

Project Change Order

This change order form is used for requesting, documenting and approving changes to the Workday deployment including but not limited to: changes to project scope; changes for a major configuration element; project timeline/schedule changes; integration specifications changes; addition of resources; or any other deliverable change from the originally planned Workday deployment.

Summary

Customer:	City of Gainesville
SOW/Project Name:	Gainesville Full Platform
Change Order #:	CO 06
Project Manager (Customer):	Ginny Ahuja, Project Manager
Project Sponsor (Customer):	Steve Varvel, Risk Management Director
Engagement Manager (CS):	Natalie Foster
Acceptance Due Date:	October 23, 2020
Change Type:	Scope change
Impact Assessed by:	Natalie Foster, Paul Goliber, Jennifer Durrett, Kate Vu, Sean Kent, Jeannette Rodden, Mike Trotto, Anita Sales, Theresa Pajor, Alecia Holmes, Chantal Varco, Mike Akers
Priority:	High

Request Description

This Change Order applies to the Statement of Work for Workday Deployment Services dated March 26, 2019 (“SOW”) between City of Gainesville (“COG” or “the City”) and Collaborative Solutions, LLC (“CSLLC”).

This Change Order will address the configuration and unit testing of the additional Gainesville Regional Utilities (“GRU”) scope listed in Appendix 1. This work will be completed at the same time as the work referenced in Change Order 5 (configuration and unit testing of the additional scope for General Government (“GG”).

Upon completion of the configuration and unit testing of both GRU and GG, end to end testing (“E2E”) and parallel testing will be executed as indicated in the schedule below.

The scope of work defined in this change order will be executed on a time and materials basis. Fixed fee billing will be suspended until the Deploy Stage resumes. The estimated date for the Deploy Stage is April 19, 2021.

Business Purpose / Reason for Change

The City requested a project pause in May 2020 due to resource constraints resulting from the ongoing pandemic and are now targeting a move to production in June 2021. Given the delay, the City has identified areas of additional scope for both GG and GRU. This change order addresses only the updated GRU scope requiring CSLLC assistance, from configuration through unit testing, as well as the testing for both entities.

Impact Assessment

Project Activities Affected:	<ul style="list-style-type: none"> Support to address additional GRU scope (see Appendix 1) through unit testing. E2E and Parallel testing for both GRU and GG scope. Associated project management oversight. 																																																																																																																																																																																																																												
Deliverables Affected:	Configuration workbooks will be updated to reflect the additional scope. CSLLC will assist.																																																																																																																																																																																																																												
Project Schedule Impact:	<p>This change order must be approved by October 23, 2020 so work may commence by the end of October 2020 to support the planned move to production in June 2021.</p> <table border="1"> <thead> <tr> <th>COG Extension Timeline 7/1/21 Go-live</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>April</th> <th>May</th> <th>June</th> <th>July</th> </tr> <tr> <td></td> <td>5 12 19 26</td> <td>2 9 16 23 30</td> <td>7 14 21 28</td> <td>4 11 18 25</td> <td>1 8 15 22</td> <td>1 8 15 22 29</td> <td>5 12 19 26</td> <td>3 10 17 24 31</td> <td>7 14 21 28</td> <td>5 12 19 26</td> </tr> </thead> <tbody> <tr><td>CS Tenant review/validation of config</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>CS configure/unit test new reqs</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>GG/GRU Test Planning/Finalize scenarios</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>New Test Data Pull/Validate</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>New Test Tenant Build</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>COG Re-run E2E TT/Payroll Test</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Catchup for Parallel</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>COG Re-run Payroll Parallel Test (2 periods)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>COG ALL Test Signoff</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>TTT</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Train End users</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Deploy</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>COG Data Pull/Validate</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Build Gold Tenant</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>COG Validate Tenant</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>COG Catchup</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Move to Production</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Post Production Support</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="text-align: right; font-size: small;">Time Starts (6/28 assuming previous period is paid by 6/30) EIN/AI start (7/1)</p>	COG Extension Timeline 7/1/21 Go-live	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July		5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	CS Tenant review/validation of config											CS configure/unit test new reqs											GG/GRU Test Planning/Finalize scenarios											New Test Data Pull/Validate											New Test Tenant Build											COG Re-run E2E TT/Payroll Test											Catchup for Parallel											COG Re-run Payroll Parallel Test (2 periods)											COG ALL Test Signoff											TTT											Train End users											Deploy											COG Data Pull/Validate											Build Gold Tenant											COG Validate Tenant											COG Catchup											Move to Production											Post Production Support										
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Estimated Effort and Cost:

