

Schedule A Statement of Work

1. Description of Services

Pursuant to and in conformance with any standards, guidelines and/or specifications that may be provided by Client to Supplier from time to time, Supplier will perform or deliver to Client under the Agreement as a work made for hire (collectively, the “Services”).

The Supplier resource(s) will deliver business consulting services, project management support, and advisory services in support of the financial enterprise resource planning system implementation initiative for Client, resulting in reports (plans, requirements documents, gaps analysis, best practices, etc.) and recommendations for the Client.

Key Stages--Deliverables

1. Project Planning:

- Develop a comprehensive project plan, including scope, timeline, resource allocation, and budget estimates.
- Ensure project goals, objectives, and KPIs are clearly defined, communicated, and aligned with Client’s strategic objectives.
- Provide support and structure to the project team assigned to the ERP initiative.

2. ERP Selection:

- Work with the project director to lead the end-to-end process of evaluating and selecting an ERP system that meets the needs of Client.
- Collaborate with key individuals at the County to document business and technical requirements, define selection criteria, conduct solution/vendor assessments, and make informed recommendations.
- Leverage the Gartner BuySmart Tool to summarize the business and technical requirements.

3. Vendor Management:

- Manage relationships with ERP system vendors and service providers.
- Oversee contract negotiations, Service Level Agreements, vendor onboarding, and alignment to team.

4. ERP Implementation:

- Work with the project director to develop a comprehensive implementation strategy.
- Drive pre-planning efforts to assess internal capabilities, identify gaps in internal readiness, and document lessons-learned and best practices from other counties who have recently implemented a new ERP platform.
- Provide ongoing advisory and PM support through the phases of (i) System Design and Configuration, (ii) Testing, (iii) Training, (iv) Data Migration and Change Management, and (v) Deployment.

5. Project Closure

- Provide support to project closure activities to include documentation and handover; evaluation of project success against initial objectives and KPIs; and ensuring all outstanding issues and deliverables are resolved.
- Assist with the identification of the benefits derived from the new ERP system (e.g., Internal efficiencies in operations, hardware and software savings in portfolio simplification)

Key Responsibilities (through all Key Stages)

Cross-functional Collaboration:

- Work closely with various departments, including IT, Finance, and Human Resources to ensure seamless integration of the ERP system.
- Foster collaboration and communication among different teams to promote a unified approach.

Risk Management:

- Identify potential risks and issues related to the ERP implementation and develop mitigation strategies.
- Monitor and resolve issues that may arise during the project to keep it on track.

Quality Assurance:

- Establish and maintain quality assurance processes to ensure the ERP system meets Client's requirements and standards.

Reporting and Communication:

- Provide regular project updates and status reports to senior leadership.
- Create clear and concise documentation for all project activities and decisions.

Internal Change Management:

- Develop and implement a change management strategy to facilitate a smooth transition to the new ERP system.
- Ensure that end-users are trained and comfortable with the new processes and tools.

Additional Support

- The Supplier resource will provide additional advisory, project management, and/or business-management support to the project director for select initiatives as may be required.

Assumptions:

The following assumptions are the basis of the SOW. If they do not hold, additional time and costs may be incurred, and shall be memorialized in an amendment in accordance with Section 6 of the Agreement.

- Supplier may require additional input for content and accuracy as necessary
- Permanent seating on Client Campus is not required. Supplier does not need to work from client offices on a daily basis. Supplier will be on campus for collaboration and meetings as needed, but can work remotely to serve the needs of the engagement.
- Supplier may be unavailable for all Client-observed holidays unless previously agreed upon with the Client
- Client may choose to adjust the priority and order of the Deliverables.

All Services shall be treated as Client Confidential Information unless otherwise designated by Client.

2. Deliverables/Delivery Schedule and Fees

As outlined in Section 3 of this Agreement, Supplier shall submit to Client a properly executed invoice indicating the hours of work performed and progress achieved toward each deliverable and the amount due from the Client no more often than monthly. Subject to Section 8 of this Agreement, the Client shall pay such invoices within thirty (30) calendar days of receipt. The hourly rate will remain firm, fixed at \$138 per hour for the initial term of this agreement.

2.1 Compensation *[Insert Table from Compensation Schedule Worksheet]*

Key Stages	Deliverables	Estimated Hours	Estimated Cost	Not to Exceed
1. Project Planning				
	a. Work Sessions including:			
	Requirements exploration	40	\$ 5,520.00	
	Timeline	40	\$ 5,520.00	
	Strategic objectives	40	\$ 5,520.00	
	Project team structure	40	\$ 5,520.00	
	b. Comprehensive project plan report	100	\$ 13,800.00	
	c. Defined project goals	60	\$ 8,280.00	
Subtotal		320	\$ 44,160.00	
2. ERP Selection				
	a. Work Sessions including:			
	Collect evaluation criteria	80	\$ 11,040.00	
	Identify compatible system(s)	40	\$ 5,520.00	
	Determine acquisition path	40	\$ 5,520.00	
	Oversee evaluation and selection of system	160	\$ 22,080.00	
	b. Populated Gartner BuySmart tool	80	\$ 11,040.00	
	c. Business requirements report	120	\$ 16,560.00	
	d. Technical requirements report	80	\$ 11,040.00	
	e. Selection criteria report	60	\$ 8,280.00	
Subtotal		660	\$ 91,080.00	
3. Vendor Management				
	a. Contract negotiation advice document review	60	\$ 8,280.00	
	b. System implementation process review report	20	\$ 2,760.00	
	c. Vendor onboarding and alignment to team	40	\$ 5,520.00	
Subtotal		120	\$ 16,560.00	
4. ERP Implementation				
	a. Work Sessions including:			
	Implementation strategy design	80	\$ 11,040.00	
	Readiness assessment	80	\$ 11,040.00	
	b. Implementation assessment report	120	\$ 16,560.00	
	c. Best practices guide	60	\$ 8,280.00	
	d. Implementation advisory and PM support			
	System design	200	\$ 27,600.00	
	Configuration	200	\$ 27,600.00	
	Testing	200	\$ 27,600.00	
	Training	200	\$ 27,600.00	
	Data migration	200	\$ 27,600.00	
	Change management	200	\$ 27,600.00	
	Deployment	200	\$ 27,600.00	
Subtotal		1740	\$240,120.00	
5. Project Closure				
	a. Project documentation and handover	80	\$ 11,040.00	
	b. Evaluation of project success report	60	\$ 8,280.00	
	c. Final deliverables checklist	20	\$ 2,760.00	
Subtotal		160	\$ 22,080.00	
Agreement Total Not to Exceed				\$414,000.00

2.2 Travel Expenses:

There are no travel expenses anticipated while performing the Services under this agreement.