

**PROJECT IMPLEMENTATION CHANGE REQUEST**

<p><b>MANATRON, INC.</b></p> <p>(Hereafter “Aumentum Technologies” or “Aumentum Tech”)</p>	
Customer Name: Snohomish County, Washington	
Change Request (CR) No.: WA2019.002.01-CR001	Date Submitted:
Project Name: WA2019.002.01 Aumentum Tax & CAMA Implementation	Module Name/Version: Aumentum Tax & CAMA
Original Contract No.: WA2019.002.01	Aumentum Tech Project/Program Manager: Joshua Twitchell
<p><b>Summary of Change:</b></p> <p>The purpose of this CR is to document the expansion of the conversion services scope performed as part of the implementation, to include the following items: (1) conversion of RPA Valuation Models, (2), Tax Collection: Miscellaneous GL Records, (3) RPA: All Characteristic Changes vs Active Characteristics, (4) RPA: Feature / Characteristic Transformation as a post Go-Live billable item, and (5) the conversion of case management data from a source other than ProVal or Ascend. Data cleansing of any kind is considered out of scope for Contractor services.</p>	
Priority: <input type="checkbox"/> Urgent or <input checked="" type="checkbox"/> Normal	Required by: <input type="checkbox"/> UAT <input type="checkbox"/> Go-Live <input type="checkbox"/> Final Acceptance <input checked="" type="checkbox"/> Other
Window of delivery date and business process calendar/phase justification: Conversion 4 on 6/19/2023 Schedule to be mutually agreed between Aumentum Tech and County.	
Requested by: <input type="checkbox"/> Customer or <input checked="" type="checkbox"/> Aumentum Tech	Requestor(s):
<p>Fixed Fee (not including travel expenses): \$56,250</p> <p>(Total value of added services outlined in this Change Request is approximately \$326,250, not including Item 4)</p> <p>No travel expenses are expected with this Change Request.</p>	
Request Type (mark all that apply): <input checked="" type="checkbox"/> Professional Services <input type="checkbox"/> Application Software <input type="checkbox"/> Third-Party Software <input type="checkbox"/> Other: _____	
This change request impacts (mark all that apply): <input checked="" type="checkbox"/> Product/Scope <input type="checkbox"/> Schedule <input type="checkbox"/> Other:	
Aumentum Tech Teams Support No.:	<input type="checkbox"/> Eng. ADO and/or <input checked="" type="checkbox"/> PS ADO No. Multiple. See below.
For Aumentum Technologies Internal Office Use Only: Prof Svcs Project Implementation: 5010-10-0-04	

**Description Provided By:**

Joshua Twitchell, Project Manager  
Name & Title

6/21/2023  
Date

**Item 1 – RPA: Valuation Models**

Manual data entry is the standard approach to replicating valuation models from a customer legacy system into Aumentum RPA. For specific model types below, the data conversion scope is now better defined as further clarity from the Fit Gap Analysis results that were once assumed to be specific to the core software product functionality, not related Valuation Model data conversion scope. Reference SOW2.3.2 that models are a County configuration task. Aumentum Technologies is agreeing to the below one-time conversion scope at no additional charge to the County.

**Valuation Models**

**Cost:**

- No historical cost models will be converted from ProVal
- A base cost model for 2024 will be created by Contractor in Aumentum – containing the M&S base rates for buildings and features to be valued in Snohomish Co
- The base cost model will be uncalibrated; Snohomish Co will calibrate the model post go-live
- **Estimated Effort: 100 hours**
- **Estimated Delivery: Before Go-Live**

**Land:**

- Land models will be included in the data conversion process from ProVal
- 7 historical years of land models (2023-2017) are statutorily required for Open Space/Forestry withdrawal calculations.
- Snohomish Co may need additional years converted due to other non Aumentum related pending County projects; this may result in the need to convert an additional 1 or 2 years further (2016-2015).
- Snohomish County will confirm which pending County projects may require withdrawal, and the exact number of historical years will be determined by Snohomish County and documented in a written request to Aumentum Technologies no later than by the end of July, 2023.
- Until the exact number of historical years is known, we will proceed with the estimation of 7 years.
  - If historical years are needed beyond the 7 years, and those additional years contain a different data format/pattern requiring additional conversion effort, the Change Management process will be followed if the additional conversion effort exceeds the estimated effort.
  - The Contractor will limit the scope of historical land models to only those that are associated with Open Space/Forestry accounts.
  - **Estimated Effort: 600 hours**
  - **Estimated Delivery: Before Go-Live**