The following table summarizes the estimated effort and cost for this change order:

PHASE 1 DEPLOYMENT	GRU Scope	Testing	Total Hours	Rate	Total USD
Portfolio Director	9	14	23	\$ 200	\$ 4,600
Engagement Manager	160	420	580	\$ 200	\$ 116,000
HCM	180	378	558	\$ 200	\$ 111,600
Recruiting	0	160	160	\$ 200	\$ 32,000
Compensation	120	180	300	\$ 200	\$ 60,000
Benefits	120	200	320	\$ 200	\$ 64,000
Payroll	200	448	648	\$ 200	\$ 129,600
Time Tracking	140	300	440	\$ 200	\$ 88,000
Absence Management	140	300	440	\$ 200	\$ 88,000
Talent Management	40	108	148	\$ 200	\$ 29,600
Learning	0	108	108	\$ 200	\$ 21,600
FIN Architect	40	80	120	\$ 200	\$ 24,000
Budgets	0	144	144	\$ 200	\$ 28,800
Projects	0	144	144	\$ 200	\$ 28,800
Expense Management	40	144	184	\$ 200	\$ 36,800
Financial Accounting	75	280	355	\$ 200	\$ 71,000
Banking and Settlement	40	200	240	\$ 200	\$ 48,000
Customer Accounts	40	124	164	\$ 200	\$ 32,800
Supplier Accounts	40	220	260	\$ 200	\$ 52,000
Business Assets	40	110	150	\$ 200	\$ 30,000
Procurement	40	144	184	\$ 200	\$ 36,800
Grants Management	40	160	200	\$ 200	\$ 40,000
Data Conversion	140	210	350	\$ 200	\$ 70,000
Planning (AI)	0	72	72	\$ 200	\$ 14,400
Reporting	120	189	309	\$ 200	\$ 61,800
Integrations	225	350	575	\$ 200	\$ 115,000
Total Est. Hours	1989	5187	7176		\$ 1,435,200

Specific to the scope of work defined in this change order, CSLLC will invoice on a time and materials basis based on the hourly rates set forth in the table above for Services rendered, not to exceed \$1,435,200 without a signed change order or amendment. Invoices will be paid subject to the terms and conditions of the SOW between the City and CSLLC. In the event the foregoing process and good faith negotiations do not result in an agreed upon change order or amendment, CSLLC may suspend the Services once the estimated total amount is reached. Services will resume once a mutually accepted change order or amendment has been executed by the Parties in writing.

Assumptions

- CSLLC resources will only be required for the work items listed in Appendix 1. Estimates for each item is provided in the Appendix.
- Full Gainesville resource participation and faithfulness to deadlines will be met for all work items.
- If this change order is not approved, a subsequent change order will be provided to take GG scope defined in Change Order #5 through required testing, deploy, and post production activities.
- This change order must be completed by the end of October 2020 to support move to production planned for June 2021.
- CSLLC resource assignments will follow the standard process. CSLLC cannot guarantee assignment of resources that have already participated on this project.
- All previous assumptions from the SOW apply to this change order.

Payment Schedule

Milestone/Event	Approximate Date(s)	Invoice Amount
Time and Materials billed Monthly* * CSLLC will only invoice actual hours worked by CSLLC personnel.	10/01/20 – 12/28/20	As Incurred
#8 Deploy Stage: Completion of Push to Production	6/21/21	\$127,493
#9 Post Production Support: Completion of Project	7/30/21	\$84,995

