: Next Available Release Med: Next Available Release, After High Priorities Addressed Low: When Schedule Permits	High
Business Driver Description of drivers and objectives that support the assigned Priority, as well as implications of not implementing the change.	The County has requested work formerly identified as County responsibility to be redirected to CGI for development purposes in order to maintain original timeline and schedule.
Submitted By	Kirsten Moore, CGI PM
Impact Analysis Summary Assessment of impact to all affected baseline configuration items.	CGI will provide the County with resources and best practices to complete 3 rd party software installations, environment stand-up, rebuild of data warehouse, interface development, build machine set up and network engineering support from the period of 7/18/16-8/12/16 to keep the project on existing schedule.
Level of Effort (LOE)	High
Project Tracking ID County QA	
Impacted Area Business area impacted by the change	Technical
Scope Impact Summary of scope effected by the change	Scope Increase



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Resource Impact Summary of human resources needed to effect the change	High- the project will require more resources.
Total Cost Impact Summary of savings or added cost for this change. Enter "No Cost" if neutral.	\$409,325.00
Schedule Impact Summary of changes to the project schedule associated with the change	High
Risk Size Low/Medium/High	High

B. Escalation & Approvals		
Project Approval and Escalation Authorities	Signature	Date
County Executive Sponsorship Michael Miller		7/28/16
County Project Manager Corinna Martinez		7/27/16
CGI Project Manager Kirsten Moore		7/22/16

County of Monterey
Proposed Scope Increase
To Statement of Work 12 – CR 2

July 22, 2016

1. Develop Software Architectural Structure for County of Monterey
 - a. Provide best practice overview for software architectural structure.
 - b. CGI Accelerate to facilitate discussion, planning and County decision related to architectural requirements for software installation.
 - i. County responsible for updating all related architecture diagrams and documentation using draft documentation provided by CGI PMO as a result of meeting outcomes.
2. 3rd Party Software Installations
 - a. CGI Advantage 3rd party software installations, formerly owned by the County of Monterey as outlined in the SOW 12 dated 3/23/16, will transfer responsibility from the County to CGI.
 - b. The Environments to include 1 production and 4 non-production environments.
 - i. A County architecture document entitled environment_views.pdf has been provided to CGI for reference.
 - c. CGI is responsible for all third party installation and configuration required for Advantage Upgrade installation.
 - i. Installations and configurations include JBOSS/BIRT, IBM WebSphere, Versata, and MF COBOL for Advantage FIN, HRM, VSS, ESS, PB, and infoAdvantage in preparation of the CGI Accelerate delivery.
 - d. County to procure any missing 3rd party software required to stand up the environments identified in section 1.b.i.
3. 4 Advantage Non-Prod Environment Stand-up
 - a. This work is based on the following assumptions:
 - i. Support in this model is defined full time, 5 days/week model
 - ii. County/CenturyLink staff will be required to provide general infrastructure, network, and server, virtual access support, to facilitate Advantage installation and configuration activities.
 - iii. Databases established for the above regions will be based on either the initial 3.10.0.1 source product regions (upgraded by the Accelerate initial delivery), or

3.10.0.1 Day 0; work to build/engineer database regions outside of these options is not included as part of this scope.

- iv. County DBAs will be required to provide database servers, schemas, back-ups, and copy support to facilitate this effort.
- v. CGI Shared Services will maintain development streams and internal (not external as noted above) build environments required to maintain the patching support through the UAT phases of the project; however, deployment of code changes during UAT is a local-CGI account team responsibility.
- vi. Outside of the on-site week scheduled for July 18th 2016, support is expected to be virtual and remote; additional travel costs related to this support are not included.

4. Build Machines (5)

- a. CGI to validate two (2) build machine installations and confirm accuracy.
- b. CGI to Build 3 remaining machines for Advantage 3.10.0.1 upgrade.

