



Workday Deployment

Client-Based Workday Services

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TASK GROUP

Introduction

This Statement of Work (“SOW”) is entered into as of September __, 2022 and is entered into under the terms and conditions of Precision Task Group, Inc.’s (“PTG”) State of Texas Department of Information Resources Contract DIR-TSO-4242, effective December 14, 2019 (the “DIR Contract”) and its Appendix D Technical Services Agreement entered into between the parties and dated ____ (the “TSA”), both of which are incorporated herein by reference. The SOW outlines the anticipated scope of work to be provided by PTG for Client-Based Workday Deployment Services Workday, to support the deployment of Workday at The County of Jackson, MO (“The County” or the “County”).

Background

The County of Jackson, MO has undertaken the initiative to deploy Workday’s Human Capital Management (“HCM”) and Financial Management (“FIN”) system. The County is seeking a Workday Partner to augment their team by providing Workday experienced resources to assist in the deployment by filling specified roles on the project.

Scope of Services

PTG will provide:

Role	Responsibility
Project Manager	<p>The PTG Project Manager is a dedicated resource focused specifically on the Workday implementation. Responsibilities include the following:</p> <ul style="list-style-type: none">• Establishing and managing the project details, deliverables, schedules, tasks, assignments, and execution• Coordinating business teams and support teams• Driving the implementation of the optimized processes• Managing the resolution of issues• Provide input to the project plan• Participating in PMO, Steering Committee and project team meetings• Anticipating and resolving issues which could impact the Project Budget, Schedule, Scope or Quality
Functional Team Workday SME’s Specified Areas	<p>These individuals are experienced with the Workday methodology and system in order to provide information to the Workday Functional Consultant(s) to configure the Workday solution. Responsibilities include:</p> <ul style="list-style-type: none">• Work with the County to develop and communicate functional requirements which need to be configured in Workday• Assist with analyzing and improving current business processes to efficiently utilize Workday.• Assist the County in completing the functional business process workbooks• Help validate data after it has been converted into Workday solution• Contribute to identifying and executing test scenarios for functional areas• Assist with validation of tenant builds• Participate in design and playback sessions• Participate in weekly project and workstream meetings

Technical Team (Integration Lead, Report Writer)	<p>Technical resources perform the following:</p> <ul style="list-style-type: none"> • Design and develop custom integrations as agreed to during the Plan Stage within hours allocated for the resource(s) • Develop custom reports as agreed to within hours allocated for the resource(s) • Assist with managing vendor communications
Prism Analytics Lead	<ul style="list-style-type: none"> • Work to help identify and prioritize use cases • Help define the desired output such as reports and dashboards • Identify data needs and the associated data sources • Assist with the review and cleansing of the data to ensure accurate results • Help determine frequency of data refreshes and associated tool (one time file load, SFTP, API)
Test Lead	<p>The PTG Test Lead develops and manages the overall County’s Test Strategy and Plan. Responsibilities include:</p> <ul style="list-style-type: none"> • Establish an approach to testing. • Define resource requirements for testing. • Establish the test schedule. • Conduct overall execution of the County’s prescribed End-to-End (including Integrations and Parallel test process for Workday Payroll from start to end of the test period. • Facilitate testing coordination and progress meetings. • Successfully manage defect resolutions. • Resolve test issues via coordination of County, PTG and Workday teams as required to complete testing for successful completion of Workday test. • Define the overall test strategy. • Define test approach, roles and responsibilities, • Define test tools and scenarios by tester and success criteria for each test stage. • Define and report test metrics to the project team and project executives.
Organizational Change & Training Lead	<ul style="list-style-type: none"> • The Organizational Change Lead is focused on helping planning plan and execute the change management and communications activities. • The Training Lead is focused on planning and executing the end user training activities

PTG will provide its support Services apart from Workday’s Implementation services. The aforementioned roles shall collectively be referred to as “PTG Personnel” under this SOW.

Term

This work is estimated to start on 9/15/2022 to conclude on 1/1/2024. After the execution of this SOW, if the County would like to modify the resources and/or terms, PTG would request a 30 days’ notice.

Acceptance Criteria

The Acceptance Criteria under this SOW shall mean only The County’s approval of the applicable times/hours tracking submitted by PTG or its subcontractor(s) and issued to the County Project Director.

The deliverables shall be deemed accepted by The County upon approval of timesheets from The County’s Project Director.

Project Fees

All work defined within this SOW will be performed based on a time and materials basis. The rate does not include travel costs. Payment terms are pursuant to the DIR Contract. Customer’s payment of such fees and reimbursement of expenses shall constitute payment in full for the performance of the Services.