Authorization

 Gainesville Authorized Signature

 Collaborative Solutions, LLC Authorized Signature

 Name

 Name

 Title

 Title

 Date

 Date

Appendix 1 – Additional GRU Scope requiring CS time

Tracking Number	Category	Requirement Description	Source (Requested by)	CS Hrs Estimate	CS Comments
14	Entry	Ability to charge time to each of the Pay Codes below or an equivalent pay code. 00, 00GU, 01, 01MPS, 02, 02NP, 03, 03ANP, 03ATU, 03C, 03CNP, 03MMA, 03NP, 03S, 03SNP, 03T, 04, 05, 06, 06HB, 06PW, 09, 09F, 09FWC, 09WC, 10, 10F, 10FA, 10SB, 11, 11F, 11FAM, 11FWC, 11WC, 12, 16, 17, 17-S, 17A, 17SUP, 18, 19, 20, 21, 22, 22L, 24, 29, 29NP, 32, 32A, 32F, 32SL, 33, 35, 41, 45, 64, 69, 69F, 70L, *FMLA, *GONE, MEALS, MILT, PCLBE, PCLBF, PCLFM, PPLV, PPLVF, PROCB, PTOF, PTOS, PTOSB, PTOT, PTOU, PTOUF, REST, SEVP, TRAV, WELDRP	Finance	25	Not all pay codes have time entered, some are calculated, or eligibility based i.e. pension vs non-pension codes. Payroll handles the eligibility/calcs
11	Entry	Ability to restrict entry of a Network or I/O in time entry for designated employees.	Erica Stephens	5	
47	Interface	Ability to integrate City Works into the system. (They do time entry in this app)	Robin Webb	120	

48	Interface	Interface from Workday to SAP on new GRU employee creation in Workday. This will create the employee in the SAP system and start a workflow that will send go to the Finance department for them to place the employee in the SAP hierarchy and add costing objects.	Kenneth Lazzaro	100	
49	Interface	Interface from Workday to SAP on GRU employee terminations in Workday. This will start a workflow in SAP that will be sent to Finance so the employee can be terminated in SAP (Cannot terminate employee in SAP until the last payroll is uploaded into SAP)	Kenneth Lazzaro	100	
57	Notifications	Timekeeper should receive a notification if employee entered time exceeds scheduled time.	Amber Fagan	5	
60	Notifications	Ability to send notifications to designated staff for employee events (approved leave, work anniversaries, etc.)	Staff Assistants	5	
165	Technical	GRU requires the ability to link their reporting system (SAP BI/HANA) to the Workday database so GRU can link third party system to the workday database in order to create cross platform reports.	IT	40	Assuming APIs- need clarification on specific data that would be needed for the report(s)

9	Entry	Ability to disable mobile device entry for designated employees.	Erica Stephens	5	
34	Entry	Ability for supervisors/managers to move employees to a different supervisor (within department). Move people for time approval and have different approval workflow per dept/ division	Erica Stephens	5	
5	Entry	Ability to enter time in a block format. (no clock-in or clock-out time) MAPs, CWA & Temps	General Time Entry	15	

19	Entry	Ability to distinguish between scheduled and non-scheduled overtime. (different pay codes)	CWA Contract	30	
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21	Entry	Out of Class and Special Assignment pay code for CWA employees should add 5% to Regular time, Overtime, double-time, leave time, and holiday pay.	Robin Webb	25	
30	Entry	Ability to request overtime.	General Time Entry	20	
137	System	Ability to monitor or enforce daily time input for hourly employees.	Anquette Graham	15	

138	System	Ability to configure the system to round up or round down punch times.	General Time Entry	5	
139	System	Ability to lockdown access to clock time by utilizing geocode restrictions.	Laura Voitle	25	

153	System	Ability for Managers/Timekeepers to view a calendar of scheduled work, overtime, and leave for an employee, group of employees, or all employees in a Cost Center.	Anquette Graham	15	
1	Delegate	Ability for an approver to assign a delegate approver.	General Approver	5	
3	Delegate	Delegated approvers can be any employee in the approver's organizational structure.	General Approver	10	
4	Delegate	Ability for Timekeepers to display all delegated approvers in their organizational structure.	Energy Supply	10	Potentially can be done with a report
44	Interface	Network and Internal Order numbers must be automatically updated. (eliminate unused numbers as well as add new numbers)	Finance	80	
45	Interface	Ability to integrate Time Clocks.	General Time Entry	120	Which timeclock vendor?

56	Notifications	Time submitted for approval that is declined should send a notification to the employee.	Testing	5	
58	Notifications	Leave Time submitted for approval but declined should send a notification to the employee.		5	
63	Report	Ability to view a list of Approvers and the employees that they are authorized to approve.	Finance	15	
65	Report	Ability to report on all time charged to a specific network or I/O by Cost Center.	Amber Fagan/Laura Voitle	15	
66	Report	Ability to report on Network/IO entries for one or multiple pay periods, including employee name, department, date, and amount.	Finance	15	
67	Report	Ability to report corrections for a prior period (including Network/IO corrections) by an individual employee or a group of employees.	Finance	15	
68	Report	Ability to report Storm charges to include: Check Date, Line of Business (Dept), Cost Center, Employee ID, Employee First Name, Employee Last Name, Title Description, Event Date, Pay Code/Category, Pay Code Description, Hours, Amount, Network/IO.	Finance	15	
70	Report	Ability to run an Account/Project # report by the following parameters: starting/ending pay period, account # and/or project #, and pay location. The following fields display on the report: Starting/Ending pay period, Account #, Project #, Entry Date, PPER Date, Employee ID,	Shian Sparks	15	