5. Data Warehouse Rebuild

- a. Data Warehouse Rebuild – Effective 7/20/16 instructed to revise from ten (10) to a total of five (5) Data Warehouse rebuilds by County Systems Director, Corinna Martinez. These are to include Development, Stage, Test, Production and Training.
- b. The Advantage Delivery team, of the ISBU BU, will provide Monterey County with dedicated support to rebuild data warehouse as follows:
 - i. ETL Installation and configuration for the following client hosted regions
 - ii. Execute initial ETL and data assurance reports
 - iii. Deploy, test and rectify single sign-on code
 - iv. Environments
 - 1. PROD
 - 2. STAGE
 - 3. TEST(UACC)
 - 4. DEV
 - 5. TRAIN
 - v. This would include ten (10) databases – each will have its own ETL run.
- c. Deploy 3.10.0.1 BIAR files, update Universe connections and apply mandatory patches for the following client hosted regions:
 - i. Environments
 - 1. PROD
 - 2. STAGE
 - 3. TEST(UACC)

4. DEV

5. TRAIN

d. The Data Warehouse rebuild is based on the following assumptions:

- i. The in-scope Advantage applications (Advantage Financial, HRM, PB and Admin) are installed and configured and have all mandatory patches applied.
- ii. Both Data Warehouse and framework schemas are up with all custom changes merged.
- iii. The required 3rd party software installation is complete.
- iv. Support in this model is defined full time, 5 days/week model.
- v. County/CenturyLink staff will be required to provide general infrastructure, network, and server, virtual access support, to facilitate ETL installation and configuration activities.
- vi. The delivery team will perform the work in the about mentioned regions and will not maintain a separate development stream.
- vii. Support for this effort is expected to be virtual/remote; travel costs related to this support are not included.

6. Interface Development

- a. CGI will be responsible for developing interfaces as identified in the Interface section below.
 - i. Assumption: In-scope interfaces are in existence today and are formal interfaces, not SQL reporting.
 - ii. County will be responsible for coordinating and communication with any outside entity (example: banking authorization or data required).
- b. County will be responsible for testing developed interfaces.
- c. County will be responsible for development of future interfaces not currently identified as in-scope interfaces.
- d. CGI will remove existing deliverable number 22 "Interface Development Support" to accommodate for scope adjustment and credit the County with \$193,800 upon approval of this change request notice.

7. Network Engineering Support

- a. CGI will engage in issue resolution between Monterey, ITD and CenturyLink during the initial install of environments and software installation during the period of 7/18/2016 – 8/31/2016.

APPENDIX D – Interfaces In-Scope

The following interfaces are in-scope as outlined in section 6 above:

Functional Areas	Interface Number	Interface Name	Inbound/Outbound
FIN	AP-03	Bank of America - Check Recon	Inbound
FIN	SYM-01	Sympro Investment	Inbound
FIN	CR Load	Spreadsheet	Inbound
FIN	AP-02_IN	Megabyte GAX (Tax Collector)	Inbound
FIN	AP-06	DSES - Daily Warrants	Inbound
FIN	AP07_AP8261	OET - Fundware	Inbound
FIN	AP07_PR8261	OET - Fundware	Inbound
FIN	AP-26	Any generic GAX that needs to be loaded manually - Eg. Elections	Inbound
FIN	AP-26_CUBS	Elections	Inbound
FIN	AP-26_NMC	NMC	Inbound
FIN	AP-26_PROB	Probations	Inbound
FIN	AP-27_WINCAMS_GAX	RMA	Inbound
FIN	AP-28_WINCAMS_PRC	RMA	Inbound
FIN	GA-05	DSES - Daily JV	Inbound
FIN	GA-07	MCOE - Weekly JV	Inbound
FIN	NMC2_NMCK	NMC non Meditech (Diamond)	Inbound
FIN	NMC2_NMMI	NMC non Meditech (Diamond)	Inbound
FIN	NMC2_NMPR	NMC non Meditech (Diamond)	Inbound
FIN	NMC2_NMPS	NMC non Meditech (Diamond)	Inbound
FIN	NMC2_NMTT	NMC non Meditech (Diamond)	Inbound
FIN	PYRL_NPC (No Pay Calc)	ADV HRM	Inbound
FIN	PYRL_OLC (Online Pay Calc)	ADV HRM	Inbound
FIN	PYRL_REG (Regular)	ADV HRM	Inbound
FIN	SYM02_COUNTY	Sympro Debt	Inbound
FIN	SYM02_SD	Sympro Debt	Inbound
FIN	MDI Load JV Load	Spreadsheet	Inbound
FIN	AP-02_OUT Megabyte reports (Tax Collector)	ADV Fin	Outbound
FIN	AP-06-UPD (Updating the 1099 flag indicator for the DSES Vendors)	ADV Fin	Outbound
FIN	AP-11 (Checks file to the bank)	ADV Fin	Outbound
FIN	AP-25 (EFT file to the bank)	EFT file to the bank	Outbound