PTG will provide resources at the estimated hours for each stage as depicted in the table below

PTG Support Roles	Pre Plan	Plan	A&C	Test	Deploy	Rate	Total
Project Manager	80	240	880	360	200	\$215.00	\$378,400.00
Test Lead/Coordinator	0	48	660	360	150	\$195.00	\$237,510.00
CM Lead	0	60	660	360	200	\$195.00	\$249,600.00
Integrations & Reporting Consultant(s)	0	168	880	360	200	\$195.00	\$313,560.00
HCM SME	64	120	440	180	100	\$195.00	\$176,280.00
Payroll SME	64	120	440	180	100	\$195.00	\$176,280.00
Time Tracking SME	64	60	220	90	50	\$195.00	\$94,380.00
FDM/Grants/Projects SME(s)	64	120	440	180	100	\$195.00	\$176,280.00
Prism Analytics Lead	0	0	0	180	100	\$195.00	\$54,600.00
<i># of weeks per stage</i>	8	6	22	9	5	TOTAL	\$1,856,890.00

Note: The County has the option to reallocate the estimated hours between roles or add new roles as deemed necessary by the Project. PTG request 30 days advance notice if a role's anticipated hours for a specific stage has an expected variance of more than 50% of the estimated hours in the above chart. PTG will attempt to allocate or reallocate resources as necessary to meet the County’s needs. We anticipate the PTG resources to remain on the project through out its duration, but due to the hiatus from the Pre Plan Stage to the Plan Stage, it may require some resources to change during that period.

Timesheets, Invoices, and Payment Schedule

PTG shall submit weekly hour tracking reports to the County PMO and shall submit invoices directly to the County, with a copy to the Project Director for approval.

Invoices will be sent monthly based on actual time and materials incurred.

Below is a breakdown of estimated total payments by Fiscal Year:

Fiscal Year	Total Payment
2022	\$67,120.00
2023	\$1,789,770.00

Assumptions

- Work that is not covered in this SOW will be considered out-of-scope and will be authorized through the Project Change Management Process
- All PTG Personnel will work under the guidance of the County's Project Management Office ("PMO") and/or functional areas.
- The County is responsible for sign off on all deliverables
- PTG Personnel will support the implementation of Workday. They will not provide support for the County's current operations and systems or backfilling County personnel in that capacity.
- The County will provide project resources and SME's who understand the current business processes, able make decisions on design, and execute and approve the completion of test scenarios
- This SOW is based on time and materials the consultants spend on the project, not on specified deliverables.
- PTG Personnel shall follow the PMO's methodologies and process which include, but are not limited to, producing and archiving project related documents, meeting minutes, status reports, etc.
- The County reserves the right to request replacement of any PTG Personnel who indicate a lack of competence in performing assigned tasks and meeting deadlines..
- PTG Personnel will work remotely until PTG and the County collectively agree on an on-site need.
- Should travel be required, all approved travel expenses will be billed based on actual amounts and included as a component of PTG's standard invoices. All reasonable travel, meals, and living expenses for PTG Personnel who travel in support of the Project shall be borne solely by the County. PTG Personnel will follow the DIR Contract's Appendix A, Section 8.5, and Appendix D's, Section 2.2, unless a policy is provided by the County and is mutually agreed to by the parties in advance of the Effective Date of this Statement of Work.
- Ownership rights relating to PTG's deliverables under this SOW are pursuant to Section 3.2 of the TSA. PTG's report deliverables may be exported or printed by The County. Such exported or printed reports may only be used by the County in its normal course of business operations and shall not be used, sold or shared by the County outside of its normal course of business.

Change Order Process

A Change Order will be required to identify any changes to scope which are outlines in this Statement of Work by either party, changes to scope could be:

- Addition of scope
- Deletion of scope
- Modification of scope

- Project timeline

Any Change Order shall be entered into by the parties under Section 1.3 of the TSA. Both parties must sign and date the Change Order to authorize the change in scope. No services or deliverables shall be provided pursuant to the Change Order and no payment shall be made on account of the Change Order until the Change Order is fully executed by both parties.

In case of any change in timeline, PTG and The County shall mutually agree on the impact of the project charges because of the change.

PTG will not undertake work that is beyond the nature and scope of that which is contemplated in this document without The County's prior written approval.

Data Security/Internal Controls

- PTG will upload all completed Work Product to the County's internal intranet or any other County server for reviewer access.
- PTG Personnel will use PTG laptops for Project work.
- The County will provide access to the Workday tenants, shared drives, Project sites or any other application need to complete work on the project.

Confidentiality

PTG acknowledges that during the course of the performance of a Project, information of a confidential nature may be disclosed between the parties. Confidential Information shall be handled pursuant to Section 4 of the TSA.

Approvals

IN WITNESS WHEREOF, the parties hereto have executed this SOW to be effective as of the date first above written.

COUNTY OF JACKSON, MO

PRECISION TASK GROUP, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____