		Employee Name, Division #, Pay Code, Pay code Description, Total Hrs, Standard Rate of Pay, OT Rate of Pay.			
72	Report	Ability to run a report to track OT (including pensionable vs. non pensionable).	Meayki Batie	15	
74	Report	Ability to display, save and print individual employee or a group of employees timesheets for one or multiple pay periods.	Finance	15	
75	Report	Ability to report on who entered time/punches for an employee.	Finance	15	
76	Report	Ability to report on who approved a timesheet for an employee.	Finance	15	
79	Report	Ability to report on salaries and job titles.	Laura Voitle	10	
80	Report	Ability to report on employee time entered, time edits, work schedule, previous pay period corrections, leave requests, leave types, tardies, employee documents i.e.. write ups.	Anquette Graham	15	
81	Report	Ability to report on pay increases of an employee over a specified time period.	Brandi Shatto	15	
82	Report	Ability to run a Position Control report to include LOB (Dept), Cost Center, Title Code, Title Description, Position Id, Position	Finance	15	

		Description, Authorized FTE, Filled FTE, Vacancy.			
83	Report	Ability to run a Position Control report to include LOB[Line of Business?] (Dept), Cost Center, Title Code, Title Description, Position Id, Position Description, Employee ID, Employee Last Name, Employee First Name, %Full Time, Pay Rate, Appointment Date, Special Pay, DROP status, Pay Grade, Min Pay Range, Max Pay Range.	Finance	15	
86	Report	Ability to run a deduction Loan Report to include: Deduction Type/Plan, Employee Id, Employee Name, Deduction Amount, Year to Date Deduction Amount, Goal to Date Amount, Total Goal Amount.	Finance	15	
91	Report	Report on all employee schedules	Claudia / BFA	15	
92	Report	Report on all employee schedule changes	Claudia / BFA	15	
93	Report	Report on all approvals to schedules	Claudia / BFA	15	
94	Report	Report on all leave codes entered by pay period	Claudia / BFA	15	
95	Report	Report on all time worked whether straight time, OT, etc including leave codes daily and by pay period	Claudia / BFA	15	
98	Report	Report on changes to leave codes and quantity entered	Claudia / BFA	15	
99	Report	Report on time approvals and by who and when	Claudia / BFA	15	
100	Report	Report on time charged to networks (all types of time)	Claudia / BFA	15	

101	Report	Report on time charged to Internal Orders (all types of time)	Claudia / BFA	15	
102	Report	Report on time not charged to any cost object	Claudia / BFA	15	
103	Report	Report on fringe (employee elections and costs to employer by employee)	Claudia / BFA	15	
108	Report	List of employees, salary, time in current position, hire date, termination date, etc. by profit center	Claudia / BFA	15	
109	Report	Report by benefits paid by employee (tuition, car allowance, phone allowance, etc)	Claudia / BFA	15	
110	Report	Report on employees and supervisor (org structure based)	Claudia / BFA	15	
112	Report	Report of scheduled leave from the system	Claudia / BFA	15	
113	Report	Report on employees by type (temporary employees, MAPS, CWA)	Claudia / BFA	15	
114	Report	Report on employees by classification	Claudia / BFA	15	
115	Report	Report on employees on Special Assignment	Claudia / BFA	15	
116	Report	Report on employees last merit or other pay increase	Claudia / BFA	15	
117	Report	Report on employee's salary history (will not have historical data--begins at implementation date)	Claudia / BFA	15	
120	Report	Reports on hours scheduled and worked by employee over time periods	Claudia / BFA	15	
121	Report	Leave liability reports	Claudia / BFA	15	
125	Report	Reports on payroll by pay period	Claudia / BFA	15	
140	System	Ability to mass populate holidays.	General Time Entry	5	
152	System	Ability for Managers/Timekeepers to view leave balances and leave history for all employees in their organizational structure.	General Time Entry	15	

35	Entry	Ability to move supervisors to a different organizational structure.	Erica Stephens	5	
59	Notifications	Ability to send notifications to employees (reminders, deadlines)	Staff Assistants	5	
61	Notifications	Ability to send notifications to supervisors/managers (reminders, deadlines, offenses).	Erica Stephens	5	
62	Notifications	Ability to send notifications when offenses are entered, including a notification when nearing a threshold for disciplinary action.	Erica Stephens	5	
69	Report	Ability to run a report by pay period, pay location, pay code, and account number which displays the following fields: pay period, employee ID#, employee name, pay code, # hrs worked, total.	Shian Sparks	15	

