

**AMENDMENT 1 TO THE PROFESSIONAL SERVICES AGREEMENT FOR CAYENTA UPGRADE**

This Amendment 1 to the “Professional Services Agreement” executed on September 30, 2021 (the “**Master Agreement**” by and between Snohomish County, a political subdivision of the State of Washington (the “County”) and Cayenta, a division of N. Harris Computer Corporation, an Ontario, Canada corporation duly authorized to conduct business in Washington State, (the “Contractor”) is made and entered into on this 12th day of July, 2023 (the “**Amendment No. 1 Effective Date**”).

**RECITALS**

WHEREAS, Snohomish County and Cayenta, a division of N. Harris Computer Corporation entered into a Master Agreement for the Cayenta Upgrade on September 30, 2021; and

WHEREAS, on March 28, 2023, the parties agreed in Change Order CO-002 to the Master Agreement executed on September 30, 2021, to redefine the deliverables surrounding the Budget Preparation module; and

WHEREAS, on June 1, 2023, the parties agreed in Change Order CO-005 to the Master Agreement executed on September 30, 2021, to amend the Statement of Work to further define Milestone 22 into sub-Milestones; and

WHEREAS, the parties agree that, as of the Amendment No. 1 Effective Date, Change Order CO-006 to the Master Agreement will add more work and will result in an increase in cost to the Master Agreement for additional interfaces and reporting work and requires an amendment to the Master Agreement.

**NOW THEREFORE**, for and in consideration of the mutual benefits conferred on both parties, the parties agree as follows:

1. Section 3.f of the Master Agreement is deleted in its entirety and replaced with the following:
  - f. Contract Maximum. Total charges under this Agreement, all fees and expenses included, shall not exceed \$1,277,854.00 for Professional Services (as that term is defined by the Master Agreement) and software licensing during the initial term of this Agreement (excluding extensions or renewals, if any).
2. Schedule A Statement of Work, of the Master Agreement is amended to replace Appendix A with Appendix A-1 Compensation Schedule, attached and incorporated herein by this reference.
3. All other terms of the Master Agreement shall remain in full force and effect, except as expressly modified by this Amendment 1.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment 1 as of the day and year first written above.

**CAYENTA, a division of N. HARRIS COMPUTER CORPORATION**

By: Larissa Wong  
 Printed Name: Larissa wong  
 Title: Vice President, Professional Services

Date: 6/23/2023

**SNOHOMISH COUNTY**

By: **Ken Klein**  Digitally signed by Ken Klein  
Date: 2023.07.12 11:10:32 -07'00'

Printed Name: Ken Klein

Title: Executive Director

Date: \_\_\_\_\_

<b>COUNCIL USE ONLY</b>	
Approved	<u>7/11/2023</u>
ECAF #	<u>2023-0734</u>
MOT/ORD	<u>Motion 23-277</u>



## Appendix A-1: Compensation Schedule

### 1. Deliverables and Payment Milestones

Below is a table of all project milestone payments. Once the milestone has been Accepted by COUNTY (per the below acceptance criteria) and a completed Milestone Acceptance Form has been signed by both parties, HARRIS will issue an invoice to COUNTY.

MP#	Name	Milestone Amount	Planned Month	Acceptance Criteria
LICENSE-01	License Fees + Acucobol Migration Fee	\$101,230.00	1	Due on contract signing
SUBS-01	Annual Subscription Fees	\$17,024.00	1	Due on contract signing
MP01	Environment Installation	\$15,224.00	1	COUNTY is provided access to the new software modules installed in the project environments
MP02	Project Initiation Complete	\$17,431.48	1	The Questionnaires are delivered to the COUNTY Project Manager  The baseline schedule is agreed to by HARRIS and COUNTY Project Managers
MP03	Pre-Configuration Complete	\$30,448.00	2	HARRIS will conduct a demonstration of the pre-configured Solution & provide Solution overview training