**Income:**

- Not included in data conversion process; no income models exist in legacy system
- Any income models will be manually created by Snohomish County staff in Aumentum application post go-live
- Billed as Used consulting hours can be used for Contractor assistance with data entry

**Comparable Sales:**

- Not included in data conversion process; no comparable sales models exist in legacy system
- Any comparable sales models will be manually created by Snohomish County staff in Aumentum application post go-live
- Billed as Used consulting hours can be used for Contractor assistance with data entry

**Regression:**

- Not included in data conversion process; no regression models exist in legacy system

- Any regression models will be manually created by Snohomish County staff in Aumentum application post go-live
- Billed as Used consulting hours can be used for Contractor assistance with data entry

**Assumptions**

- Contractor is responsible for validating model rates, ensuring the rates were imported correctly
- Issues found with the conversion of models can be reported to the Contractor for investigation and proposed resolution, following the Severity definitions
- The Contractor is not responsible for any related model calibration activities
- Regardless of the valuation approach, all object (building, feature, land) values for all years are converted as override values to ensure the existing values are matched from legacy system to Aumentum. Once live, the Customer will begin the transition to use calculated model values as needed.
- Values generated by Aumentum valuation engines may or may not match the legacy system valuation engines due to product/configuration/calculation differences. The Contractor is not responsible for these value differences, but will triage and respond to Aumentum valuation engine software product defects according to contracted Severity definitions.
- The Contractor will be responsible for creating Model Control configuration related to the Cost Model and Land Models described above. The County will be responsible for maintaining this configuration post go-live.
- The Contractor will be responsible for creating Neighborhood Model Control assignment and configuration related to the Cost Model and Land Models described above. The County will be responsible for maintaining this configuration post go-live.
- Any changes to the project schedule Go Live dates that impact the scope of this work will follow the Change Management Process.

## Item 2 – Tax Collection: Miscellaneous Transactions and Records

To support this Use Case ‘[Requirement 902719](#): How to Create a Transmittal - Create a form (same as stored in receipting system) for departments/districts to direct where their deposits should be receipted by Treasurer’s cashiers.’ and related business process of accepting many miscellaneous transactions in Aumentum, the Conversion Team has built the accounts and reference data for these transactions. These types of accounts are not part of the standard Property Tax conversion.

In addition to the reference data, there are transactions associated with the receipting of money from non-taxpayer entities for distribution. These types of transactions are not part of the standard property tax conversion. The Conversion Team will create scripts to generate the data and needed configuration. Devising the translation from Ascend to Aumentum usage and supporting testing efforts to build, test, and account for changes and feedback is required.

The Conversion Team has started work on these transactions and reference data with the following work items:

- [Feature 1054446](#): Revenue Account conversion - Junior Authorities and other Revenue collected Use case for collections of misc revenue is supported by hundreds or a couple thousand accounts with a grouping hierarchy and GL account pick list of accounts.
- [Product Backlog Item 1057723](#): Accounts, Chart of accounts and reference data load for Misc charges
- [Product Backlog Item 1058286](#): Revenue Account transaction conversion for Misc tran types

### Assumptions

- **The Contractor delivered an initial conversion of the Miscellaneous Transactions with CONV4.0 for testing and configuration review in accordance with Use Case “Requirement 902719”.**
- **Software development around the GL functionality may alter the conversion requirements for this data.**
- **County Business Process Review to further define requirements remains, and any extensive rework from these decisions will follow the Change Management Process.**

**Estimated effort: 250 hours**

**Delivered in CONV4.0 (June 2023)**

**Aumentum Technologies is requesting payment for out of scope work in the amount of \$56,250.**

**Item 3 – RPA: All Characteristic Changes vs Active Characteristics**

SOW section 2.4.1 regarding the Conversion Process states ‘Unless explicitly contracted, Contractor will convert active characteristics only.’

