RESOLUTION - ACTION REQUESTED 2020-234

MEETING: May 5, 2020

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Approve Enterprise Resource Planning ERP Contract with Graviton Consulting and Oracle

RECOMMENDATION AND JUSTIFICATION:

Approve Enterprise Resource Planning (ERP) Agreement with Graviton Consulting and Oracle; and Authorize Board of Supervisors Chair to Sign.

Staff recommends entering an agreement with Graviton Consulting and Oracle to replace its Enterprise Resource Planning System.

The County's Enterprise Resource Planning (ERP) System, also frequently called the "financial system", "HTE", or "AS400", is now forty years old and approaching the end of its useful life. It was twelve years old when Mariposa County acquired it in 1992. This system is critical to County operations and includes central elements of budget, financial management, human capital management, and payroll.

In anticipation of the need for a new ERP, the Board directed staff to pursue a new system, approved an agreement with Government Finance Officers' Association (GFOA) to guide a procurement and contracting process, and set aside money to pay for the replacement.

The lengthy and thorough GFOA-led process engaged staff and stakeholders from all areas of the County to first evaluate our own processes, identify valuable improvements to our processes, and then seek vendors who could meet County needs. Seven bids were received and evaluated. Final candidates were subjected to four days of in-person interviews and demonstrations of their software. The Graviton-Oracle partnership was selected based upon its performance and feedback from all staff who were involved in the process and we are confident this solution will meet our needs.

In addition to streamlining and automating processes, the selected system would be cloud-based. This feature eliminates the need for local maintenance, allows for remote access and telework, and ensures the product will always be up to date. It will facilitate better budget and financial
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management practices, such as the use of purchase orders and transparent access for the public, while also enabling better analysis of financial data and stronger controls against misuse and abuse of county funds.

GFOA has negotiated the contract on our behalf, leveraging decades of experience in municipalities across the US to ensure we have a contract that supports our needs and ensures success. The resulting agreement has no costs in the current fiscal year, a total cost of $1,452,465 in Fiscal Year 2021, $735,227 in Fiscal Year 2022, and ongoing maintenance costs of approximately $300,000 per year. There are sufficient funds in the Technical Service Reserve Fund (446) and other non-General Funds (such as a portion to be paid through HHSA) to pay for installation costs. Maintenance costs will continue to be budgeted on an annual basis.

Staff acknowledges that the ERP replacement is an expensive enterprise and that the timing for this project may not seem ideal. At the same time, failure to move forward at this time will likely be even more costly to the County. Social distancing and shelter-in-place requirements associated with COVID-19 have highlighted many of the challenges associated with current legacy systems that are based on local servers maintained by local staff, paper-based exchanges of information, workarounds through hundreds of shadow systems and social proximity. Telework is difficult or impossible when working with AS400.

The few technicians that still know how to work with our old systems are also retiring and dramatically reducing options for service while those still in the field are increasing their fees to provide those services. Parts and developer support are no longer available.

The process by which the new system has been selected and the contract negotiated required the engagement of many employees over a period of more than a year and involved significant expense that is time-specific. If we were to postpone this decision, we would need to start over from the beginning.

This system has never been more important than it is today. Staff recommends approval of this agreement to keep the County moving forward.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The current ERP is a green screen system that hit the open market in 1980. Mariposa County acquired this system in 1992 and has used it ever since.

In 2013, and again in 2017, the Grand Jury recommended replacement of the ERP. In 2017, the Grand Jury concluded, "replacement of antiquated software managed on the County's computer systems by in-house staff should become a higher priority for the Board."

The Board had already begun setting aside some one-time revenue for replacement of the ERP and other antiquated systems in 2015. Approximately $1 million has been saved for technical upgrades to date.
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County staff conducted an in-house procurement process to select an ERP in 2016. Two systems were reviewed, but no selection was made at that time.

In December 2018, the Board approved a Request for Proposals to retain a consultant to guide the ERP replacement process. GFOA was selected in February 2019.

On February 11, 2020, the Board received an ERP presentation, which outlined the selection process and discussed next steps.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board could request a modification to the contracts or could not approve them, and the County would continue to work with AS400.

FINANCIAL IMPACT:
No costs will be incurred in this fiscal year FY20. Costs incurred in next fiscal year FY21 ($1,452,465) will be included in the FY21 budget and will be taken primarily from the Technical Services Reserve Fund (446).

ATTACHMENTS:
Graviton Contract (DOC)
Exhibit A Statement of Work and Cost Proposal (DOCX)
Attachment A to Exhibit A – Functional Requirements (PDF)
Oracle DLT 5 Year Price Quote (PDF)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
AGREEMENT FOR ENTERPRISE RESOURCE PLANNING (ERP)
SOFTWARE IMPLEMENTATION

THIS AGREEMENT ("Agreement") is made and entered into this 5th day of May, 2020, by and between the County of Mariposa, a political subdivision of the State of California, ("County"), and Graviton Consulting Services, an independent contractor ("Contractor"), (collectively, "the Parties") as pursuant to the following terms and conditions.

WITNESSETH:

1. SCOPE OF SERVICES

Contractor agrees to provide to County, under the terms and conditions of this Agreement, the mutually agreed upon consulting services (the "Services") and deliverables ("Work Products") which are described in the Statement of Work (SOW) attached in Exhibit A Statement of Work and Cost Proposal.

2. CHANGES TO THE SOW OR THIS AGREEMENT

At any time prior to completion of Services or a Work Product under the SOW, either party may request that a change (including without limitation, a modification, addition or reduction) be made to the SOW. Any such changes shall be by written amendment detailing the changes involved and any related changes to the schedule and charges (a "Change Order"). Contractor shall not proceed with any work beyond the scope of work set forth in the SOW until a written change is executed by an Authorized Representative of each party. The County shall not be liable for any additional fees without an approved Change Order.

3. TERM

The term of this Agreement shall commence when fully executed and terminate thirty (30) days after completion of all Services.

4. COMPENSATION

Contractor shall be compensated for Services performed in an amount not to exceed that listed within Exhibit A Statement of Work and Cost Proposal.

For Services and Work Product provided on a time and materials basis as stipulated in the Statement of Work, County shall pay Contractor in accordance with the hourly rates of set forth, exclusive of sales, use and similar taxes. For Services and Work Products provided on a fixed price basis, the Contract shall submit an invoice for any approved milestone or deliverable payment after County’s acceptance of such milestone or deliverable. All fixed price payments will be identified in each applicable SOW, and unless otherwise stated include all expenses.
All undisputed invoices shall be due and payable within thirty (30) days from the date of receipt of the invoice. The County must notify Contractor of any concern or dispute with respect to an invoice within thirty (30) days from the date of receipt of the invoice or the invoice shall be presumed accepted.

5. ACCEPTANCE

Acceptance criteria for Services and Work Products shall be set forth in the SOW. The County must inspect the Services and Work Products upon Contractor’s delivery of such Services or Work Products to confirm conformance with acceptance criteria. Unless otherwise stated in the SOW, if Contractor has not received written notice from County within five (5) business days, following Contractor’s notification to County of completion of the Services or delivery of the Work Products, the applicable Services or Work Products will be deemed accepted by County. If the SOW does not contain acceptance criteria, the applicable Services or Work Products will be deemed accepted by County on the date of delivery unless Contractor receives written notice from County specifying the reason for non-acceptance within five (5) business days after Contractor’s completion of the Services or delivery of the Work Products.

6. INSURANCE

Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL); Insurance Services Office (ISO)Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: ISO Form Number CA 00 01 covering any auto, (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limits no less than $1,000,000 per accident for bodily injury and property damage.

3. Workers’ Compensation insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

4. Professional Liability (Errors and Omissions): Insurance appropriate to the Contractor’s profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate.
If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

B. OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provision:

(1) Additional Insured Status: The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 forms if a later edition is used).

(2) Primary Coverage: For any claims related to this Agreement, the Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

(3) Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

(4) Waiver of Subrogation: Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

(5) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(6) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the County.

(7) Verification of Coverage: Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide
them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

(8) Subcontractors: Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors.

(9) Special Risks or Circumstances: County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

7. **HOLD HARMLESS/INDEMNIFICATION**

Contractor shall hold harmless, defend and indemnify County and its officers, employees, agents, and volunteers, from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor’s performance or subcontractor’s performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of County.

8. **INDEPENDENT CONTRACTOR**

It is the expressed intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venturer or partner of County. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Agreement.

9. **PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)**

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **STATE AND FEDERAL TAXES**

As Contractor is not County’s employee, Contractor is responsible for paying all required state and federal taxes. In particular:

a. County will not withhold FICA (Social Security) from Contractor’s payments;
b. County will not make state or federal unemployment insurance contributions on behalf of Contractor;
c. County will not withhold state or federal income tax from payment to Contractor;
d. County will not make disability insurance contributions on behalf of Contractor;
e. County will not obtain workers’ compensation insurance on behalf of Contractor.

11. ASSIGNMENT

It is understood and agreed that this Agreement contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Agreement will be permitted only with the express written consent of the County.

12. NOTICE

Any and all notices, reports or other communications to be given to County or Contractor shall be given to the persons representing the respective parties at the following addresses:

**CONTRACTOR:**
Graviton Consulting Services
Attn: Vineet Srivastava
Phone: 916-337-6551
Email: vineet@gravitonconsulting.com

**COUNTY:**
County of Mariposa
Attn: Leigh Westerlund
Email: lwesterlund@mariposacounty.org
Phone: 209-742-1234

13. COMPLIANCE

Contractor shall comply with all federal, state and local laws, codes, ordinance and regulations applicable to Contractor’s performance under this Agreement, including, but not limited to, laws related to prevailing wages. Specifically, Contractor shall not engage in unlawful employment discrimination, including, but not limited to, discrimination based upon a person’s race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation, as prohibited by state or federal law.

14. PUBLIC RECORDS ACT

Contractor is aware that this Agreement and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the Contractor to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
15. **ENTIRE AGREEMENT AND MODIFICATION**

This Agreement contains the entire agreement of the parties relating to the subject matter of this Agreement and supersedes all prior agreements and representations with respect to the subject matter hereof. This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning the scope of services which do not affect the agreed price may be modified by mutual written consent of the Contractor and the County. If there are exhibits attached hereto, and a conflict exists between the terms of this Agreement and any exhibit, the terms of this Agreement shall control.

16. **ENFORCEABILITY AND SEVERABILITY**

The invalidity or enforceability of any term or provisions of this Agreement shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

17. **TERMINATION AND RIGHTS UPON TERMINATION**

   A. This Agreement may be terminated upon mutual written consent of the parties, or as a remedy available at law or in equity. In the event of the termination of this Agreement, Contractor shall immediately be paid all fees earned as of the effective date of termination for all milestone payments that at the time of cancellation have not yet been accepted, Contractor shall be paid for the proportion of work completed.

   B. The County may terminate this Agreement for convenience upon thirty (30) calendar days’ written notice to Contractor.

   C. Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County, at its option, may terminate this Agreement by giving written notification to Contractor. The termination date shall be the effective date of the notice. For the purposes of this subsection, default or material breach of this Agreement shall include, but not be limited to, any of the following: failure to perform required services in a timely manner, willful destruction of County property, dishonesty, or theft.

   D. Upon termination of this Agreement for any reason, including expiration, Contractor shall place no further orders nor enter into subcontracts for materials or services unless it is necessary in accordance with agreed upon wind-down disentanglement procedures. Contractor shall, upon receipt of termination notice, unless otherwise directed by the County (i) take such action as may be necessary for the protection and preservation of the County’s materials and property; and (ii) shall act in good faith to mitigate costs to County.

   E. In the event of termination of this Agreement, County shall pay for completed Work Products delivered as well as for Services performed by Consultant through the date of termination, including completed milestones/deliverables and partially completed milestones/deliverables. For partially completed milestones/deliverables, Contractor and County shall mutually agree on the proportion of work completed and payment amounts should equal the same proportion of the milestone/deliverable payment amount.
F. In the event of any termination, Contractor and County shall mutually agree upon “wind-down” disentanglement procedures to include, without limitation, the scope, staffing, and costs required by such procedures. Such services shall be paid to Contractor on a time and materials basis at the rates listed in this Agreement or SOW. If this Agreement is terminated by County for cause, Contractor shall deliver County data in a commercially reasonable form to County and assist and cooperate with necessary transition tasks at no additional cost.