MP#	Name	Milestone Amount	Planned Month	Acceptance Criteria
MP04	Business Process Testing Completed	\$30,448.00	6	All business process test cases are executed per the approved Business Process Test Plan All P1 and P2 incidents raised during the execution of Business Process testing are closed by COUNTY as being properly remediated  HARRIS provides SNOHOMISH with the documentation from the Business Process Review sessions along with the identified required changes to processes or systems
MP05	Reporting & Interface Workshop and Plan Delivered	\$22,836.00	3	HARRIS delivers the reporting & interface workshop and plan
MP06	Dashboard Provided	\$15,224.00	4	HARRIS delivers the core Financials dashboard and core dashboard model
MP-CO6-01	SNO-INT7A -Amanda Billing Permit Fees Delivered for Testing	\$12,400	TBD upon CO Approval	HARRIS delivers the SNO-INT7A interface to COUNTY for testing
MP-CO6-02	SNO-INT6 -Cartegraph Equipment Usage Delivery for Testing	\$14,000	TBD upon CO Approval	HARRIS delivers the SNO-INT6 interface to COUNTY for testing
MP-CO6-03	SNO-INT15 -GL equipment usage Validation Delivery for Testing	\$15,800	TBD upon CO Approval	HARRIS delivers the SNO-INT15 interface to COUNTY for testing
MP-CO6-04	NEW-INT18 -Point & Pay Payments Delivery for Testing	\$52,800	TBD upon CO Approval	HARRIS delivers the NEW-INT18 interface to COUNTY for testing
MP-CO6-05	NEW-INT22 -Workiva Delivery for Testing	\$5,200	TBD upon CO Approval	HARRIS delivers the NEW-INT22 interface to COUNTY for testing
MP-CO6-06	SNO-INT5 -Cartegraph Equipment Delivery for Testing	\$18,400	TBD upon CO Approval	HARRIS delivers the SNO-INT5 interface to COUNTY for testing
MP-CO6-07	SNO-INT7B -Amanda Billing Code Enforcement Delivery for Testing	\$12,400	TBD upon CO Approval	HARRIS delivers the SNO-INT7B interface to COUNTY for testing
MP-CO6-08	NEW-INT19 -Point & Pay Invoice PDFs Delivery for Testing	\$8,000	TBD upon CO Approval	HARRIS delivers the NEW-INT19 interface to COUNTY for testing



MP#	Name	Milestone Amount	Planned Month	Acceptance Criteria
MP-CO6-09	NEW-INT21 -Equipment Rates to Cayenta Delivery for Testing	\$17,600	TBD upon CO Approval	HARRIS delivers the NEW-INT21 interface to COUNTY for testing
MP-CO6-10	SNOCO_AIRPORT_AR_TRXNS Delivery for Testing	\$6,600	TBD upon CO Approval	HARRIS delivers the SNOCO_AIRPORT_AR_TRXNS Report to County for Testing
MP-CO6-11	SNOCO_JC_SHR Delivery for Testing	\$5,200	TBD upon CO Approval	HARRIS delivers the SNOCO_JC_SHR Report to COUNTY for Testing
MP-CO6-12	SNOCO_OP_TRANSFERS Delivery for Testing	\$4,600	TBD upon CO Approval	HARRIS delivers the SNOCO_OP_TRANSFERS Report to COUNTY for Testing
MP-CO6-13	SNOCO_CASH_BACKDATES Delivery for Testing	\$4,600	TBD upon CO Approval	HARRIS delivers the SNOCO_CASH_BACKDATES Report to COUNTY for Testing
MP-CO6-14	SNOCO_CASH_TRANSACTIONS Delivery for Testing	\$4,600	TBD upon CO Approval	HARRIS delivers the SNOCO_CASH_TRANSACTIONS Report to COUNTY for Testing
MP-CO6-15	SNOCO_PROJECT_COST Delivery for Testing	\$6,200	TBD upon CO Approval	HARRIS delivers the SNOCO_PROJECT_COST Report to COUNTY for Testing
MP-CO6-16	SNOCO_YTD_EXP_MISC Delivery for Testing	\$6,200	TBD upon CO Approval	HARRIS delivers the SNOCO_YTD_EXP_MISC Report to COUNTY for Testing
MP-CO6-17	SNOCO_PROJ_DETAIL_INV Delivery for Testing	\$9,200	TBD upon CO Approval	HARRIS delivers the SNOCO_PROJ_DETAIL_INV Report to COUNTY for Testing
MP-CO6-18	SNOCO_SWM_YTD_EXP Delivery for Testing	\$12,400	TBD upon CO Approval	HARRIS delivers the SNOCO_SWM_YTD_EXP Report to COUNTY for Testing
MP-CO6-19	SNOCO_LABOR_PROJECT Delivery for Testing	\$6,200	TBD upon CO Approval	HARRIS delivers the SNOCO_LABOR_PROJECT Report to COUNTY for Testing
MP-CO6-20	SNOCO_REIMB_DETAILS Delivery for Testing	\$6,200	TBD upon CO Approval	HARRIS delivers the SNOCO_REIMB_DETAILS Report to COUNTY for Testing
MP-CO6-21	SNOCO_REIMB_DETAILS SUMMARY Delivery for Testing	\$3,000	TBD upon CO Approval	HARRIS delivers the SNOCO_REIMB_DETAILS SUMMARY Report to COUNTY for Testing
MP-CO6-22	SNOCO_PROJ_DETAIL_wLBR Delivery for Testing	\$3,000	TBD upon CO Approval	HARRIS delivers the SNOCO_PROJ_DETAIL_wLBR Report to COUNTY for Testing