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FIN	AP-15 (To report the Vendor payments > \$600 to the State)	ADV Fin & Social Services	Outbound
FIN	PO-01_WINCAMS_PO	ADV Fin	Outbound
FIN	Accounting Period Closure	ADV Fin	Outbound
FIN	AP-22 (For Cleared checks from the bank)	ADV Fin	Outbound
FIN	SA-06 (Earliest Date)	ADV Fin	Outbound
FIN	SA-04 (Earliest Date)	ADV Fin	Outbound
FIN	Auditor_JV Load	Spreadsheet from Auditors office	Outbound
FIN	Health JV Load (INTF_JV_HEALTH)	Spreadsheet from Health	Outbound
FIN	IT Vendor listing	ADV Fin	Outbound
FIN	IT Vendor Comm Codes listing	ADV Fin	Outbound
FIN	IT Vendor Address listing	ADV Fin	Outbound
HRM	PA-14	Great West Deferred Comp Interface	Inbound
HRM	PA-16	Great West Deferred Comp Loans Interface	Inbound
HRM	PA-10	FSA Interface	Outbound
HRM	PA-11	PHA Interface	Outbound
HRM	PA-12	VSP Interface	Outbound
HRM	PA-22	ITD Call Center Interface	Outbound
HRM	PA-23	SEIU 521 (Temporary Empls) Interface	Outbound
HRM	PA-26	SEIU 521 Interface	Outbound
HRM	PA-28	New Employee Registry Interface	Outbound
HRM	PA-34	Classification Interface	Outbound
HRM	PA-52	Great West Deferred Comp Interface	Outbound
HRM	PA-55	Direct Deposit Numbers Interface	Outbound
HRM	PA-101	PA-101 Timesheet Override	Outbound
HRM	PA-103	Wells Fargo Bank Bank of America Issued Checks	Outbound
HRM	PA-29,30,31	State of California EDD Quarterly Wage and Withholding Reporting	Outbound
PB	Step_Transform_EMPL_BF_ASGT_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_EMPL_BF_EMPL_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_GRADE_BF_GRDE_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_PAY_POLICY_BF_STBL_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_PAY_POLICY_RATE_BF_STBL_AM_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_PAY_POLICY_RATE_BF_STBL_EFCT_DT_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_POSN_HIST_BF_EMPL_BF_SUPM_PAY_JN_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound



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PB	Step_Transform_POSN_HIST_BF_EMPL_BNFT_JN_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_POSN_HIST_BF_PSTN_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_POSN_HIST_BF_PSTN_ALLC_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_POSN_HIST_BF_PSTN_BF_BNFT_JN_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_STEP_BF_STEP_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_TITLE_BG_CLSF_3xodbc_3xodbc	HR SBSF data is mapped via PDI	Inbound
PB	Step_Transform_BF_ORGN_CNSL_TBL_R_DIV	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_BF_ORGN_CNSL_TBL_R_DSTC	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_BF_ORGN_CNSL_TBL_R_GP	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_BF_ORGN_CNSL_TBL_R_SECT	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_BF_ORGN_CNSL_TBL_R_UNIT	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_R_ACTV_BF_ACTY	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_R_FUNC_BF_PROG	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_R_FUND_BF_FUND	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_R_OBJ_BF_BDOB	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_R_RSRC_BF_BDOB	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_R_UNIT_BF_ORGN	Financial COA is mapped in via PDI	Inbound
PB	Step_Transform_BUD_STRU_BF_DATA_CURR_BUD_EXPS	Financial Actuals is mapped in via PDI	Inbound
PB	Step_Transform_BUD_STRU_BF_DATA_CURR_BUD_REV	Financial Actuals is mapped in via PDI	Inbound
PB	Step_Transform_JRNL_ACTG_BF_DATA_ENCB	Financial Actuals is mapped in via PDI	Inbound
PB	Step_Transform_JRNL_ACTG_BF_DATA_MY_ACT_EXPS	Financial Actuals is mapped in via PDI	Inbound
PB	Step_Transform_JRNL_ACTG_BF_DATA_MY_ACT_REV	Financial Actuals is mapped in via PDI	Inbound
PB	Step_Transform_JRNL_ACTG_BF_DATA_PY_ACT_EXPS	Financial Actuals is mapped in via PDI	Inbound
PB	Step_Transform_JRNL_ACTG_BF_DATA_PY_ACT_REV	Financial Actuals is mapped in via PDI	Inbound
PB	Step_Transform_BF_DATA_BG_DOC_HDR_LN	The Budget is mapped into Financial via PDI.	Outbound
PB	Step_Transform_BF_DATA_R_APPR	The Budget is mapped into Financial via PDI.	Outbound
PB	Revenue Appropriation Inference	The Budget is mapped into Financial via PDI.	Outbound