18. **FORCE MAJEURE**

In the event either party is delayed or prevented from performing this Agreement due to any cause beyond its reasonable control, including but not limited to, natural disaster, strike, civil unrest, embargo, court order or acts of God, such delay shall be excused during the continuance of such delay, and the period of performance shall be extended to such extent as may be reasonable to perform after the cause of delay has been removed. In the event any such delay continues for a period of more than ninety (90) days, either party may terminate any SOW under which performance is delayed upon written notice to the other party. In the event of any such termination, County shall pay Contractor for work performed through the effective date of termination.

19. **NO WAIVER**

The failure to exercise any right to enforce any remedy contained in this Agreement shall not operate as to be construed to be a waiver or relinquishment of the exercise of such right or remedy, or of any other right or remedy herein contained.

20. **DISPUTES**

Any dispute, disagreement, claim or controversy between the parties arising out of or relating to this Agreement (the “Disputed Matter”) shall be resolved by mutual agreement by first having the Project Manager for Contractor and the Project Manager or Project Leader for County meet to endeavor to resolve such dispute. If a resolution to such dispute does not occur during such meeting or within five (5) business days thereafter, the parties agree to elevate the dispute to a meeting of the County’s Project Steering Committee. If either of the representatives at this level concludes, after a good faith attempt to resolve the Disputed Matter, that amicable resolution through continued negotiation does not appear likely, either party may seek relief by mediation and/or legal action.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Mariposa, State of California.

During the pendency of a dispute between the parties, Notwithstanding anything to the contrary contained herein, and even if any problem or other dispute arises between the parties and regardless of whether or not it requires at any time the use of the dispute resolution procedures described above, in no event nor for any reason shall Contractor will not interrupt or suspend or terminate the provision of Services to County or perform any action that prevents, impedes, or reduces in any way the provision of Services or County’s ability to conduct its activities, unless
authority to do so is granted by County or conferred by a court of competent jurisdiction the nature of the dispute makes progress of the Services infeasible.

21. CAPTIONS

The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. NUMBER AND GENDER

In this Agreement, the neutral gender includes the feminine and masculine, the singular includes the plural, and the word “person” includes corporations, partnerships, firms or associations, wherever the context so requires.

23. MANDATORY AND PERMISSIVE

“Shall” is mandatory. “May” is permissive.

24. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

25. COUNTERPARTS

This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

26. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

27. CONTROLLING LAW

The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

28. AUTHORITY

Each party and each party’s signatory warrant and represent that each has full authority and capacity to enter into this Agreement in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the agreement shall comply with all requirements of law, including capacity and authority to amend or modify the Agreement.
29. NEGOTIATED AGREEMENT

This Agreement has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Agreement within the meaning of California Civil Code section 1654. Each party represents and warrants that in executing this Agreement it does so with full knowledge of the rights and duties it may have with respect to the other party. Each party also warrants and represents that it has received independent legal advice from its attorney with respect to the matters set forth in this Agreement and the rights and duties arising out of this Agreement, or that such party willingly foregoes any such consultation.

30. NO RELIANCE ON REPRESENTATIONS

Each party warrants and represents that it is not relying and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Agreement, have been independently verified. Each party further understands that it is responsible for verifying the representations of law or fact provided by the other party.

31. WARRANTY

Consultant warrants that (a) the services it provides hereunder will be performed in a professional and workmanlike manner in accordance with industry standards; (b) it will perform the Services in a manner that complies with all applicable laws and regulations; (c) that it and its personnel have obtained and will maintain any necessary certifications, clearances, and is authorized to provide consulting services related to configuration of the Oracle software in scope or other third party products furnished by Contractor listed in the SOW, and (d) that it will staff the project with an appropriate number of skilled and experienced consultants.

Further, for a period of three months from the date of Final Acceptance of each phase and for One Time System Events that would occur beyond the standard warranty term, Contractor further warrants that the Services and Deliverables will conform to the SOW, including the functional requirements. For purposes of this section, One Time System Events shall include Client’s year-end close, CAFR development, 1099 generation, fixed asset depreciation, encumbrance rollover, interest apportionment, budget development (including operation, personnel/position, and capital) and load of budget to GL, W-2 generation, benefit open enrollment, and any required tax reporting, state reporting, or pension reporting.

32. DATA SECURITY - CONFIDENTIALITY

A. Acknowledgment of access to information characterized as covered data: Both parties acknowledge that this Agreement may allow either party access to the other party’s confidential information or information provided by the other party including, but not limited to, personal information, records, data, or financial information ("Covered Data") notwithstanding the manner in which or from whom it is received, which is subject to state laws that restrict the use and disclosure of the received information, including the California Information Practices Act (California Civil Code Section 1798 et seq.), California Constitution Article 1, Section 1, and other existing relative or future adopted State and/or Federal requirements. Both parties shall maintain the privacy of, and shall not release, Covered Data without full compliance with all
applicable state and federal laws, the provisions of this Agreement and prior written consent of the other party. Both parties agree that they will include all of the terms and conditions contained in this clause in all subcontractor or agency contracts providing services under this Agreement. Where a federal, state or local law, ordinance, rule or regulation is required to be made applicable to this Agreement, it shall be deemed to be incorporated herein without amendment to this Agreement.

B. Prohibition on unauthorized use or disclosure of Covered Data: Both parties agree to hold Covered Data received from or created on behalf of the other party in strictest confidence. Either party shall not use or disclose Covered Data except as permitted or required by this Agreement or as otherwise authorized in writing by the other party. If required by a court of competent jurisdiction or an administrative body to disclose Covered Data, either party will notify the other party in writing prior to any disclosure in order to give the County an opportunity to oppose any such disclosure. Any work using, or transmission or storage of, Covered Data outside the United States is subject to prior written authorization by County.

C. Safeguard standard: Both parties agree that they will protect the Covered Data according to commercially acceptable standards and no less rigorously than they protect their own confidential information, but in no case less than reasonable care. Both parties shall develop, implement, maintain and use appropriate administrative, technical and physical security measures which may include but not be limited to encryption techniques, to preserve the confidentiality, integrity and availability of all such Covered Data.

D. Return or destruction of Covered Data: Upon termination, cancellation, expiration or other conclusion of this Agreement, both parties shall return the Covered Data to the other party unless the other party requests that such data be destroyed. This provision shall also apply to all Covered Data that is in the possession of subcontractors or agents of either party. Both parties shall complete such return or destruction not less than thirty (30) calendar days after the conclusion or termination of this Agreement. Within this thirty (30) day period, both parties shall certify in writing to the other party that the return or destruction has been completed.

E. No third-party rights: Nothing in this Agreement is intended to make any person or entity who is not signatory to the Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.

33. INTELLECTUAL PROPERTY RIGHTS/LICENSE

Unless Contractor and the County agree otherwise in writing, the Work Products developed for County by Contractor pursuant to this Agreement and any SOW shall be considered “works made for hire” as defined in the Copyright Act, 17 U.S.C. §101, and shall belong to County. The foregoing provisions do not apply to any third party works or products provided by Contractor to County or to Contractor Know-How (as defined below).

Contractor Know-How and License. County acknowledges that Contractor’s business depends substantially on the accumulation of expertise, methodologies and general materials that Contractor utilizes and develops during engagements for clients. Accordingly, County agrees that Contractor shall retain all right, title and interest in and to all “Contractor Know-How;”
which includes all discoveries, concepts, and ideas, software, scripts and utilities whether installed on end-user equipment County equipment or Contractor equipment, business processes, proposals, methodologies, delivery strategies, approaches and practices, solutions, programs, training materials, templates, documentation, all whether or not they can be registered under patent, copyright or similar statutes, trademarks, trade secrets, as well as modifications and improvements thereof, which Contractor, its agents or employees, whether alone or jointly with others, conceives, makes, develops, acquires or obtains knowledge of at any time before, after or during the term of this Agreement without breach of Contractor's duty of confidentiality to County. To the extent Contractor Know-How is included in or reflected in any Work Product delivered hereunder, County shall (i) have a limited perpetual, personal, irrevocable, nonexclusive, worldwide, and royalty free license to use, execute, reproduce, and modify the Contractor Know-How, but only for Client's internal use in conjunction with the Work Products and (ii) be allowed to share the Work Products with other governmental entities or third party vendors with a need to access information contained within the Work Products as part of their scope of work with the County.

34. FUNDING AVAILABILITY

It is mutually agreed that if the County budget of the current fiscal year and/or any subsequent fiscal years covered under this Agreement does not appropriate sufficient funds for this Agreement, this Agreement shall terminate and be of no further force and effect upon the day notice is provided by County to Contractor of such event. Upon termination of this Agreement, the County shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement except for services rendered prior to such termination and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement. County budget decisions are subject to the discretion of the Board of Supervisors.

If funding for any fiscal year is reduced or deleted by the County budget for purposes of this Agreement, the County shall have the option to either cancel this Agreement with no liability occurring to the County, except County must reimburse Contractor for services rendered prior to such reduction or modification of the County budget, or offer an Agreement amendment to Contractor to reflect the reduced amount.

35. SUBCONTRACTORS

Contractor shall not be entitled to subcontract the performance obligations provided herein to any other party without the prior written consent of County. Contractor shall not be allowed to assign any rights, except monies which may become due under this Agreement, without the prior written approval of County.
Contractor shall be fully responsible for all acts and omissions of its subcontractors to the same extent that Contractor is responsible for the acts and omissions of persons directly employed by it. Nothing in this Agreement shall create any contractual relationship between any subcontractor and County or any obligation on the part of County to pay or to see the payment of any monies due any subcontractor.

36. KEY PERSONNEL

The County shall have the ability to interview and approve key personnel proposed by Contractor for the project. The County shall have the right to dismiss key personnel from the project for cause by informing the Contractor of reason for dismissal. Other than for reasons outside of Contractor’s control (e.g., death disability, illness, family or medical leave or cessation of employment with Contractor), Contractor shall not remove or transfer a person filling a Key Personnel role without the prior written approval of County.

37. ORDER OF PRECEDENCE

If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) the terms and conditions set forth in this Agreement; 2) the Statement of Work and Cost Proposal.

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

COUNTY OF MARIPOSA

Kevin Cann, Chair
Board of Supervisors

CONTRACTOR

Vineet Srivastava, President
Graviton Consulting Services

ATTEST:

Rene LaRoche
Clerk of the Board

APPROVED AS TO FORM:

Steven W. Dahlem
County Counsel
Exhibit A

Statement of Work and Cost Proposal

Oracle Cloud ERP

for

County of Mariposa

GRAVITON
CONSULTING SERVICES
Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

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Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

Introduction
The County of Mariposa ("the County") and Graviton Consulting Services ("Graviton") agree that Graviton will provide professional services to the County as outlined in the subsequent sections of this document.

The County is a rural county located in the central Sierra Nevada foothills. The County encompasses the grandeur of Yosemite Valley, Wawona, and Tenaya Lake among other highlights in Yosemite National Park. It is also home to places of significance in Native American and California pioneer history. The county has a population of approximately 18,000, and there are no incorporated cities.

County government contains 19 departments and over 500 employees.

The County however is changing, and expectations on County government are increasing. The County’s current administrative system, a DOS-based AS400 enterprise resource planning (ERP) software has been used for almost thirty years. As the software reaches end of life, the County has need to both transition to a modern system and to update related business processes and policies. After a competitive RFP process, the County selected Graviton Consulting and Oracle as partners for this engagement. This SOW identifies the project scope, processes, and expectations for both the County and Graviton Consulting in working to meet the County’s goals and requirements.

Project Goals
With this project, the County aims to improve business processes, gain efficiencies, simplify and standardize use of systems, and install leading public sector ERP functionality. Across each of the functions in scope for this project, the County has identified goals that will be actively managed throughout the project and by which ultimate success of the project shall be judged.

Accounting / General Ledger and Project/Grant Accounting
The County is using this project as an opportunity to completely redesign the chart of accounts. In addition, the County is looking forward to using the new system to help automate and streamline processes, eliminate use of shadow systems to track project/grant or managerial data, and leverage reporting tools that provide current, accurate, and relevant data to managers.

Project Goals:
- Reduce the use of spreadsheets at department level to track capital projects, budget availability, grants, and other reporting needs
- Use the system for accurate and timely reporting on budget
- Use the system for reporting needs at a department level
- Provide better budget control to reduce the need for budget adjustments and contract amendments

Budget Preparation
The County will use the ERP system to manage the development of both operating and capital budgets. Using data from the system, the County expects the system to provide forecasting, analytic, and scenario planning tools to help County officials decide on allocation of resources. For each the capital and operating budget, the County will be making significant changes to both simplify the County’s budget process and align it with recognized best practices. In addition, the County expects to use the
Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

budget tool to prepare long-term forecasting for the County that projects and analyzes expense and revenue trends, expected capital expenditures, capital needs, and other cost and revenue drivers for the organization.

