COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY
AUDITOR-CONTROLLER

December 19, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVE REQUEST FOR A CONTRACT AMENDMENT WITH CGI, INC. FOR SOFTWARE AND IMPLEMENTATION SERVICES TO ENHANCE THE COUNTY'S FINANCIAL AND TIME COLLECTION APPLICATIONS AND AN ENTERPRISE LICENSE AGREEMENT WITH COGNOS TO PROVIDE A COUNTYWIDE BUSINESS INTELLIGENCE SOFTWARE LICENSE

(ALL SUPERVISORIAL DISTRICTS)
(4 VOTES)

CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( ) DISAPPROVE ( )

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve, and delegate the authority to the Auditor-Controller to execute, the attached amendment to the Auditor-Controller's Services and License Agreement (SLA) with CGI, Inc (CGI) to expand the County's financial and time collection systems. The proposed SLA amendment is on a fixed price deliverable basis in the amount of $16,005,760, partially funded by a contribution of $6,508,410 from the Department of Public Works (DPW) for replacement of the DPW financial application, effective upon execution by your Board through the end of implementation support, estimated to be September 30, 2010.

2. Instruct the Director of the Internal Services Department (ISD) to purchase the hardware and software necessary for the operation and back-up of the CGI Advantage 3 system, an estimated cost of $2,454,000

3. Approve expenditures estimated in the amount of $1,080,000 for ISD Midrange computer charges.

4. Approve the appropriation of $1.8 million to fund the net County cost portion of an Enterprise License Agreement with Cognos, to be procured by the Internal Services Department in an amount not to exceed $5,000,000 with an annual maintenance cost of $600,000 commencing after the first year, to provide for a countywide Business Intelligence Software License for use with eCAPS and other applications.

5. Increase the Auditor-Controller's authorization to execute change orders to the SLA necessary for the purchase of additional services utilizing contingency funds by $1,800,000 from $5,200,000 to $7,000,000, included in the contract amendment amount identified in the first recommendation above.

6. Approve the attached budget adjustment for FY 2006-07 in the amount of $17,806,000 to transfer funds from the Designation for Financial System (eCAPS) to the Auditor-Controller eCAPS Budget Unit to finance the requirements of the contract amendment ($16,006,000) and the net County cost portion of the Cognos Enterprise License Agreement ($1,800,000)

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On April 6, 2004, the Board of Supervisors approved the base contract with CGI to upgrade the central countywide general accounting system. On April 19, 2005, the Board of Supervisors approved the Auditor-Controller's request to amend the base Services and License Agreement (SLA) with CGI for the eCAPS Project to expand implementation of the CGI Advantage software for other financial functional areas such as budget preparation, procurement, inventory, and capital assets; implementation of Time Collection at Department of Health Services (DHS) facilities; and completing the Implementation Analysis document for the design of the human resource management applications.

The attached second amendment to the Auditor-Controller's SLA details two additional Subprojects related to expanding the use of the eCAPS application. The two Subprojects are for full implementation of DPW on the eCAPS application and countywide rollout of the Time Collection functionality implemented in Phase II for DHS.

The Implementation Analysis Documents (IAD), delivered in Phase II, describe a plan, schedule, and County required modifications to consolidate DPW's Financial Accounting System (FAS) application into eCAPS.

Implementation of the DPW FAS Replacement Subproject

DPW currently utilizes the eCAPS financial application for information needed at the central County level and provides a daily interface of transactions to eCAPS. The DPW FAS financial application provides additional functionality for project accounting, cost accounting, procurement, inventory and time collection that are only becoming available in the eCAPS application as Phase II of the eCAPS Project. Completion of eCAPS

Phase II and the changes included in Phase III will incorporate the necessary functionality in eCAPS to allow DPW to replace FAS and fully utilize the capabilities of eCAPS.

The proposed DPW FAS Replacement Subproject provides for customization to eCAPS project accounting, cost accounting, time collection, internal service fund functionality and implementation support to allow DPW to eliminate the use of the separate FAS financial application. This meets the County objective of consolidating departmental financial applications into a single enterprise system.

The full use of eCAPS functionality will provide DPW with the following benefits:

- Eliminate the FAS to eCAPS interfaces and the monthly reconciliation and analysis of transactions between those applications;
- Provide better cost accounting tools for DPW and countywide;
- Eliminate the need to train users on two financial systems and the inefficient practice of entering data into both systems;
- Eliminate some feeder systems such as DPW's web-based Cost Allocation and Equipment Costing systems;
- Reduce the future cost of maintaining FAS as a separate application;
- Provide state-of-the-art technology going from a client server to web-based eCAPS architecture; and
- Improve the business processes to DPW operations, including better management of the internal service fund, use of standard labor rates for quicker billings, more robust cost allocations, and improved tracking of vendor invoices.