The County has since requested the conversion of all changes to Real Property parcel characteristics within each tax year, rather than just the most current active record. The conversion of all changes adds to the scope of the Conversion Process.

For example, if the Quality value changed on a 2021 parcel from Avg to AbvAvg (the active characteristic), only the Quality of AbvAvg would have been converted. With this scope expansion, Aumentum Technologies has also converted the original Quality of Avg to represent all changes made.

This expanded scope includes historical characteristic data from 10 years prior (2013) to current (2023) and will not include converting historical sketches. Sketches only for current year (2023) will be converted.

**Estimated effort: 500 hours**

**Delivery Complete - CONV3.0 (delivered January 2023)**

**Item 4 – RPA: Feature / Characteristic Transformation**

During regular project discussions, it was understood that the County had asked Aumentum Technologies to transform some of their existing Features in ProVal to different types of Objects in Aumentum rather than converting them as they exist today. This transformation would support a valuation using Marshall & Swift Cost tables in Aumentum and could result in higher valuations. As the ProVal Features exist today, they are not valued with Marshall & Swift Cost tables.

Due to the complexity of making these changes at this time, Aumentum Technologies has converted the data from ProVal to Aumentum as it exists today. This will also support a more straightforward balancing approach between the two systems. Once live, the County will then update the data manually using Aumentum. The volume of changes (~20,000 items) may present a challenge and will be considered as a post go-live billable project.

**Assumptions**

- ProVal Features (aka ‘Other Improvements’) converted into Aumentum RPA as Feature objects

**Estimated effort: 400 hours, requires a billable Change Request for post go live services, otherwise assumes Snohomish County will manually update**

**Delivery of in scope work of Features “as is” Complete - CONV3.0 (delivered January 2023)**

**Item 5 – Case Management: Data Source**

ProVal and Ascend were identified as the two primary source systems of legacy data when conversion activities initially began in January 2022. In early May 2023, legacy case management data was provided to Aumentum by the county in the form of an Excel spreadsheet and not an extract from one of the ProVal or Ascend legacy systems originally identified as source systems. For Case Management data conversion, Aumentum will convert data from the Excel spreadsheet and format provided in May.

**Assumptions**

- Any other new data sources for any County provided source data will be reviewed through the Change Management Process

**Delivery Complete:** CONV4 (delivered June 2023)

**PROJECT IMPLEMENTATION CHANGE REQUEST**

**Aumentum Technologies Executive Change Request Submission Approval:**  
(approvals must be obtained before submission of CR to Customer)

Submission approved by:

*Andrew Wright*  
\_\_\_\_\_  
Andrew Wright, Executive Vice President

9.13.2023  
\_\_\_\_\_  
Date

*Judy Peikert*  
\_\_\_\_\_  
Judy Peikert, VP, Professional Services

9.13.2023  
\_\_\_\_\_  
Date

**Customer Decision:**

This change request is:  Approved as written     Rejected     Escalated

If rejected or escalated, please explain:

Accepted by:

Ken Klein  
Executive Director

Customer Signature & Title

\_\_\_\_\_  
Date

Customer Signature & Title

\_\_\_\_\_  
Date

**Aumentum Technologies Signatures:**

Aumentum Technologies Project Manager Signature & Title

\_\_\_\_\_  
Date

Aumentum Technologies Corporate Signature & Title

\_\_\_\_\_  
Date

Pricing and estimated delivery date(s) are valid for 30 days from Date Submitted. If this change request has not been approved by Customer within 30 calendar days of Date Submitted, Aumentum Technologies reserves the right to re-estimate the timeline and pricing.

Payment Terms: **100% of total fee \$56,250.00** will be due and payable upon Customer approval/signing of this change request. All Aumentum Technologies/Manatron invoices are on receipt.