- Operating Budget – The County will prepare an operating budget that includes a position budget. Departments will submit budget requests in the system for consideration into a countywide budget. Within each fund, budgets will be displayed by both department and program.
- Capital Budget – The County will prepare both a capital budget and multi-year capital improvement plan (CIP).

Project Goals

- Develop a program budget
- Develop 5-year capital improvement plan (CIP)

Procurement / Accounts Payable

The County operates with a decentralized purchasing function. However, the County is using this project as an opportunity to implement revised purchasing policies that will require a more formal approach to purchase requisitions, purchase orders, RFPs/bids, contracts, and p-card usage. The County is looking to implement streamline processes where no formal processes exist today. For accounts payable, the County will implement best practices featuring electronic workflow, modern security and internal controls, and efficient processes.

Project Goals:

- Reduce direct payment of invoices and require approval before purchase is made
- Reduce time to pay vendor or reimburse employees
- Increase the number of vendors paid electronically
- Increase p-card usage and transparency around p-card data
- System is used to monitor and manage spending on contracts

Inventory

Several departments have the need to track and manage inventory as part of their business operations. The County currently does not have an enterprise-wide system for managing inventory and departments have been relying on existing legacy systems, spreadsheets, and other manual tools to meet needs. With the project the County is looking for a system that can be applied to departments with a need. Primary considerations for use of the inventory module include:

- Vehicle maintenance inventory
- Sheriff’s office supply inventory
- Public Work’s sign inventory
- Information technology inventory
Project Goals:

- Allow managers and other staff to monitor inventory quantities using the system

Treasury / Cash Management

Having an integrated system that all departments can use to manage treasury and cash receipts functions will allow the County to take an enterprise approach to accounts receivable. With the systems, departments without a specialized billing system will be able to utilize the ERP system for miscellaneous billing, aging, cash receipts, and reporting. For departments with a detailed billing system (such as property tax or utility billing), the ERP system will provide an interface so that all accounts receivable and cash receipts can be aggregated in one system.

Project Goals:

- Implement accounts receivable system that provides accurate reporting
- Eliminate use of intra-County invoices
- Develop interface to automate exchange of information from third party billing systems
- Automated bank and credit card reconciliations

Capital Assets / Asset Management

The County has a need for both basic capital asset reporting to satisfy accounting standards and for a tool to assist staff with managing those assets. Capital asset functions are managed together between the Auditor’s office and the departments that control the assets. For capital assets, the County requires that the system perform all necessary accounting transactions. For non-capital assets falling outside the definition of a capital asset, the County will need a system for departments to track. With all assets, the County performs regular maintenance on the assets and is looking for a system to track work orders, identify preventative maintenance needs, budget for replacement costs, and analyze the total life-cycle costs of ownership. Primary considerations for use of the work order functions include:

- Fleet management
- Facilities
- Information Technology
- Roads

Project Goals:

- Track all assets in one system
- County assets are linked to County GIS
- County can report on total cost of maintaining vehicles
- County capitalizes project cost from project accounting system and include both contracted and internal costs
Position Control
With position control, the County expects to define unique position numbers in the system and associate positions with job classifications that will maintain information across a number of similar positions (such as salary grade/step, bargaining unit, benefit information, etc.). The County also expects a position control system to enforce position budgets and maintain historical information on positions as they are modified and re-classified over time.

Project Goals:
- Define positions and job classifications that allow for efficient administration of personnel budget and position control
- Track position history

Human Resources
Implementation of a human resource system for the County will provide many benefits and allow the County to automate processes, eliminate redundant tracking and storage of forms, utilize system tools for greater efficiencies, and provide additional benefits to employees. With the initial implementation, the County will focuses on establishing a core human resource system that provides electronic employee file, electronic personnel actions, integrated benefit management, and employee evaluations. Additional functionality for more advanced human resource management will be deferred to later phase.

Project Goals:
- Use the system to manage one shared employee file between the human resources department and an employee’s department
- Implement electronic personnel action form
- Provide self-service tool to employees
- Centralized tracking of employee certifications and ongoing requirements to maintain certification
- Electronic onboarding

Payroll / Time Entry
In addition to moving to a new payroll system that avoids manual calculations, the County will use this project as an opportunity to transition to bi-weekly pay and to automate much of the payroll process. In implementing a new time entry and payroll process, the County will focus on simplifying the process and will use opportunities prior to go-live to simplify payroll rules.

Project Goals:
- Implement bi-weekly payroll and successfully transition all employees to bi-weekly payroll
- Ensure that employees are paid only for time worked (County currently pays on last day of pay period and workers estimate hours)
- Reduce unnecessary error correction with payroll
- Allow employees to charge labor costs to project and program
- System used to track and communicate leave accruals
Project Scope
The project scope includes all tasks necessary for delivering the overall project criteria for success, implementation of the scope identified in this section as defined by the appropriate roles and responsibilities of this SOW, and providing all services and Deliverables defined in this SOW.

Graviton will provide the services to implement and configure the Oracle Cloud products for the County. The project will be implemented in a phased manner as outlined in the subsequent section “Implementation Approach”. Graviton’s consultants will perform the work with a mix of Onsite and Offsite services.

Functional Scope / Modules
Graviton will implement the following as part of this project’s scope. Modules will cover all functional areas identified and more thoroughly described in Attachment A to this SOW (“the Functional Requirements”).

<table>
<thead>
<tr>
<th>Phase</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financials</td>
<td>General Ledger</td>
</tr>
<tr>
<td></td>
<td>Project &amp; Grant Accounting</td>
</tr>
<tr>
<td></td>
<td>Budgeting and Planning</td>
</tr>
<tr>
<td></td>
<td>Procurement</td>
</tr>
<tr>
<td></td>
<td>Accounts Payable</td>
</tr>
<tr>
<td></td>
<td>Inventory Management</td>
</tr>
<tr>
<td></td>
<td>Billing</td>
</tr>
<tr>
<td></td>
<td>Accounts Receivables</td>
</tr>
<tr>
<td></td>
<td>Treasury &amp; Cash Management</td>
</tr>
<tr>
<td></td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
</tr>
<tr>
<td></td>
<td>Asset Management</td>
</tr>
<tr>
<td>Human Resources/Payroll</td>
<td>Global HR</td>
</tr>
<tr>
<td></td>
<td>Benefits Administration</td>
</tr>
<tr>
<td></td>
<td>Employee Evaluation</td>
</tr>
<tr>
<td></td>
<td>Employee Self Service</td>
</tr>
<tr>
<td></td>
<td>Position Management</td>
</tr>
<tr>
<td></td>
<td>Payroll</td>
</tr>
</tbody>
</table>

Interfaces
The following table provides the list of Interfaces that will be developed as part of this project. For ease of cross-reference, the Requirement # in the table corresponds to the Requirement # published in the RFP.

<table>
<thead>
<tr>
<th>Req #</th>
<th>Function</th>
<th>Process</th>
<th>Requirement</th>
<th>Module / System</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>GL</td>
<td>Journal Entry</td>
<td>Users can import journal entries from spreadsheet (e.g., Microsoft Excel)</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>Req #</td>
<td>Function</td>
<td>Process</td>
<td>Requirement</td>
<td>Module / System</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>---------</td>
<td>-------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>19</td>
<td>GL</td>
<td>Journal Entry</td>
<td>Imported transactions from spreadsheets are validated using the same business rules as transactions made in the system</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>37</td>
<td>FINREP</td>
<td>Export</td>
<td>System data can be exported for use in other third party systems</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>145</td>
<td>PO</td>
<td>Purchasing Cards</td>
<td>System provides automatic transfer of information from bank with purchasing card transaction details</td>
<td>Oracle Fusion ERP for Self Service Cloud Service</td>
</tr>
<tr>
<td>146</td>
<td>PO</td>
<td>Purchasing Cards</td>
<td>Interface with bank provides amount, vendor, MCC code, vendor name, p-card holder, date</td>
<td>Oracle Fusion ERP for Self Service Cloud Service</td>
</tr>
<tr>
<td>147</td>
<td>PO</td>
<td>Purchasing Cards</td>
<td>System automatically identifies vendor based on file from bank</td>
<td>Custom-Built Functionality (see comment)</td>
</tr>
<tr>
<td>148</td>
<td>PO</td>
<td>Purchasing Cards</td>
<td>Any new vendor (not in vendor file) where P-card is used is added to vendor file</td>
<td>Custom-Built Functionality (see comment)</td>
</tr>
<tr>
<td>212</td>
<td>AP</td>
<td>Payment Process</td>
<td>System supports positive pay</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>216</td>
<td>AP</td>
<td>Refunds</td>
<td>System allows upload of refund payments from other systems (Property Tax, Utility Billing, Medical Billing, Other)</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>217</td>
<td>AP</td>
<td>Refunds</td>
<td>System updates third party system when refund check clears</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>252</td>
<td>AP</td>
<td>Tax Reporting</td>
<td>System can produce electronic file to send 1099 related forms to IRS</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>278</td>
<td>AR</td>
<td>Point of Sale</td>
<td>Credit card transactions are PCI compliant</td>
<td>(Out of scope at this time)</td>
</tr>
<tr>
<td>289</td>
<td>AR</td>
<td>Create Receivable</td>
<td>System allows for import of receivables (aggregate) from bills generated from external system (property tax, utility bill, medical bills)</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>290</td>
<td>AR</td>
<td>Cash Management</td>
<td>System allows import of daily bank activity and balances and reconciles to recorded receipts and disbursements</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>308</td>
<td>CA</td>
<td>Asset Acquisition</td>
<td>ERP system stores GIS information on asset or links to County GIS system for all infrastructure / facility assets</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
</tbody>
</table>
### Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

<table>
<thead>
<tr>
<th>Req #</th>
<th>Function</th>
<th>Process</th>
<th>Requirement</th>
<th>Module / System</th>
</tr>
</thead>
<tbody>
<tr>
<td>352</td>
<td>WO</td>
<td>Interface</td>
<td>System interfaces to County fuel system to update vehicle mileage</td>
<td>Oracle Fusion Supply Chain Execution Cloud Service</td>
</tr>
<tr>
<td>458</td>
<td>HR</td>
<td>Certifications</td>
<td>Interface to third party e-learning.</td>
<td>Fusion Learning Cloud Service</td>
</tr>
<tr>
<td>468</td>
<td>HR</td>
<td>New Hire</td>
<td>Interface to NeoGov to transfer information for new hire (from information provided during recruiting process)</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>469</td>
<td>HR</td>
<td>New Hire</td>
<td>System/NeoGov initiates new hire personnel action</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>471</td>
<td>HR</td>
<td>New Hire</td>
<td>System initiates new hire checklist as soon as information is imported from NeoGov</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>530</td>
<td>BEN</td>
<td>Benefit Plan Administration</td>
<td>System provides interface to update benefit carriers of change in enrollment, status, dependents, or other required information</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>562</td>
<td>TE</td>
<td>Time Entry</td>
<td>System interfaces with third party time entry system for department (Sherriff uses InTime)</td>
<td>Fusion Time and Labor Cloud Service</td>
</tr>
<tr>
<td>563</td>
<td>TE</td>
<td>Time Entry</td>
<td>Interface to permitting system to track time for plan reviews</td>
<td>Fusion Time and Labor Cloud Service</td>
</tr>
<tr>
<td>652</td>
<td>PAY</td>
<td>End of Year Process</td>
<td>System produces electronic files for social security and IRS</td>
<td>Payroll Cloud Service for the United States</td>
</tr>
</tbody>
</table>

### Conversions

The following table provides the list of functional areas that will be addressed for data conversion. The Graviton team will work with the County during the initial workshops to determine and finalize the specific data conversion needs for each of these:

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Current System</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger</td>
<td>Naviline</td>
</tr>
<tr>
<td>Project/ Grant Accounting</td>
<td>Excel</td>
</tr>
<tr>
<td>Budget</td>
<td>Naviline</td>
</tr>
<tr>
<td>Procurement</td>
<td>Managed outside of any system</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Naviline</td>
</tr>
<tr>
<td>Contracts</td>
<td>Excel</td>
</tr>
<tr>
<td>Inventory</td>
<td>Various systems</td>
</tr>
<tr>
<td>Employee File</td>
<td>File Server</td>
</tr>
<tr>
<td>Payroll</td>
<td>Naviline</td>
</tr>
<tr>
<td>Time Entry</td>
<td>Excel</td>
</tr>
</tbody>
</table>

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**Graviton Consulting Services**

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### Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

**Reports**

The following table provides the list of Reports that will be developed as part of this project. For ease of cross-reference, the Requirement # in the table corresponds to the Requirement # published in the RFP.