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ADD/FIN	AP-26-DSES		Inbound
ADD/FIN	AP03-WF		Inbound
ADD/FIN	AP06-UPD		Outbound
ADD/FIN	AP II WF		Outbound

APPENDIX D – Interfaces Not In-Scope

The following interfaces are not in scope due to incomplete scope information or obsolescence:

Interfaces Obsolete, New & Undetermined Scope			
HRM	PA 42	Wincams	Outbound
HRM	PA 43	Wincams	Inbound
HRM	PA 15	PERS Data Cleanup	Outbound
HRM	PA 15	Pre-PERS Cleanup	Outbound
HRM	PA 63	PA 63 MOUOT Adjustment	Outbound
HRM	PA 63	PA 63 MOUOT Adjustment #2	Outbound
HRM	PA 104	Daily OT & Holiday OT Creation	Outbound
HRM	PA 105	Daily OT & Holiday OT Maintenance	Outbound
HRM	PA 106	PAM Task Order Removal for NMC	Outbound
HRM	PA 107	PAM NMC Unit Redirect	Outbound
HRM	PA 108	Daily OT / Holiday OT pay parm cleanup	Outbound
HRM	PA 102	Daily OT Pay Policy	Outbound
HRM	PA 61/62	Daily OT Rate Script #1	Outbound
HRM	PA 61/62	Daily OT Rate Script #2	Outbound
HRM	PA 61/62	Daily OT Pending Pay Script #1	Outbound
HRM	PA 61/62	Daily Comp OT Script #1	Outbound
HRM	PA 45	Employee Labels Interface	Outbound
HRM	PA 01	NMC Meditech	Outbound

HRM	PA-02a	TLC Interface	Outbound
HRM	PA-02b	AFLAC Interface	Outbound
FIN	GA-02	Monterey County Office of Education (MCOE)	Inbound
NEW	Sovos Taxport (replacing 1099 Convey desktop software with their SAS software TaxPort)	Sovos xls Unidentified scope	Outbound
NEW	PA-N	MyCalPERS (for new modification) Unidentified scope	
NEW	3.7-3.10 Bridge Interface for All	Unidentified scope	
NEW	SYM02 – Schools	Unidentified scope	Inbound
NEW	FA Load	A/C Fixed Assets Spreadsheet Unidentified scope	Inbound
NEW	IET Spreadsheet Load	A/C Xls – Adv. FIN Update Unidentified scope	
NEW	PA 100	Payroll Check Disposition Note: Wells Fargo processing, 5 subgroups of interfaces-to be confirmed with County if needed. Unidentified scope	Inbound
GROUPING			
GROUPING	PB BUILD - FINANCE ACTUALS		
GROUPING	PB BUILD - FINANCE COA		
GROUPING	PB BUILD SBSF DATA		
GROUPING	PB TO FIN		
GROUPING	PB PATTERNSTREAM		
GROUPING	PB to HRM		

APPENDIX K – Payment Schedule (Updated)

Upon execution of the contract, the contractor shall invoice the County and shall pay an initial maintenance fee of \$34,766 (Deliverable #0) and license fee of \$226,114 (Deliverable #00) for the Bundled Third Party Software.

WBS	Deliverable	Due Date	Cost
Deliv. #0	Initial Maintenance Fee Upon Contract Execution	3/23/16	\$71,270 Revised \$34,766
Deliv. #00	Bundled Third Party Software Maintenance	4/1/2016	\$226,114
Deliv. #: 01 – 01.18	Monthly Project Planning and Management	Multiple	\$930,672
Deliv. #: 02	Project Control Document-Project Management Plans	2/29/2016	\$130,992
Deliv. #: 03	CGI Accelerate: CAS-1 Baseline Environment Setup at CGI Location	2/19/2016	\$200,000
Deliv. #: 04	CGI Accelerate: CAS-2 Upgrade Environment Setup at CGI location (Code Merge and Initial Data Upgrade)	3/25/2016	\$200,000
Deliv. #: 05	CGI Accelerate: CAS-3 Test Execution Effort	4/29/2016	\$250,000
Deliv. #: 06	CGI Accelerate: CAS-4 Packaging and Delivery of Upgrade Package	6/4/2016	\$300,000
Deliv. #: 07.1	CGI Accelerate: CAS-5 – Post Installation Patch Set Support - PB	12/31/2016	\$100,000
Deliv. #: 07.2	CGI Accelerate: CAS-5 – Post Installation Patch Set Support - FIN	2/28/2017	\$100,000
Deliv. #: 07.3	CGI Accelerate: CAS-5 – Post Installation Patch Set Support - HRM	5/31/2017	\$100,000
Deliv. #: 8.1	HRM Familiarization Training for Project Team: General Enhancements, Position Control, Personnel Management, Benefits and Deductions, Payroll and PAM, ESS	5/12/2016	\$10,500
Deliv. #: 8.2	FIN Familiarization Training for Project Team: Navigation, Chart of Accounts, Budget, Security and Workflow, Vendor, Cost Accounting, Fixed Assets, Accounts Payable, General Accounting, Procurement, Accounts Receivable	6/10/2016	\$12,500
Deliv. #: 8.3	PB Familiarization Training for Project Team: PB Enhancements	7/12/2016	\$2,250
Deliv. #: 8.4	infoAdvantage Familiarization Training for Project Team	7/28/2016	\$2,750