77	Report	Ability to run an Employee Detail report by Pay Location with or without Labor Distribution. The following fields display on the report: Pay period end date, division #, anniversary date, employee ID#, employee name, vacation # available and accrual amount, hourly rate of pay, salary, sick amount available and accrual amount, employee type, pay code, hrs worked, total hrs worked, rate of pay, account #.	Shian Sparks	15	
84	Report	Ability to run Control Reports (All, Pay, Fringe, Deductions) to include: Pay Code/Category, Open Balance, Current Activity, Cancelled/Adjustments, Closing Balance Grouped by Pay, Deductions, and Reimbursements.	Finance	15	
85	Report	Ability to run a deduction Report to include: Deduction Type/Plan, Open Balance, Current Activity, Cancelled/Adjustments, Closing Balance.	Finance	15	
87	Report	Ability to run a leave Liability Report to include: Process Date, Employee Id, Employee Last Name, Employee First Name, Payroll Number, Employee Status, Cost Center Leave Category Code, Leave Accrual Rate, Leave As of Date, Leave Balance (Hours), Pay Rate (As Hourly Rate for all employees), Liability Amount.	Finance	15	

90	Report	Report on demand to show OT entered but not necessarily approved. Also a worklet with the same for key staff to have access to.	Anessa Coffey*	15	
96	Report	Report on any schedule overrides	Claudia / BFA	15	
97	Report	Report on changes to time worked	Claudia / BFA	15	
104	Report	Report on any changes to time worked, who and when	Claudia / BFA	15	
105	Report	Report on changes to time and leave applied after payroll closes	Claudia / BFA	15	
107	Report	Position control	Claudia / BFA	15	
111	Report	Can we schedule time off in the system?	Claudia / BFA	15	
118	Report	Report on evaluation status	Claudia / BFA	15	
119	Report	Reports on goals and status	Claudia / BFA	15	
122	Report	PTO accrued by employee report	Claudia / BFA	15	
123	Report	Reports on vacancies by profit center	Claudia / BFA	15	
124	Report	Report on delegation of approval authority for timekeeping	Claudia / BFA	15	
126	Report	Restrictions on access to certain reports	Claudia / BFA	15	
127	Report	Restrictions on access to certain timekeeping activities	Claudia / BFA	15	

128	Report	Chief People Office & O.D. Specialist reporting to CPO will have immediate access to all H.R. Reports for GRU employees - both standard and custom reports.	Cheryl	15	
132	Security	Ability for designated crew leaders to enter time for all employees on the crew.	Craig Anderson	30	
134	Security	Ability for a designated work group to update Network and Internal Order numbers on demand in the system. (Can we manually add/remove an IO/Network from WD directly if needed?)	Finance	20	
135	Security	Ability for designated personnel (Executive Assistants and Officers) to have access to all employee records in an entire Profit Center.	Laura Voitle/Christine Kunkel	20	
136	Security	Ability for designated personnel (Chief People Officer, CPO's Organizational Development Specialist, GM's Office Manager) to have access to all employee records for entire utility employee base.	Cheryl McBride	15	

148	System	Ability to distinguish between straight pay and overtime.	Erica Stephens	20	
155	System	Ability to import employee schedules into Workday.	Anquette Graham	100	
160	System	Pay code dropdown list should display code values. At the beginning of the text field. Ex: 03 Overtime, 03C Overtime Callback, DOTS Overtime Direct-Scheduled.	General Time Entry	5	

161	Technical	<p>GRU requires real-time data transfer between SAP and WorkDay, utilizing any necessary APIs to assimilate the needed data.</p> <p>SAP will update WorkDay IO's and Networks using APIs and an Azure middleware layer.</p> <p>WorkDay will make payroll data available to SAP utilizing APIs</p>	IT	25	Time to support/troubleshoot with GRU
162	Technical	<p>GRU requires use of WorkDay's RaaS interface API functionality to consume the needed data</p>	IT	25	Time to support/troubleshoot with GRU
163	Technical	<p>GRU requires polling of WorkDay for notification of payroll (as opposed to e-mail triggering)</p> <p>WorkDay to provide API access for SAP polling through the Azure middleware layer.</p>	IT	25	Time to support/troubleshoot with GRU