<table>
<thead>
<tr>
<th>Req #</th>
<th>Function</th>
<th>Process</th>
<th>Requirement</th>
<th>Module / System</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>FINREP</td>
<td>CAFR</td>
<td>System used to produce all necessary schedules for County CAFR</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>33</td>
<td>FINREP</td>
<td>CAFR</td>
<td>Produce information for system County Annual Financial Transactions report</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>36</td>
<td>FINREP</td>
<td>Export</td>
<td>System reporting tools provide export to Excel</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>249</td>
<td>AP</td>
<td>Tax Reporting</td>
<td>Monitors cumulative payments to 1099 vendors</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>250</td>
<td>AP</td>
<td>Tax Reporting</td>
<td>On-demand 1099 form generation</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>280</td>
<td>AR</td>
<td>Payment Receipt</td>
<td>System generates deposit slip</td>
<td>(Out of scope at this time)</td>
</tr>
<tr>
<td>647</td>
<td>PAY</td>
<td>End of Year Process</td>
<td>System will produce W-2s (and to reprint single W-2)</td>
<td>Payroll Cloud Service for the United States</td>
</tr>
<tr>
<td>648</td>
<td>PAY</td>
<td>End of Year Process</td>
<td>System will store W-2s</td>
<td>Payroll Cloud Service for the United States</td>
</tr>
<tr>
<td>649</td>
<td>PAY</td>
<td>End of Year Process</td>
<td>System will produce quarterly Form 941 report (IRS)</td>
<td>Payroll Cloud Service for the United States</td>
</tr>
<tr>
<td>650</td>
<td>PAY</td>
<td>End of Year Process</td>
<td>System will produce amended W-2 for multiple years</td>
<td>Payroll Cloud Service for the United States</td>
</tr>
<tr>
<td>651</td>
<td>PAY</td>
<td>End of Year Process</td>
<td>System will produce a report showing FICA wages, by individual, W-2 Plan, and in total</td>
<td>Payroll Cloud Service for the United States</td>
</tr>
<tr>
<td>653</td>
<td>PAY</td>
<td>End of Year Process</td>
<td>System provides required payroll reports for CALPERS</td>
<td>Payroll Cloud Service for the United States</td>
</tr>
</tbody>
</table>

**Workflows**

The following table provides the list of Workflows that will be setup as part of this project. For ease of cross-reference, the Requirement # in the table corresponds to the Requirement # published in the RFP.

<table>
<thead>
<tr>
<th>Req #</th>
<th>Function</th>
<th>Process</th>
<th>Requirement</th>
<th>Module / System</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>GL</td>
<td>Journal Entry</td>
<td>Journal entries entered by department users and routed through workflow for approval</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>Req #</td>
<td>Function</td>
<td>Process</td>
<td>Requirement</td>
<td>Module / System</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
<td>---------</td>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>14</td>
<td>GL</td>
<td>Journal Entry</td>
<td>Interdepartmental journal entries are routed to department approver in each department</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>40</td>
<td>BUD</td>
<td>Budget Monitoring</td>
<td>System provides alerts and notifications for hitting defined budget thresholds (example: 90% of budget)</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>41</td>
<td>BUD</td>
<td>Budget Adjustments</td>
<td>System allows departments to propose budget transfers within department authority with workflow approval</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>109</td>
<td>PO</td>
<td>Requisition</td>
<td>System routes purchase requisition for approval/notification by chart of account information (object/account code)</td>
<td>Oracle Fusion Procurement Self Service Cloud Service</td>
</tr>
<tr>
<td>110</td>
<td>PO</td>
<td>Requisition</td>
<td>System routes purchase requisition for approval/notification by dollar amount</td>
<td>Oracle Fusion Procurement Self Service Cloud Service</td>
</tr>
<tr>
<td>111</td>
<td>PO</td>
<td>Requisition</td>
<td>System routes purchase requisition for approval/notification by if it is a capital item</td>
<td>Oracle Fusion Procurement Self Service Cloud Service</td>
</tr>
<tr>
<td>112</td>
<td>PO</td>
<td>Requisition</td>
<td>System allows users to cancel requisition before it is approved</td>
<td>Oracle Fusion Procurement Self Service Cloud Service</td>
</tr>
<tr>
<td>113</td>
<td>PO</td>
<td>Requisition</td>
<td>Users can query the status of requisition and determine step in the workflow process</td>
<td>Oracle Fusion Procurement Self Service Cloud Service</td>
</tr>
<tr>
<td>118</td>
<td>PO</td>
<td>Purchase Order</td>
<td>PO automatically created after requisition approval based on $ threshold</td>
<td>Oracle Fusion Procurement Cloud Service</td>
</tr>
<tr>
<td>131</td>
<td>PO</td>
<td>Change Order</td>
<td>County (department) staff only allowed to modify purchase order through change order request that goes through workflow</td>
<td>Oracle Fusion Procurement Cloud Service</td>
</tr>
<tr>
<td>138</td>
<td>PO</td>
<td>Change Order</td>
<td>Requests to change purchase order routed through workflow</td>
<td>Oracle Fusion Procurement Cloud Service</td>
</tr>
<tr>
<td>141</td>
<td>PO</td>
<td>Change Order</td>
<td>Approval of change to purchase order encumbers funds or releases encumbrance of funds</td>
<td>Oracle Fusion Procurement Cloud Service</td>
</tr>
<tr>
<td>159</td>
<td>PO</td>
<td>Purchasing Cards</td>
<td>System provides workflow approval of p-card transactions</td>
<td>Oracle Fusion ERP for Self Service Cloud Service</td>
</tr>
<tr>
<td>Req #</td>
<td>Function</td>
<td>Process</td>
<td>Requirement</td>
<td>Module / System</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
<td>------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>160</td>
<td>PO</td>
<td>Purchasing Cards</td>
<td>System provides workflow approval of entire month p-card statement</td>
<td>Custom-Built Functionality (see comment)</td>
</tr>
<tr>
<td>181</td>
<td>AP</td>
<td>Invoice Approval</td>
<td>System provides workflow approval path for invoices from purchase orders</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>182</td>
<td>AP</td>
<td>Invoice Approval</td>
<td>System provides workflow approval path for Invoices without purchase orders</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>183</td>
<td>AP</td>
<td>Invoice Approval</td>
<td>Invoices routed through workflow for approval based on amount</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>184</td>
<td>AP</td>
<td>Invoice Approval</td>
<td>Invoice routed through workflow based on point of entry (entered by department vs. AP)</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>185</td>
<td>AP</td>
<td>Invoice Approval</td>
<td>Invoices routed through workflow for approval based on PO vs no PO</td>
<td>Oracle Fusion ERP Cloud Service</td>
</tr>
<tr>
<td>243</td>
<td>AP</td>
<td>Employee Reimbursement</td>
<td>System routes travel reimbursement request to supervisor through workflow</td>
<td>Oracle Fusion ERP for Self Service Cloud Service</td>
</tr>
<tr>
<td>459</td>
<td>HR</td>
<td>Personnel Actions</td>
<td>Departments enter personnel actions directly into the system for workflow approval</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>460</td>
<td>HR</td>
<td>Personnel Actions</td>
<td>Each personnel action type can have different workflow approval type</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>465</td>
<td>HR</td>
<td>Personnel Actions</td>
<td>Upon approval of the personnel action and effective date reached, changes are automatically made to the employee record.</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>544</td>
<td>BEN</td>
<td>Self Service</td>
<td>Any benefit changes made through self-service are routed through workflow for approval</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>547</td>
<td>BEN</td>
<td>Self Service</td>
<td>Notification / confirmation email sent to employee for benefit changes</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
</tr>
<tr>
<td>567</td>
<td>TE</td>
<td>Time Sheet Approval</td>
<td>System provides workflow for review and approval of timesheets with ability to activate notifications.</td>
<td>Fusion Time and Labor Cloud Service</td>
</tr>
</tbody>
</table>
Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

<table>
<thead>
<tr>
<th>Req #</th>
<th>Function</th>
<th>Process</th>
<th>Requirement</th>
<th>Module / System</th>
</tr>
</thead>
<tbody>
<tr>
<td>568 TE</td>
<td>Time Sheet Approval</td>
<td>Allow for supervisory approval of time on a pay period basis</td>
<td>Fusion Time and Labor Cloud Service</td>
<td></td>
</tr>
<tr>
<td>569 TE</td>
<td>Time Sheet Approval</td>
<td>System supports multiple approvals for timesheets or individual timesheet</td>
<td>Fusion Time and Labor Cloud Service</td>
<td></td>
</tr>
<tr>
<td>570 TE</td>
<td>Time Sheet Approval</td>
<td>System allows for the workflow approval of vacation or requests of time off</td>
<td>Fusion Time and Labor Cloud Service</td>
<td></td>
</tr>
<tr>
<td>571 TE</td>
<td>Time Sheet Approval</td>
<td>For employees in multiple positions, timesheet is route to supervisor of each position</td>
<td>Fusion Time and Labor Cloud Service</td>
<td></td>
</tr>
<tr>
<td>633 PAY</td>
<td>Self Service</td>
<td>All changes made by employees via the self-service module are routed to the appropriate approver/ supervisor for review and approval via workflow before the change is posted.</td>
<td>Fusion Human Capital Management Base Cloud Service</td>
<td></td>
</tr>
</tbody>
</table>

Other (Development)
There are no additional development needs in scope.

Implementation Deliverables
Deliverables will be provided to comply with the Deliverable Expectation Documents included in Attachment B to this SOW (DED). A complete list of Deliverables is found under the section titled “Implementation Approach”.

Technical Requirements
There are no additional technical requirements in scope for this project (in addition to the requirements detailed in the preceding sub-sections). Oracle Cloud ERP is an application hosted in the Cloud by Oracle. The County does not need to perform any pre-requisite tasks for provisioning the environments for the project.

The County will work with DLT/Oracle to procure the necessary software licenses required for this project as per the software procurement contract shared during the RFP process.

Implementation Plan

Schedule
The following are the planned timelines for the County’s ERP Implementation project. Finance will be implemented as part of the “FIN” Workstream. The EPM Implementation, though part of the Finance Workstream, will be tracked in a separate project plan.
Human Resource Management/ Payroll will be implemented as part of the “HCM” Workstream. The Go-Live of the HCM Workstream may be delayed by up to 2 weeks as per the County’s direction and discretion.

Timeline: High-Level Project Overview: Finance Implementation

Timeline: High-Level Project Overview: EPM Implementation

Timeline: High-Level Project Overview: HCM Workstream

Staffing
Graviton will provide the services of the following consultants for the County’s ERP Implementation project. All consultants listed below shall be considered “Key Personnel.”

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>Project Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vineet Srivastava</td>
<td>Engagement Manager</td>
</tr>
<tr>
<td>Ray Hirte</td>
<td>Success Manager</td>
</tr>
<tr>
<td>Prashant Jejurikar</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Sirosh Sridharan</td>
<td>ERP Solution Architect</td>
</tr>
</tbody>
</table>
Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Wellborn</td>
<td>Budgeting Lead</td>
</tr>
<tr>
<td>Anthony Cambria</td>
<td>ERP Functional Consultant</td>
</tr>
<tr>
<td>Mary Kay Brown</td>
<td>ERP Functional Consultant</td>
</tr>
<tr>
<td>Jennifer Bocanegra</td>
<td>HR Solution Architect and Payroll Consultant</td>
</tr>
<tr>
<td>Sarah Dykstra</td>
<td>HCM Functional Consultant</td>
</tr>
<tr>
<td>Gautam Chaudhary</td>
<td>Procurement Lead</td>
</tr>
<tr>
<td>Farah Zekria</td>
<td>Procurement Functional Consultant</td>
</tr>
<tr>
<td>Brad Eblin</td>
<td>Technical Consultant</td>
</tr>
</tbody>
</table>

The County has identified several teams made up of representatives from various County departments and containing subject-matter-experts that will provide information, make decisions, and participate in implementation activities. County functional teams are listed below:

Governance Structure
To manage the project, the County and Graviton will jointly participate in the project governance structure. Primarily responsibility of the governance structure will be to:

- Communicate essential information to the County
- Provide structure for efficient and timely decision making based on understood project roles
- Provide support and leadership for the project throughout the County and Graviton
- Provides a thorough review and quality assurance mechanism.