MP#	Name	Milestone Amount	Planned Month	Acceptance Criteria
MP-CO6-23	SNOCO_JC_LIST Delivery for Testing	\$9,200	TBD upon CO Approval	HARRIS delivers the SNOCO_JC_LIST Report to COUNTY for Testing
MP-CO6-24	SNOCO_JC_SUMMARY Delivery for Testing	\$6,200	TBD upon CO Approval	HARRIS delivers the SNOCO_JC_SUMMARY Report to COUNTY for Testing
MP-CO6-25	SNOCO_FED_GRANTS Delivery for Testing	\$3,000	TBD upon CO Approval	HARRIS delivers the SNOCO_FED_GRANTS Report to COUNTY for Testing
MP-CO6-26	SNOCO_LABOR_PROJECT Delivery for Testing	\$4,600	TBD upon CO Approval	HARRIS delivers the SNOCO_LABOR_PROJECT Report to COUNTY for Testing
MP-CO6-27	SNOCO_LTD_EXPENDITURE Delivery for Testing	\$3,000	TBD upon CO Approval	HARRIS delivers the SNOCO_LTD_EXPENDITURE Report to COUNTY for Testing
MP-CO6-28	MLA Custom Mod to include Budget Checking (Snoco Lid-Lift Process) Delivery for Testing	\$30,800	TBD upon CO Approval	HARRIS delivers the MLA Custom Mod to COUNTY for Testing
MP-CO6-29	Report Development Support - hours to be used within confines of project	\$16,000	TBD upon CO Approval	HARRIS delivers Report Development Support. To be invoiced upon completion of Daily Operations Testing Phase
MP-CO6-30	Security Configuration Delivery for Testing	\$3,200	TBD upon CO Approval	HARRIS delivers the Security Configuration to COUNTY for testing
MP-CO6-31	Payroll: Report to View YEAR-TO-DATE EARNINGS AND DEDUCTIONS in v9	\$2,200	TBD upon CO Approval	HARRIS delivers YEAR-TO-DATE EARNINGS AND DEDUCTIONS Report to COUNTY for Testing
MP-CO6-32	Payroll: Payroll Framework Model to View Historical Payroll Information in v9	\$21,200	TBD upon CO Approval	HARRIS delivers the Payroll Framework Model to COUNTY for Testing
MP-CO6-33	Payroll: Report for Cay_EarningsAllYrs (add to menu structure)	\$4,400	TBD upon CO Approval	HARRIS delivers Cay_EarningsAllYrs Report (added to Menu Structure) to COUNTY for Testing
MP07	Cayenta Analytics - General Ledger Provided	\$15,224.00	4	HARRIS delivers the Cayenta Analytics for General Ledger for testing



MP#	Name	Milestone Amount	Planned Month	Acceptance Criteria
MP08	Budget Prep Delivery	\$53,284.00	5	1. County has provided a written "go" decision after review of Budget Prep, and Budget Prep is installed and working on County's servers. 2. Upon 1. above, Cayenta will proceed with any further configuration and delivery of Budget Prep module.
MP09	Conversion 1 (BP Testing)	\$30,448.00	3	Converted data is provided to COUNTY in the CAYTEST environment; Conversion audit reports are provided to COUNTY
MP10	Conversion 2 (Integrated Testing Cycle 1)	\$30,448.00	6	Converted data is provided to SNOHOMISH in the CAYTEST environment; Conversion audit reports are provided to COUNTY
MP11	Conversion 3 (Integrated Testing Cycle 2)	\$30,448.00	10	Converted data is provided to COUNTY in the CAYTEST environment; Conversion audit reports are provided to COUNTY
MP12	Conversion 4 (Mock Go Live)	\$38,060.00	11	Converted data is provided to SNOHOMISH in the CAYTEST environment; Conversion audit reports are provided to COUNTY
MP13	Integrated Testing Test Cases	\$15,224.00	5	SNOHOMISH project team is supplied with test cases in Caystone designated for Integrated Testing
MP13	Integrated Testing Support - Cycle 1	\$45,672.00	7	All Pass 1 test cases are executed and marked as such in Caystone; All P1 and P2 incidents raised as part of Pass 1 Integrated Testing are closed by SNOHOMISH as being properly remediated
MP14	Integrated Testing Support - Cycle 2	\$45,672.00	9	All Pass 2 test cases are executed and marked as such in Caystone; All P1 and P2 incidents raised as part of Pass 2 Integrated Testing are closed by COUNTY as being properly remediated