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Deliv. #: 9.1	PDI/ BIRT	6/22/2016	\$6,600
Deliv. #: 9.2	infoAdvantage Webi	7/31/2016	\$8,200
Deliv. #: 9.3	System Administration, Design Studio, Introduction to Patches and Fix Packs, Performance Tuning and Monitoring	9/30/2016	\$8,400
Deliv. #: 10	InfoAdvantage Advantage Workshop, including some Universes for HRM, FIN and PB	8/31/2016	\$32,000
Deliv. #: 11	PB Prototyping & Validation	8/5/16	\$168,053
Deliv. #: 12	FIN Prototyping & Validation	8/5/16	\$310,520
Deliv. #: 13	HRM Prototyping & Validation	8/31/2016	\$591,800
Deliv. #: 14	PB Extensibility Analysis & Migration	3/25/2016	\$112,747
Deliv. #: 15	HRM Software Designs	4/30/2016	\$421,656
Deliv. #: 16	HRM Software Modifications	6/30/2016	\$818,506
Deliv. #: 17	BIRT Forms Conversion	4/30/2016	\$122,515
Deliv. #: 18	Report Analysis	4/28/2016	\$152,030
Deliv. #: 19	Report Development Phase 1	7/31/2016	\$257,162
Deliv. #: 20	Report Development Phase 2	12/31/2016	\$74,097
Deliv. #: 21	Report Development Phase 3	8/31/2017	\$74,097
Deliv. #: 22	Interface Development Support	5/31/2016	\$193,800
Deliv. #: 23	Security & Workflow Support	6/30/2017	\$222,342
Deliv. #: 24	User Acceptance Test Support - PB	10/15/2016	\$147,104
Deliv. #: 25	User Acceptance Test Support - FIN	12/15/2016	\$319,637
Deliv. #: 26	User Acceptance Test Support - HRM	3/15/2017	\$517,010
Deliv. #: 27	PB Readiness Checklist & Assessment Support	10/31/2016	\$71,250
Deliv. #: 28	FIN Readiness Checklist & Assessment Support	12/31/2016	\$76,000
Deliv. #: 29.1	HRM - Readiness Checklist & Assessment Support	3/31/2017	\$76,000
Deliv. #: 29.2	Train the Trainer	4/30/2017	\$3,200
Deliv. #: 30	PB – Production Cutover Script & Support	12/31/2016	\$88,548
Deliv. #: 31	FIN – Production Cutover Script & Support	2/28/2017	\$206,156
Deliv. #: 32	HRM – Production Cutover Script & Support	5/31/2017	\$200,065
Deliv. #: 33	PB - Post-Implementation Support: 1 FTE for 3 months	3/31/2017	\$99,450
Deliv. #: 34	FIN - Post-Implementation Support: 1 FTE for 3 months	5/31/2017	\$99,450
Deliv. #: 35	HRM - Post-Implementation Support: 1 FTE for 3 months	8/31/2017	\$99,450



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Deliv. #: CR1	Procurement, and Accounts Payable training	8/10/2016	\$8,500
Deliv. # CR2	Develop Software Architectural Structure for CoMRY 3 rd Party Software Installations 4 Advantage Non-Prod Environment Stand-up Build Machines (5) Data Warehouse Rebuild Interface Development Network Engineering Support	8/12/16	\$603, 125 Less credit for Interface Support \$193,800 \$409,325.00