Governance Responsibilities
- Steering Committee

The County Steering Committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project’s value throughout the organization. The Steering Committee will meet regularly as required to be updated on all project progress, project decisions, and achievement of project milestones. The County Steering Committee also provides support to the County Project Manager by communicating the importance of the Project to all impacted departments. The County Steering Committee is responsible for ensuring the Project has appropriate resources, providing strategic direction to the project team, and making timely decisions on critical project issues or policy decisions. The County Steering Committee also serves as primary level of issue resolution for the Project. When necessary Graviton will participate in County steering co

<table>
<thead>
<tr>
<th>Steering Committee Member</th>
<th>Steering Committee Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vineet Srivastava</td>
<td>Vendor Engagement Manager</td>
</tr>
<tr>
<td>Prashant Jejurikar</td>
<td>Vendor Project Manager</td>
</tr>
<tr>
<td>Ray Hirte</td>
<td>Vendor Success Manager</td>
</tr>
<tr>
<td>Sirosh Sridharan</td>
<td>Vendor Solutions Architect</td>
</tr>
</tbody>
</table>
Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

- Project Manager -

The Project Management Team is made up of representatives from both the County and Graviton and coordinates project team members, subject matter experts, and the overall implementation schedule and all day-to-day activities of the project.

- Project Team

Project team members will represent various functional or technical subject matter experts from the County and Graviton and will participate and lead all activities related to the project. Team members from Graviton and the County will work together as defined in the “Implementation Approach” section of this SOW.

Implementation Approach

Graviton will execute this project using the Oracle Unified Methodology for Cloud Implementations. The project lifecycle will be divided into phases as documented in the subsequent “Roles & Responsibilities” section. The Finance/Budgeting and HR/Payroll workstreams will follow this phased pattern. The timelines will be staggered as indicated in the previous “Schedule” section.

Roles & Responsibilities (County/ Vendor)

Graviton understands that this project is a significant undertaking for the County. The Graviton team will work closely with the County staff and provide guidance and handholding throughout the project as needed. Graviton assures the County that this project will be very collaborative in nature. Whenever the County needs to make any decisions, the Graviton team will help the County understand the various alternatives available and will support the County in making the decision.

The following are the high-level details of the roles and responsibilities, deliverables, and related milestones throughout the life of the project. These will be applicable to both the FIN and HCM phases. The deliverables tables below list the corresponding milestones from the FIN and HCM phases. Graviton’s Project Manager will work with the County’s Project Manager to define the location and organization of the project’s document repository. All submitted and approved deliverables will be stored in this repository.

1. **Phase Name:** 1-System Design

**Phase Description:** This phase will include project kick-off and a review of the business’s strategic direction. It will also be used to confirm, document, and prioritize the high-level business use cases for the project. The initial project plan will be developed during this phase. Graviton will work closely with the County to review project goals and business processes. Graviton will provide Process Familiarization Training to the County team.
Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

**Key Outcome:** This phase has the following key outcomes:

- Project Kick-off
- Document and prioritize the business use cases in scope
- Conduct Process Familiarization Training
- Conduct Discovery meetings
- Conduct CRP1 to identify business process gaps

**Key Tasks:** The following table lists the key tasks to be performed during this phase. The detailed list of tasks will be maintained in the project schedule.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand County goals, best practices, and necessary changes required for implementation</td>
<td>Joint</td>
</tr>
<tr>
<td>Conduct workshops to understand and document business use cases</td>
<td>Graviton</td>
</tr>
<tr>
<td>Develop system design</td>
<td>Graviton</td>
</tr>
<tr>
<td>Establish the project steering committee</td>
<td>County</td>
</tr>
<tr>
<td>Identify the key stakeholders that will participate in the workshops</td>
<td>County</td>
</tr>
<tr>
<td>Secure time of the stakeholders for the workshops</td>
<td>County</td>
</tr>
</tbody>
</table>

**Deliverables and Milestones:** The following table lists the deliverables applicable to this phase, and the corresponding milestone.

<table>
<thead>
<tr>
<th>Deliverable #</th>
<th>Deliverable Name</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Weekly Status Report</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Project Management Plan</td>
<td>1 - System Design Phase Completion (FIN)</td>
</tr>
<tr>
<td>3</td>
<td>Project Schedule</td>
<td>1 - System Design Phase Completion (FIN)</td>
</tr>
<tr>
<td>4</td>
<td>Workshop Schedule</td>
<td>1 - System Design Phase Completion (FIN)</td>
</tr>
<tr>
<td>5</td>
<td>Use Cases Matrix</td>
<td>1 - System Design Phase Completion (FIN)</td>
</tr>
<tr>
<td>6</td>
<td>Project Management Plan</td>
<td>6 - System Design Phase Completion (HCM)</td>
</tr>
<tr>
<td>7</td>
<td>Project Schedule</td>
<td>6 - System Design Phase Completion (HCM)</td>
</tr>
<tr>
<td>8</td>
<td>Workshop Schedule</td>
<td>6 - System Design Phase Completion (HCM)</td>
</tr>
<tr>
<td>9</td>
<td>Use Cases Matrix</td>
<td>6 - System Design Phase Completion (HCM)</td>
</tr>
</tbody>
</table>

2. Phase Name: 2 – Build Phase

**Phase Description:** In this phase, the Graviton team will implement the configuration settings as per the System Design document. They will conduct workshops with the County team to validate the system functionality against the documented business use cases. They will build and test the integrations and extensions. They will prepare and load the sample data provided by the County; the County team will review and validate the loaded data.

**Key Outcome:** This phase has the following key outcomes:

- Develop the Functional & Technical Design Documents as needed
- Initial application configuration
Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

- Implementation of integrations
- Conversion of data
- Conduct CRP2 and CRP3

Key Tasks: The following table lists the key tasks to be performed during this phase. The detailed list of tasks will be maintained in the project schedule.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform system configuration</td>
<td>Graviton</td>
</tr>
<tr>
<td>Develop data conversion scripts</td>
<td>Graviton</td>
</tr>
<tr>
<td>Convert data</td>
<td>Joint</td>
</tr>
<tr>
<td>Provide extracts of the legacy data</td>
<td>County</td>
</tr>
<tr>
<td>Validate the converted data</td>
<td>County</td>
</tr>
<tr>
<td>Build Integrations and Reports</td>
<td>Graviton</td>
</tr>
<tr>
<td>Conduct Conference Room Pilots (CRPs)</td>
<td>Graviton</td>
</tr>
</tbody>
</table>

Deliverables and Milestones: The following table lists the deliverables applicable to this phase, and the corresponding milestone.

<table>
<thead>
<tr>
<th>Deliverable #</th>
<th>Deliverable Name</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Functional Design</td>
<td>2 - Build Phase Completion (FIN)</td>
</tr>
<tr>
<td>11</td>
<td>Technical Design</td>
<td>2 - Build Phase Completion (FIN)</td>
</tr>
<tr>
<td>12</td>
<td>User Roles Matrix</td>
<td>2 - Build Phase Completion (FIN)</td>
</tr>
<tr>
<td>13</td>
<td>Data Conversion Strategy</td>
<td>2 - Build Phase Completion (FIN)</td>
</tr>
<tr>
<td>14</td>
<td>Data Conversion Document</td>
<td>2 - Build Phase Completion (FIN)</td>
</tr>
<tr>
<td>15</td>
<td>Functional Design</td>
<td>7 - Build Phase Completion (HCM)</td>
</tr>
<tr>
<td>16</td>
<td>Technical Design</td>
<td>7 - Build Phase Completion (HCM)</td>
</tr>
<tr>
<td>17</td>
<td>User Roles Matrix</td>
<td>7 - Build Phase Completion (HCM)</td>
</tr>
<tr>
<td>18</td>
<td>Data Conversion Strategy</td>
<td>7 - Build Phase Completion (HCM)</td>
</tr>
<tr>
<td>19</td>
<td>Data Conversion Document</td>
<td>7 - Build Phase Completion (HCM)</td>
</tr>
</tbody>
</table>

3. Phase Name: 3 – Testing Phase

Phase Description: This phase focuses on preparing for and conducting an End-to-End Review of the new system. This includes standard functionality, data loads and integrations. Graviton will develop a test plan which will outline the testing approach, roles and responsibilities, and deadlines for testing. Graviton will conduct the System Testing, and the County will conduct the End-to-end review (User Acceptance Testing).

Key Outcome: This phase has the following key outcomes:

- Successful system testing
- Successful end-to-end review (User Acceptance Testing)
- Successful payroll parallel testing
**Key Tasks**: The following table lists the key tasks to be performed during this phase. The detailed list of tasks will be maintained in the project schedule.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document the test plan</td>
<td>Graviton</td>
</tr>
<tr>
<td>Document the system test scenarios</td>
<td>Graviton</td>
</tr>
<tr>
<td>Execute system test scenarios</td>
<td>Graviton, supported by the County</td>
</tr>
<tr>
<td>Finalize the end-to-end review and payroll parallel testing scenarios</td>
<td>County</td>
</tr>
<tr>
<td>Execute end-to-end review</td>
<td>County</td>
</tr>
<tr>
<td>Execute payroll parallel testing</td>
<td>County</td>
</tr>
<tr>
<td>Resolve system testing, end-to-end review, and payroll parallel testing issues</td>
<td>Graviton</td>
</tr>
</tbody>
</table>

**Deliverables and Milestones**: The following table lists the deliverables applicable to this phase, and the corresponding milestone.

<table>
<thead>
<tr>
<th>Deliverable #</th>
<th>Deliverable Name</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Testing Strategy</td>
<td>3 - Testing Phase Completion (FIN)</td>
</tr>
<tr>
<td>21</td>
<td>Test Scenarios</td>
<td>3 - Testing Phase Completion (FIN)</td>
</tr>
<tr>
<td>22</td>
<td>Testing Strategy</td>
<td>8 - Testing Phase Completion (HCM)</td>
</tr>
<tr>
<td>23</td>
<td>Test Scenarios</td>
<td>8 - Testing Phase Completion (HCM)</td>
</tr>
</tbody>
</table>

4. **Phase Name: 4 – Go-Live**

**Phase Description**: This phase starts with the end-user training and preparation for cutover. As part of the cutover activities, the validated configuration is migrated to the Production Environment, the County’s data is loaded, and a final review is conducted with users and stakeholders to help ensure that the new environment is ready for use.

**Key Outcome**: The following are the key outcomes of this phase:

- Job aids complete
- Train-the-trainer sessions complete
- End-user training complete
- Production system live

**Key Tasks**: The following table lists the key tasks to be performed during this phase. The detailed list of tasks will be maintained in the project schedule.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop the Job aids</td>
<td>Joint</td>
</tr>
<tr>
<td>Provide training to County’s trainers</td>
<td>Graviton</td>
</tr>
<tr>
<td>Provide training to the County’s user community</td>
<td>County</td>
</tr>
<tr>
<td>Execute Cutover to Production</td>
<td>Joint</td>
</tr>
</tbody>
</table>

**Deliverables and Milestones**: The following table lists the deliverables applicable to this phase, and the corresponding milestone.
5. **Phase Name: 5 – Support Phase**

**Phase Description:** This phase begins active use of the system and, during the phase, the transition to steady-state operations is managed. This phase also includes any post-production support called for in the contract, the obtaining of the final acceptance of the system, and the closing out of the project and related processes. This phase will culminate in project closure.

**Key Outcome:** The following are the key outcomes of this phase:

- Transition of the production system to steady state
- Post go-live support
- Final system acceptance

**Key Tasks:** The following table lists the key tasks to be performed during this phase. The detailed list of tasks will be maintained in the project schedule.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support any issues in Production related to the system configuration</td>
<td>Graviton</td>
</tr>
<tr>
<td>Report any issues found with the Oracle Cloud product to Oracle</td>
<td>Graviton</td>
</tr>
<tr>
<td>Transition the system’s ownership and maintenance to the County IT staff</td>
<td>Graviton, with County support</td>
</tr>
</tbody>
</table>

**Deliverables and Milestones:** The following table lists the deliverables applicable to this phase, and the corresponding milestone.

<table>
<thead>
<tr>
<th>Deliverable #</th>
<th>Deliverable Name</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Project Acceptance Report</td>
<td>5 - Support Phase Completion (FIN)</td>
</tr>
<tr>
<td>29</td>
<td>Project Acceptance Report</td>
<td>10 - Support Phase Completion (HCM)</td>
</tr>
</tbody>
</table>

**Testing**

**Testing Approach**

The following are the high-level details of the tasks that will be performed during the various testing stages.