MP#	Name	Milestone Amount	Planned Month	Acceptance Criteria
MP15	Daily Operations Testing Support	\$45,672.00	11	All Daily Operations test cases are executed and marked as such in Caystone; All P1 and P2 incidents raised as part of Daily Operations Testing are closed by COUNTY as being properly remediated
MP16	Mock Go Live	\$22,836.00	10	Completion of mock go-live activities
MP17	Go Live Preparation Complete	\$15,224.00	11	HARRIS delivers Go Live cutover checklist and production readiness checklist
MP18	Go Live	\$22,836.00	12	COUNTY uses the CAYPROD environment to begin the processing of production data
MP19	Post Go Live Support - Month 1	\$22,836.00	13	One month past the date of Go-Live
MP20	Post Go Live Support - Month 2	\$22,836.00	14	Two months past the date of Go-Live
MP21	Post Go Live Support - Month 3	\$22,836.00	15	Three months past the date of Go-Live
MP22	Custom Development Delivered	\$0.00	8	\$150,032.52 will be adjusted via Change Control Process after MPO5. This will be divided into individual deliverables and milestones per custom development item. (MP22A-CO5 to MP22K-CO5)
MP22A-CO5	SNO-INT4 - Point and Pay Balances Interface: Delivery for Testing	\$22,400.00	Due 6/5/2023	HARRIS delivers the SNO-INT4 interface to COUNTY for testing
MP22B-CO5	SNO-INT10 - Job Cost into Highline Interface: Delivery for Testing	\$12,800.00	Due 7/31/2023	HARRIS delivers the SNO-INT10 interface to COUNTY for testing
MP22C-CO5	SNO-INT16 - Cartegraph Cost Centers Interface: Delivery for Testing	\$22,400.00	Due 7/1/2023	HARRIS delivers the SNO-INT16 interface to COUNTY for testing
MP22D-CO5	SNO-INT17 - Amanda Billing Customer Information Interface: Delivery for Testing	\$7,200.00	Due 6/5/2023	HARRIS delivers the SNO-INT17 interface to COUNTY for testing
MP22E-CO5	PO_FORM: Delivery for Testing	\$8,000.00	Due 6/9/2023	HARRIS delivers the PO_FORM report to COUNTY for testing



MP#	Name	Milestone Amount	Planned Month	Acceptance Criteria
MP22F-CO5	SNOCO_BVA: Delivery for Testing	\$21,000.00	Due 7/31/2023	HARRIS delivers the SNOCO_BVA report to COUNTY for testing
MP22G-CO5	SNOCO_PROJ_DETAIL: Delivery for Testing	\$16,100.00	Due 7/1/2023	HARRIS delivers the SNOCO_PROJ_DETAIL report to COUNTY for testing
MP22H-CO5	SNOCO_PAID_INVOICE: Delivery for Testing	\$8,400.00	Due 7/1/2023	HARRIS delivers the SNOCO_PAID_INVOICES report to COUNTY for testing
MP22I-CO5	Cognos: Operational Framework Models Install (Accounts Payable): Delivery for Testing	\$10,000.00	Due 6/9/2023	HARRIS delivers the Accounts Payable Operational Framework Model to COUNTY for report development & testing
MP22J-CO5	Cognos: Operational Framework Models Install (Job Costing): Delivery for Testing	\$9,732.52	Due 6/9/2023	HARRIS delivers the Job Costing Operational Framework Model to COUNTY for report development & testing
MP22K-CO5	Cognos: JC Custom Mods: Delivery for Testing	\$12,000.00	Due 7/1/2023	HARRIS delivers the JC Custom Mods to COUNTY for testing. JC model has been modified to break down to the GL Level and to include COUNTY-specific miscellaneous codes as dimensions.
MP23	Contingency Fund for further customization items: this milestone will be adjusted via Change Control Process throughout project, as needed. Deliverable and milestone examples: MP23A, MP23B etc. Hours unused will be descoped at Project Completion.	\$60,000.00	TBD	HARRIS delivers agreed-upon customization item to COUNTY for Testing
	<b>Project Total</b>	<b>\$1,277,854.00</b>		



## 2. Reimbursable Expenses

In accordance with Section 8.6 of this SOW, actual travel related expenses incurred by HARRIS shall be reimbursed by COUNTY up to the total estimated below.

Estimated Travel Costs	\$28,000.00
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## 3. Sample Milestone Acceptance Form

The layout for each Milestone Acceptance Form will materially follow that of the sample below:



	<b>Milestone Acceptance Form</b>
Payment Milestone	ERP-Monthly 1
Milestone Description	ERP Project Management
Payment Amount	\$27,000.00
The above project milestone has been achieved. The associated deliverables have been completed, delivered and approved.	
The undersigned has confirmed that the milestone has been completed in accordance with the Statement of work signed September 1, 2021	
<b>Authorization</b> Snohomish County accepts that Cayenta has delivered the products and/or services required to satisfy the acceptance criteria for the above noted Payment Milestone in accordance with the Statement of Work and related contracts	
<b>Snohomish County</b>	<b>Cayenta</b>
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Signature	Signature
_____	_____
Date	Date