**Unit Testing:**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform unit testing for their configurations and development items</td>
<td>Graviton</td>
</tr>
</tbody>
</table>
System Integration Testing:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and document system integration test scenarios</td>
<td>Graviton</td>
</tr>
<tr>
<td>Perform end-to-end system integration test and document results</td>
<td>Graviton</td>
</tr>
<tr>
<td>Resolve system integration test issues</td>
<td>Graviton</td>
</tr>
</tbody>
</table>

User Acceptance Testing (End-to-end review):

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and document user acceptance testing scenarios</td>
<td>County</td>
</tr>
<tr>
<td>Perform user acceptance testing and document results</td>
<td>County</td>
</tr>
<tr>
<td>Resolve user acceptance testing issues</td>
<td>Graviton</td>
</tr>
</tbody>
</table>

Payroll Parallel Testing:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform payroll parallel testing cycles (at least 2) and document results</td>
<td>Joint</td>
</tr>
<tr>
<td>Resolve payroll parallel testing issues</td>
<td>Joint</td>
</tr>
</tbody>
</table>

Required Tests

The following test stages are required for this project. Additional details for can be found in the preceding sub-section “Testing Approach”.

1. Unit Testing
2. System Integration Testing
3. User Acceptance Testing
4. Payroll Parallel Testing

Testing Documentation

The Graviton team will document the following deliverables as part of the Testing phase:

1. System Test Scenarios
2. System Test Results
3. UAT Test Scenarios (provided by the County)
4. UAT Test Results (provided by the County)
5. Payroll Parallel Testing Results (provided by the County)

Graviton’s Project Manager will store these deliverables in the project’s document repository. Graviton’s Project Manager will make sure that the entire project team has access to these documents.
Training

Training Tools
The Graviton team will provide training onsite, in a classroom setting. The Training will be provided using a combination of whiteboard sessions, hands-on exercises, and on-screen demonstrations for the participants. The following training inputs will be provided to the County:

1. Graviton will conduct “Process Familiarization Training” sessions at the start of the FIN and HCM phases. These will be driven by PowerPoint and will be conducted onsite in a classroom setting.
2. The next set of training inputs will be achieved via hands-on exercises conducted during the Conference Room Pilots.
3. The third component of the training will be the formal “Train the trainer” sessions, which will be a combination of job-aids and hands-on exercises, depending upon the needs of the audience. The Graviton team will provide this training to the Trainers selected by the County. These trainers will subsequently train the rest of the user community.

In addition to this, the Graviton team will informally share their knowledge and experience with the County staff during the entire project execution. Graviton will also create Job-aid documents where appropriate. These will serve as a reference documentation in addition to the rest of the training inputs.

Training Documentation
Training documents will be prepared using Microsoft Office formats (Word, Excel, PowerPoint). All the documentation created for Training delivery will be stored in the project’s document repository. Graviton’s Project Manager will ensure that the entire project team has access to the Training Documentation.

Training Delivery
The Graviton team will provide “Train the trainer” sessions to the trainees identified by the County. The training sessions will be performed onsite, in a classroom setting, using a combination of whiteboard sessions, hands-on exercises, and on-screen demonstrations.

These trainees will provide further training to the rest of the user community.

Project Management
Graviton’s project manager will work closely with the County’s project manager throughout the project, to help ensure that the project keeps moving forward towards successful completion. The project management team will be responsible for the following:

Schedule Management
Graviton’s Project Manager will develop the initial draft of the Project Schedule. He will review it with the County’s Project Manager. The approved version will be baselined and stored in the document repository. Graviton’s Project Manager will be responsible for keeping the project schedule updated throughout the project.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop the draft project schedule</td>
<td>Graviton</td>
</tr>
<tr>
<td>Review &amp; approve the project schedule</td>
<td>County</td>
</tr>
<tr>
<td>Maintain the project schedule</td>
<td>Graviton</td>
</tr>
</tbody>
</table>
Document & Deliverable Repositories
Graviton’s Project Manager will setup a dedicated SharePoint site for the project on Graviton’s SharePoint farm. This site will serve as the project’s document repository. The repository’s structure will be organized to allow clear demarcation between “in progress” documents and “approved deliverables”. The entire project team will be granted access to the SharePoint site.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup, maintain, and administer the SharePoint repository</td>
<td>Graviton</td>
</tr>
</tbody>
</table>

Quality Assurance
Graviton’s project manager will be responsible for the quality of tasks and deliverable by the Graviton team. The County project manager will be responsible for the quality of tasks and deliverables by the County team.

The Graviton team will rely upon the Testing Approach (described previously) to ensure Quality Assurance for the project. The Graviton Project Manager will setup a project in Jira for this project. Within this, he will setup dedicated Kanban boards to record and manage the issues discovered during System, User Acceptance, and Payroll Parallel Testing. The entire project team will be granted access to these Kanban boards.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup, maintain, and administer the Jira project</td>
<td>Graviton</td>
</tr>
</tbody>
</table>

Tracking Acceptance
Graviton’s project manager will work with the County project manager to seek acceptance for the submitted deliverables, such as Functional design, Technical design, and System Testing results.

In the cases where the County seeks any clarifications, he will facilitate discussion meetings if needed. He will record the approvals for all deliverables in the SharePoint document repository.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit deliverables for approval</td>
<td>Graviton</td>
</tr>
<tr>
<td>Provide review feedback and approval</td>
<td>County</td>
</tr>
<tr>
<td>Maintain evidence of approval</td>
<td>Graviton</td>
</tr>
</tbody>
</table>

Communications
Graviton’s project manager will the communications plan within the Project Management Plan deliverable. This will cover the activities to proactively and effectively communicate project information to the project team and stakeholders. He will review it with the County’s project manager and update to include any feedback received. He will finalize the reporting templates in collaboration with the County’s project manager.

The final approved plan will be stored in the SharePoint document repository, and copies will be distributed to the entire project team.
Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop the communications plan</td>
<td>Graviton</td>
</tr>
<tr>
<td>Review and approve the communications plan</td>
<td>County</td>
</tr>
<tr>
<td>Finalize the reporting templates</td>
<td>Joint</td>
</tr>
</tbody>
</table>

Status Reports
Graviton’s Project Manager will provide weekly status reports to the County project leadership. He will work with the County’s Project Manager to determine the status report format during the initial stages of the project.

The Status Reports will be stored in the project’s document repository and will be made accessible to the entire project team.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide weekly and ad-hoc status reports</td>
<td>Graviton</td>
</tr>
</tbody>
</table>

Meetings
Meetings will be scheduled reasonably in advance. They will be facilitated by the Graviton Project Manager or the County Project Manager depending upon context. Graviton’s Project Manager will provide an agenda and will distribute the meeting minutes for each project meeting. He will establish conference bridges for any meetings that will have remote participants.

The County Project Manager will secure the time and ensure attendance for the County’s participants. The Graviton Project Manager will secure the time and ensure attendance for Graviton’s participants. Any meetings with third parties will be arranged and facilitated by the County.

Risk & Issue Management
Graviton’s Project Manager will perform Risk & Issue Management for the project jointly with the County Project Manager.

Graviton’s project manager will maintain the “RAID” log on the project’s SharePoint site. The RAID log will be used to record and manage the project’s Risks, Action items, Issues, and Decisions. This RAID log will be accessible to the entire project team.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup and maintain the RAID log in the SharePoint repository</td>
<td>Graviton</td>
</tr>
<tr>
<td>Perform ongoing risk &amp; issues management</td>
<td>Joint</td>
</tr>
</tbody>
</table>

Facility Requirements
1. The County will identify the stakeholders and Subject Matter Experts representing all impacted departments.
2. The County will provide the Graviton team with the following:
   a. Adequate workspaces with internet connections.
   b. Access to the County’s network.
   c. Access to any existing relevant documentation.
Attachment A – Functional Requirements
See separate Excel Worksheet
Attachment B – Deliverable Expectation Document (DED)
All Deliverables in scope for this project are defined in more detail below. The descriptions listed for each shall serve as acceptance criteria.

<table>
<thead>
<tr>
<th>Deliverable Number: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable Name:</strong> Weekly Status Report</td>
</tr>
<tr>
<td><strong>Link to Payment #:</strong> N/A</td>
</tr>
</tbody>
</table>

**Purpose:**
This deliverable will be used to distribute the project status report on a weekly basis.

**Description/Objective:**
The objective of the weekly status report is to keep the project’s stakeholders updated with the project’s progress, including high level status, risks, issues, and decisions.

**Format:**
The weekly status report will be delivered as a Word document.

**Scope & Outline:**
Please refer to the attached document template “Weekly Status Report”.

**Acceptance Criteria:**
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

<table>
<thead>
<tr>
<th>Deliverable Number: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable Name:</strong> Project Management Plan (FIN)</td>
</tr>
<tr>
<td><strong>Link to Payment #:</strong> 1 - System Design Phase Completion (FIN)</td>
</tr>
</tbody>
</table>
### Deliverable Number: 2

**Purpose:** This deliverable will serve as the go-to document for the execution of the FIN phase of the project.

**Description/Objective:**
The objective of the project management plan is to serve as the single source of guidance for the project's execution. It describes the approach to be taken for project areas such as schedule management, scope management, risk management, and resource management.

**Format:**
The project management plan will be delivered as a Word document.

**Scope & Outline:**
Please refer to the attached document template “Project Management Plan”.

**Acceptance Criteria:**
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 3

<table>
<thead>
<tr>
<th>Deliverable Name:</th>
<th>Project Schedule (FIN)</th>
<th>PHASE / STAGE:</th>
<th>1 – System Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #:</td>
<td>1 - System Design Phase Completion (FIN)</td>
<td>Completion By:</td>
<td>To be determined upon Project Kick-off</td>
</tr>
</tbody>
</table>

**Purpose:**
The purpose of this deliverable is to provide the detailed list of tasks to be executed for the completion of the FIN phase of the project.

**Description/Objective:**
The project schedule will be organized as per the phased approach to be followed for this project. For each task, it will include the duration, start & end dates, resource assignments, and dependencies.
### Deliverable Number: 3

**Format:**
The project schedule will be delivered in MS Project format.

**Scope & Outline:**
Please refer to the attached document template “Project Schedule”

**Acceptance Criteria:**
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 4

<table>
<thead>
<tr>
<th>Deliverable Name: Workshop Schedule (FIN)</th>
<th>PHASE / STAGE: 1 – System Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #: 1 - System Design Phase Completion (FIN)</td>
<td>Completion By: As determined by the project schedule</td>
</tr>
</tbody>
</table>

**Purpose:**
The Workshop schedule will be used to schedule the workshops to be conducted during the System Design phase of the project.

**Description/Objective:**
The Workshop schedule will be used to schedule the workshops to be conducted during the System Design phase of the project.

**Format:**
The Workshop schedule will be delivered as an Excel spreadsheet.

**Scope & Outline:**
Please refer to the attached document template “Workshop Schedule”.
Deliverable Number: 4

Acceptance Criteria:

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

Deliverable Number: 5

<table>
<thead>
<tr>
<th>Deliverable Name: Use Cases Matrix (FIN)</th>
<th>PHASE / STAGE: 1 – System Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #: 1 - System Design Phase Completion (FIN)</td>
<td>Completion By: As determined by the project schedule</td>
</tr>
</tbody>
</table>

Purpose:

The Use Cases matrix document will document the business cases to be addressed as part of the project. It will serve as the base off which the application configuration and development tasks will be performed.

Description/Objective:

The Use Cases Matrix will contain the business use cases that will be addressed. This document will be used throughout the project, including the final end-to-end review (UAT).

Format:

The Use Cases Matrix will be delivered as an Excel spreadsheet.

Scope & Outline:

Please refer to the attached “Use Cases Matrix” document.

Acceptance Criteria:

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
### Deliverable Number: 5

<table>
<thead>
<tr>
<th>Deliverable Name: Use Cases Matrix (FIN)</th>
<th>PHASE / STAGE: 1 – System Design</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4. The deliverable meets the agreed upon Project Management and Documentation Standards</td>
</tr>
<tr>
<td></td>
<td>5. The deliverable does not contain material or substantive formatting and spelling errors</td>
</tr>
</tbody>
</table>

### Deliverable Number: 6

<table>
<thead>
<tr>
<th>Deliverable Name: Project Management Plan (HCM)</th>
<th>PHASE / STAGE: 1 – System Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #: 6 - System Design Phase Completion (HCM)</td>
<td>Completion By: As determined by the project schedule.</td>
</tr>
</tbody>
</table>

**Purpose:**

This deliverable will serve as the go-to document for the execution of the HCM phase of the project.

**Description/Objective:**

The objective of the project management plan is to serve as the single source of guidance for the project's execution. It describes the approach to be taken for project areas such as schedule management, scope management, risk management, and resource management.

**Format:**

The project management plan will be delivered as a Word document.

**Scope & Outline:**

Please refer to the attached document template “Project Management Plan”.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.
### Deliverable Number: 7

<table>
<thead>
<tr>
<th>Deliverable Name: Project Schedule (HCM)</th>
<th>PHASE / STAGE: 1 – System Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #: 6 - System Design Phase Completion (HCM)</td>
<td>Completion By: To be determined upon Project Kick-off</td>
</tr>
</tbody>
</table>

**Purpose:**
The purpose of this deliverable is to provide the detailed list of tasks to be executed for the completion of the HCM phase of the project.

**Description/Objective:**
The project schedule will be organized as per the phased approach to be followed for this project. For each task, it will include the duration, start & end dates, resource assignments, and dependencies.

**Format:**
The project schedule will be delivered in MS Project format.

**Scope & Outline:**
Please refer to the attached document template “Project Schedule”

**Acceptance Criteria:**
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

---

### Deliverable Number: 8

<table>
<thead>
<tr>
<th>Deliverable Name: Workshop Schedule (HCM)</th>
<th>PHASE / STAGE: 1 – System Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #: 6 - System Design Phase Completion (HCM)</td>
<td>Completion By: As determined by the project schedule</td>
</tr>
</tbody>
</table>

**Purpose:**
The Workshop schedule will be used to schedule the workshops to be conducted during the System Design phase of the project.
### Deliverable Number: 8

**Description/Objective:**
The Workshop schedule will be used to schedule the workshops to be conducted during the System Design phase of the project.

**Format:**
The Workshop schedule will be delivered as an Excel spreadsheet.

**Scope & Outline:**
Please refer to the attached document template “Workshop Schedule”.

**Acceptance Criteria:**
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 9

**Deliverable Name:** Use Cases Matrix (HCM)  
**PHASE / STAGE:** 1 – System Design  

**Link to Payment #:** 6 - System Design Phase Completion (HCM)  
**Completion By:** As determined by the project schedule

**Purpose:**
The Use Cases matrix document will document the business cases to be addressed as part of the project. It will serve as the base off which the application configuration and development tasks will be performed.

**Description/Objective:**
The Use Cases Matrix will contain the business use cases that will be addressed. This document will be used throughout the project, including the final end-to-end review (UAT).

**Format:**
The Use Cases Matrix will be delivered as an Excel spreadsheet.
## Deliverable Number: 9

**Deliverable Name:** Use Cases Matrix (HCM)  
**PHASE / STAGE:** 1 – System Design

**Scope & Outline:**

Please refer to the attached “Use Cases Matrix” document.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

## Deliverable Number: 10

**Deliverable Name:** Functional Design (FIN)  
**PHASE / STAGE:** 2 – Build Phase

**Link to Payment #:** 2 - Build Phase Completion (FIN)  
**Completion By:** As determined by the project schedule.

**Purpose:**

The functional design document will be used to document the functional specifications if applicable for any integrations.

**Description/Objective:**

The functional design document will be used to document the functional specifications if applicable for any integrations. One document will be created for each integration in scope.

**Format:**

The functional design document will be delivered as a Word document.

**Scope & Outline:**

Please refer to the attached document template “Functional Design”.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
### Deliverable Number: 10

<table>
<thead>
<tr>
<th>Deliverable Name: Functional Design (FIN)</th>
<th>PHASE / STAGE: 2 – Build Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.</td>
<td></td>
</tr>
<tr>
<td>3. The respective Graviton and County Leads have resolved all material content and/or quality issues.</td>
<td></td>
</tr>
<tr>
<td>4. The deliverable meets the agreed upon Project Management and Documentation Standards</td>
<td></td>
</tr>
<tr>
<td>5. The deliverable does not contain material or substantive formatting and spelling errors</td>
<td></td>
</tr>
</tbody>
</table>

### Deliverable Number: 11

<table>
<thead>
<tr>
<th>Deliverable Name: Technical Design (FIN)</th>
<th>PHASE / STAGE: 2 – Build Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #: 2 - Build Phase Completion (FIN)</td>
<td>Completion By: As determined by the project schedule.</td>
</tr>
<tr>
<td>Purpose:</td>
<td></td>
</tr>
<tr>
<td>The technical design document will be used to document the technical design where applicable for integrations.</td>
<td></td>
</tr>
<tr>
<td>Description/Objective:</td>
<td></td>
</tr>
<tr>
<td>The Technical design will be developed as companion to the functional design document, for all integrations in scope. One document will be created for each integration in scope.</td>
<td></td>
</tr>
<tr>
<td>Format:</td>
<td></td>
</tr>
<tr>
<td>The technical design will be delivered in Word format.</td>
<td></td>
</tr>
<tr>
<td>Scope &amp; Outline:</td>
<td></td>
</tr>
<tr>
<td>Please refer to the attached “Technical Design” document template.</td>
<td></td>
</tr>
<tr>
<td>Acceptance Criteria:</td>
<td></td>
</tr>
<tr>
<td>1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.</td>
<td></td>
</tr>
<tr>
<td>2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.</td>
<td></td>
</tr>
<tr>
<td>3. The respective Graviton and County Leads have resolved all material content and/or quality issues.</td>
<td></td>
</tr>
<tr>
<td>4. The deliverable meets the agreed upon Project Management and Documentation Standards</td>
<td></td>
</tr>
<tr>
<td>5. The deliverable does not contain material or substantive formatting and spelling errors</td>
<td></td>
</tr>
</tbody>
</table>
### Deliverable Number: 12

**Deliverable Name:** User Roles Matrix (FIN)  
**PHASE / STAGE:** 2 – Build Phase

**Link to Payment #:** 2 - Build Phase Completion (FIN)  
**Completion By:** As determined by the project schedule.

**Purpose:**  
The Security design document records the details of the roles and permissions that will be configured in the ERP application.

**Description/Objective:**  
The Security Design document is used as the basis for setting up the roles, permissions, and security access setup in the ERP application.

**Format:**  
The Security Design document will be delivered in Excel spreadsheet format.

**Scope & Outline:**  
Please refer to the attached document template “User Roles Matrix”.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 13

**Deliverable Name:** Data Conversion Strategy (FIN)  
**PHASE / STAGE:** 2 – Build Phase

**Link to Payment #:** 2 - Build Phase Completion (FIN)  
**Completion By:** As determined by the project schedule.

**Purpose:**  
The data conversion strategy document will outline the overall approach to be used for the project’s data conversion needs.
**Deliverable Number: 13**

<table>
<thead>
<tr>
<th>Deliverable Name: Data Conversion Strategy (FIN)</th>
<th>PHASE / STAGE: 2 – Build Phase</th>
</tr>
</thead>
</table>

**Description/Objective:**

The data conversion strategy will outline the conversion overall approach. It will include details about the methods/approaches to be used for data acquisition, cleanup, conversion, and validation.

**Format:**

The data conversion strategy document will be provided in Excel format.

**Scope & Outline:**

Please refer to the attached “Data Conversion Strategy” document template.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

---

**Deliverable Number: 14**

<table>
<thead>
<tr>
<th>Deliverable Name: Data Conversion Document (FIN)</th>
<th>PHASE / STAGE: 2 – Build Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #: 2 - Build Phase Completion (FIN)</td>
<td>Completion By: As determined by the project schedule</td>
</tr>
</tbody>
</table>

**Purpose:**

The data conversion document will outline the low level technical details for each specific conversion item in scope.

**Description/Objective:**

The data conversion document will document the appropriate technical information related to the conversion items. A separate data conversion document will be created for each conversion item in scope.
**Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation**

### Deliverable Number: 14

**Deliverable Name:** Data Conversion Document (FIN)  
**PHASE / STAGE:** 2 – Build Phase

**Format:**
The data conversion document will be provided in Word format.

**Scope & Outline:**
Please refer to the attached “Data Conversion Document” template.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 15

**Deliverable Name:** Functional Design (HCM)  
**PHASE / STAGE:** 2 – Build Phase

**Link to Payment #:** 7 - Build Phase Completion (HCM)  
**Completion By:** As determined by the project schedule.

**Purpose:**
The functional design document will be used to document the functional specifications if applicable for any integrations.

**Description/Objective:**
The functional design document will be used to document the functional specifications if applicable for any integrations. One document will be created for each integration in scope.

**Format:**
The functional design document will be delivered as a Word document.

**Scope & Outline:**
Please refer to the attached document template “Functional Design”.

---

[Image of company logo]
### Deliverable Number: 15

**Deliverable Name:** Functional Design (HCM)  
**PHASE / STAGE:** 2 – Build Phase

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 16

**Deliverable Name:** Technical Design (HCM)  
**PHASE / STAGE:** 2 – Build Phase

**Link to Payment #:** 7 - Build Phase Completion (HCM)  
**Completion By:** As determined by the project schedule.

**Purpose:**

The technical design document will be used to document the technical design where applicable for integrations.

**Description/Objective:**

The Technical design will be developed as companion to the functional design document, for all integrations in scope. One document will be created for each integration in scope.

**Format:**

The technical design will be delivered in Word format.

**Scope & Outline:**

Please refer to the attached “Technical Design” document template.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
### Deliverable Number: 16

**Deliverable Name:** Technical Design (HCM)  
**PHASE / STAGE:** 2 – Build Phase

4. The deliverable meets the agreed upon Project Management and Documentation Standards  
5. The deliverable does not contain material or substantive formatting and spelling errors

### Deliverable Number: 17

**Deliverable Name:** User Roles Matrix (HCM)  
**PHASE / STAGE:** 2 – Build Phase

**Link to Payment #:** 7 - Build Phase Completion (HCM)  
**Completion By:** As determined by the project schedule.

**Purpose:**
The Security design document records the details of the roles and permissions that will be configured in the ERP application.

**Description/Objective:**
The Security Design document is used as the basis for setting up the roles, permissions, and security access setup in the ERP application.

**Format:**
The Security Design document will be delivered in Excel spreadsheet format.

**Scope & Outline:**
Please refer to the attached document template “User Roles Matrix”.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.  
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues  
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.  
4. The deliverable meets the agreed upon Project Management and Documentation Standards  
5. The deliverable does not contain material or substantive formatting and spelling errors
### Deliverable Number: 18

**Deliverable Name:** Data Conversion Strategy (HCM)  
**PHASE / STAGE:** 2 – Build Phase

**Link to Payment #:** 7 - Build Phase Completion (HCM)  
**Completion By:** As determined by the project schedule

**Purpose:**
The data conversion strategy document will outline the overall approach to be used for the project’s data conversion needs.

**Description/Objective:**
The data conversion strategy will outline the conversion overall approach. It will include details about the methods/approaches to be used for data acquisition, cleanup, conversion, and validation.

**Format:**
The data conversion strategy document will be provided in Excel format.

**Scope & Outline:**
Please refer to the attached “Data Conversion Strategy” document template.

**Acceptance Criteria:**
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 19

**Deliverable Name:** Data Conversion Document (HCM)  
**PHASE / STAGE:** 2 – Build Phase

**Link to Payment #:** 7 - Build Phase Completion (HCM)  
**Completion By:** As determined by the project schedule
### Deliverable Number: 19

**Deliverable Name:** Data Conversion Document (HCM)  
**PHASE / STAGE:** 2 – Build Phase

**Purpose:**
The data conversion document will outline the low level technical details for each specific conversion item in scope.

**Description/Objective:**
The data conversion document will document the appropriate technical information related to the conversion items. A separate data conversion document will be created for each conversion item in scope.

**Format:**
The data conversion document will be provided in Word format.

**Scope & Outline:**
Please refer to the attached “Data Conversion Document” template.

**Acceptance Criteria:**
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 20

**Deliverable Name:** Testing Strategy and Test Plan (FIN)  
**PHASE / STAGE:** 2 – Testing Phase

**Link to Payment #:** 3 - Testing Phase Completion (FIN)  
**Completion By:** As determined by the project schedule

**Purpose:**
The testing strategy deliverable describes the approaches that will be used for the testing activities for the project.
<table>
<thead>
<tr>
<th>Deliverable Number: 20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable Name:</strong> Testing Strategy and Test Plan (FIN)</td>
</tr>
<tr>
<td><strong>Description/Objective:</strong></td>
</tr>
</tbody>
</table>
The testing strategy document describes the types of testing that will be executed during the project. It also provides an overall guiding approach for the project's testing activities. |
| **Format:** |  
The testing strategy will be delivered as a word document. |
| **Scope & Outline:** |  
Please refer to the attached “Testing Strategy and Test Plan” document template. |
| **Acceptance Criteria:** |  
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.  
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.  
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.  
4. The deliverable meets the agreed upon Project Management and Documentation Standards  
5. The deliverable does not contain material or substantive formatting and spelling errors |

<table>
<thead>
<tr>
<th>Deliverable Number: 21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable Name:</strong> Test Scenarios (FIN)</td>
</tr>
<tr>
<td><strong>Link to Payment #:</strong> 3 - Testing Phase Completion (FIN)</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
</tr>
</tbody>
</table>
The test scenarios deliverable lists the test scenarios that will be executed during the testing phases for the project. These will be used for System Testing and User Acceptance Testing (end-to-end review). |
| **Description/Objective:** |  
The test scenarios document will be built using the Use Case Matrix as the base. It will contain all the business use case scenarios, the steps to execute, and the expected results. It will have placeholders to record the details of the tester, test date, results, and any comments. |
### Deliverable Number: 21

**Deliverable Name:** Test Scenarios (FIN)  
**PHASE / STAGE:** 2 – Testing Phase

**Format:**
The testing strategy will be delivered as an excel document.

**Scope & Outline:**
Please refer to the attached “Use Cases Matrix” document template.

**Acceptance Criteria:**
1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.
6. This deliverable should cover all Business Processes in scope for the given Oracle Cloud module. Every Oracle Cloud module in scope for the project should have a corresponding Test Scenario document.
7. The County leads will be responsible to ensure that all applicable Business Scenarios are accounted for this in matrix.
8. The Graviton module lead and the County module lead will be jointly responsible for accurate tracking of Test results.

### Deliverable Number: 22

**Deliverable Name:** Testing Strategy and Test Plan (HCM)  
**PHASE / STAGE:** 2 – Testing Phase

**Link to Payment #:** 8 - Testing Phase Completion (HCM)  
**Completion By:** As determined by the project schedule

**Purpose:**
The testing strategy deliverable describes the approaches that will be used for the testing activities for the project.

**Description/Objective:**
The testing strategy document describes the types of testing that will be executed during the project. It also provides an overall guiding approach for the project’s testing activities.
### Deliverable Number: 22

<table>
<thead>
<tr>
<th>Deliverable Name: Testing Strategy and Test Plan (HCM)</th>
<th>PHASE / STAGE: 2 – Testing Phase</th>
</tr>
</thead>
</table>

**Format:**

The testing strategy will be delivered as a word document.

**Scope & Outline:**

Please refer to the attached “Testing Strategy and Test Plan” document template.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 23

<table>
<thead>
<tr>
<th>Deliverable Name: Test Scenarios (HCM)</th>
<th>PHASE / STAGE: 2 – Testing Phase</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Link to Payment #: 8 - Testing Phase Completion (HCM)</th>
<th>Completion By: As determined by the project schedule</th>
</tr>
</thead>
</table>

**Purpose:**

The test scenarios deliverable lists the test scenarios that will be executed during the testing phases for the project. These will be used for System Testing and User Acceptance Testing (end-to-end review).

**Description/Objective:**

The test scenarios document will be built using the Use Case Matrix as the base. It will contain all the business use case scenarios, the steps to execute, and the expected results. It will have placeholders to record the details of the tester, test date, results, and any comments.

**Format:**

The testing strategy will be delivered as an excel document.
### Deliverable Number: 23

**Deliverable Name:** Test Scenarios (HCM)  
**PHASE / STAGE:** 2 – Testing Phase

**Scope & Outline:**  
Please refer to the attached “Use Cases Matrix” document template.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.
6. This deliverable should cover all Business Processes in scope for the given Oracle Cloud module. Every Oracle Cloud module in scope for the project should have a corresponding Test Scenario document.
7. The County leads will be responsible to ensure that all applicable Business Scenarios are accounted for in this matrix.
8. The Graviton module lead and the County module lead will be jointly responsible for accurate tracking of Test results.

### Deliverable Number: 24

**Deliverable Name:** Job Aid (FIN)  
**PHASE / STAGE:** 4 – Go-Live Phase

**Link to Payment #:** 4 - Go-Live Phase Completion (FIN)  
**Completion By:** As determined by the project schedule

**Purpose:**

The Job aids will be used to deliver training to the County’s users. They will be used by the Graviton team as well as the County team. They will also serve as a reference guide for the system’s users for after the Go-Live.

**Description/Objective:**

The Job aids will be created separately for each business process. They will include detailed instructions about the steps to perform, the expected results, and comprehensive screenshots from the system.

**Format:**

The Job aids will be delivered in word format.
Deliverable Number: 24

Scope & Outline:

Please refer to the attached “Job Aid” document template.

Acceptance Criteria:

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

Deliverable Number: 25

<table>
<thead>
<tr>
<th>Deliverable Name: Cutover Checklist (FIN)</th>
<th>PHASE / STAGE: 4 – Go-Live Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to Payment #: 4 - Go-Live Phase Completion (FIN)</td>
<td>Completion By: As determined by the project schedule</td>
</tr>
</tbody>
</table>

Purpose:

The cutover checklist will have all the tasks to be executed for the Production cutover to the new system. This will be a separate project schedule, independent of the project’s master project workplan.

Description/Objective:

The cutover checklist will have detailed list of tasks to be executed during the production cutover. It will include the tasks, resources assigned, dates, durations, and dependencies. It will be created as a separate plan and will be maintained independent of the overall master work plan.

Format:

The cutover checklist will be delivered in MS Project format.

Scope & Outline:

Please refer to the attached “Cutover Checklist” document template.

Acceptance Criteria:

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
### Deliverable Number: 25

2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 26

<table>
<thead>
<tr>
<th>Deliverable Name: Job Aid (HCM)</th>
<th>PHASE / STAGE: 4 – Go-Live Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Link to Payment #:</strong> 9 - Go-Live Phase Completion (HCM)</td>
<td><strong>Completion By:</strong> As determined by the project schedule</td>
</tr>
</tbody>
</table>

**Purpose:**

The Job aids will be used to deliver training to the County’s users. They will be used by the Graviton team as well as the County team. They will also serve as a reference guide for the system’s users for after the Go-Live.

**Description/Objective:**

The Job aids will be created separately for each business process. They will include detailed instructions about the steps to perform, the expected results, and comprehensive screenshots from the system.

**Format:**

The Job aids will be delivered in word format.

**Scope & Outline:**

Please refer to the attached “Job Aid” document template.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.
### Deliverable Number: 27

<table>
<thead>
<tr>
<th>Deliverable Name: Cutover Checklist (HCM)</th>
<th>PHASE / STAGE: 4 – Go-Live Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Link to Payment #:</strong> 9 - Go-Live Phase Completion (HCM)</td>
<td><strong>Completion By:</strong> As determined by the project schedule</td>
</tr>
</tbody>
</table>

#### Purpose:

The cutover checklist will have all the tasks to be executed for the Production cutover to the new system. This will be a separate project schedule, independent of the project’s master project workplan.

#### Description/Objective:

The cutover checklist will have detailed list of tasks to be executed during the production cutover. It will include the tasks, resources assigned, dates, durations, and dependencies. It will be created as a separate plan and will be maintained independent of the overall master work plan.

#### Format:

The cutover checklist will be delivered in MS Project format.

#### Scope & Outline:

Please refer to the attached “Cutover Checklist” document template.

#### Acceptance Criteria:

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.
### Deliverable Number: 28

<table>
<thead>
<tr>
<th>Deliverable Name: Project Acceptance Report (FIN)</th>
<th>PHASE / STAGE: 5 – Support Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Link to Payment #: 5 - Support Phase Completion (FIN)</strong></td>
<td><strong>Completion By:</strong> As determined by the project schedule</td>
</tr>
</tbody>
</table>

**Purpose:**

The Project Acceptance Report allows the project’s stakeholders and sponsors to reconcile the work products and deliverables against the SOW. It contains the list of items to be reviewed to help confirm that the “work in scope is complete”.

**Description/Objective:**

The Project Acceptance document is a list of items that need to be reviewed by the Graviton and County leadership at the end of each phase of the project. This includes the test results, risks/ issues, deliverables, and milestones.

**Format:**

The Project Acceptance Report will be provided in Word format.

**Scope & Outline:**

Please refer to the attached “Project Acceptance Report” document template.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.

### Deliverable Number: 29

<table>
<thead>
<tr>
<th>Deliverable Name: Project Acceptance Report (HCM)</th>
<th>PHASE / STAGE: 5 – Support Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Link to Payment #: 10 - Support Phase Completion (HCM)</strong></td>
<td><strong>Completion By:</strong> As determined by the project schedule</td>
</tr>
</tbody>
</table>
**Exhibit A – Statement of Work and Cost Proposal – Oracle Cloud ERP Implementation**

<table>
<thead>
<tr>
<th>Deliverable Number: 29</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable Name:</strong> Project Acceptance Report (HCM)</td>
</tr>
</tbody>
</table>

**Purpose:**

The Project Acceptance Report allows the project's stakeholders and sponsors to reconcile the work products and deliverables against the SOW. It contains the list of items to be reviewed to help confirm that the “work in scope is complete”.

**Description/Objective:**

The Project Acceptance document is a list of items that need to be reviewed by the Graviton and County leadership at the end of each phase of the project. This includes the test results, risks/ issues, deliverables, and milestones.

**Format:**

The Project Acceptance Report will be provided in Word format.

**Scope & Outline:**

Please refer to the attached “Project Acceptance Report” document template.

**Acceptance Criteria:**

1. The deliverable contains all the components specified in the Outline of this DED and meets the requirements in the DED.
2. The respective Graviton and County Leads assigned to this deliverable have agreed to and accepted the content of each outlined component, or have escalated any issues.
3. The respective Graviton and County Leads have resolved all material content and/or quality issues.
4. The deliverable meets the agreed upon Project Management and Documentation Standards.
5. The deliverable does not contain material or substantive formatting and spelling errors.
The total cost of professional services for this project will be $1,630,002. All professional services charges for this project will be on Fixed Cost basis. The payment milestones will be as per the following table. The “Financials Implementation” includes both Finance and EPM, whereas the “HCM Implementation” includes both HCM and Payroll.

<table>
<thead>
<tr>
<th>MILESTONE #</th>
<th>PHASE OF PROJECT</th>
<th>DESCRIPTION</th>
<th>MILESTONE / DELIVERABLE</th>
<th>PAYMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financials Implementation</td>
<td>Oracle ERP Cloud</td>
<td>System Design Phase Completion (FIN)</td>
<td>$113,742</td>
</tr>
<tr>
<td>2</td>
<td>Financials Implementation</td>
<td>Oracle ERP Cloud</td>
<td>Build Phase Completion (FIN)</td>
<td>$300,051</td>
</tr>
<tr>
<td>3</td>
<td>Financials Implementation</td>
<td>Oracle ERP Cloud</td>
<td>Testing Phase Completion (FIN)</td>
<td>$266,102</td>
</tr>
<tr>
<td>4</td>
<td>Financials Implementation</td>
<td>Oracle ERP Cloud</td>
<td>Go-Live Phase Completion (FIN)</td>
<td>$118,523</td>
</tr>
<tr>
<td>5</td>
<td>Financials Implementation</td>
<td>Oracle ERP Cloud</td>
<td>Support Phase Completion (FIN)</td>
<td>$124,050</td>
</tr>
<tr>
<td>6</td>
<td>HCM Implementation</td>
<td>Oracle HCM Cloud</td>
<td>System Design Phase Completion (HCM)</td>
<td>$100,255</td>
</tr>
<tr>
<td>7</td>
<td>HCM Implementation</td>
<td>Oracle HCM Cloud</td>
<td>Build Phase Completion (HCM)</td>
<td>$264,473</td>
</tr>
<tr>
<td>8</td>
<td>HCM Implementation</td>
<td>Oracle HCM Cloud</td>
<td>Testing Phase Completion (HCM)</td>
<td>$128,997</td>
</tr>
<tr>
<td>9</td>
<td>HCM Implementation</td>
<td>Oracle HCM Cloud</td>
<td>Go-Live Phase Completion (HCM)</td>
<td>$104,468</td>
</tr>
<tr>
<td>10</td>
<td>HCM Implementation</td>
<td>Oracle HCM Cloud</td>
<td>Support Phase Completion (HCM)</td>
<td>$109,341</td>
</tr>
</tbody>
</table>

**TOTAL**  
$1,630,002