Implementation of the Time Collection Rollout Subproject

Amendment #1 to the SLA provided for the Time Collection – DHS Subproject to explore the countywide design of the Advantage time collection functionality and the implementation of that functionality at DHS to eliminate the use of an outdated system to collect time. The Subproject piloted the time collection functionality at Rancho Los Amigos National Rehabilitation Center (Rancho) on June 16, 2006. The pilot at Rancho was completed and was very helpful in refining the approach to utilizing the time collection application. DHS originally planned to rollout the time collection functionality to all facilities at the conclusion of the Rancho pilot. Due to a number competing priorities and DHS' desire to implement this in conjunction with improvements in the nurse scheduling application and a future project for time collection devices, the implementation plan has been modified to do the Health Service Administration implementation first. This implementation is currently in progress. When the other improvements are addressed, DHS plans to rollout the time collection functionality to other facilities.

The Time Collection Subproject provides a web-based timecard for users to submit the timecard information to the Advantage application and continues to generate the

individual's paycheck through the County's legacy Countywide Payroll (CWPAY) application. The benefits of this approach are:

- Standardizing time collection information by departments using the application;
- Expanding the chart of account information collected on the timecard for financial tracking and reporting purposes;
- Automating workflow and timecard approvals;
- Improving the processing of information for billing, cost accounting and cost allocation purposes; and
- Establishing a foundation for time collection as part of a countywide human resources solution.

The proposed Time Collection Rollout Subproject provides for CGI support (such as additional software modifications, training assistance and preparation of data for implementation) to departments in implementing the eCAPS Time Collection functionality. The base Subproject will provide support to implement the Time Collection functionality at the Department of Children and Family Services (DCFS) and the departments under the Auditor-Controller (A-C) Shared Services umbrella. In addition, funds are provided for the eCAPS Advisory Committee to allocate support through the change notice process, as needed, to implement the Time Collection functionality in additional departments. The remaining 12 departments include several large departments, including Sheriff, Mental Health, Fire, and ISD.

In May 2006, the eCAPS Project demonstrated the eCAPS Time Collection functionality to County departments and conducted a survey of the department's interest in using this functionality. Thirty-three (33) departments responded with interest in using the Time Collection functionality. The Subproject will pursue the implementation of the Time Collection functionality in additional County departments and determine whether any additional changes are needed to meet department business requirements.

Future eCAPS Implementation - Human Resources Application Subproject

Under Amendment #1 of the SLA, the eCAPS Project Team completed the design of the Human Resource Management modules. On June 16, 2006 CGI delivered the Implementation Analysis Document detailing the fit of the Advantage Human Resource Management modules with County needs, the business impact of those modules and the configurations / customizations needed to meet the County's business requirements. The results of this analysis were reviewed by the eCAPS Advisory Committee and in summary are:

- 65% of the County's current business requirements can be met by the application as designed;
- 27% of the County's current requirements can be addressed by alternatives acceptable to the County including, change to the County business practice, reporting or other alternatives; and

- 8% requirement customization of the application modules or interface development, to meet County business requirements.

The eCAPS Project Teams considered that 92% of the County's business requirements being met or an acceptable alternative available a good fit for enhancing the human resource applications countywide. The team recommended implementation of the Advantage human resource management modules with the proposed customizations and received approval from the eCAPS Advisory Committee to move forward with the development of implementation proposals.

The implementation of the suite of Advantage human resources management modules will provide the County with the following benefits:

- Integration of countywide human resource applications and ease of access to data that ultimately reduces costs by eliminating disparate systems;
- Integration with eCAPS Financial and Budget Preparation applications;
- Update in technology to a web-based architecture in line with eCAPS Financial for ease of maintenance; and
- Flexible online search capability and download functionality for improved management information and operations.

Proposals have been developed and the Auditor-Controller is currently exploring the use of a consultant to review the proposed approach and costs. The purpose of this study is to validate that proposed subproject best meets the County's business needs. Based on the results of this study a future contract amendment may be presented for your Board's consideration to implement the human resources functionality, including replacement of CWTAPPS and CWPAY, as part of the eCAPS Project.

Implementation of Strategic Plan Goals

The proposed contract amendment promotes the Board-approved County Strategic Plan Organizational Goals of Service Excellence, Workforce Excellence, Organizational Effectiveness, and Fiscal Responsibility. In addition, the proposed contract amendment substantially completes the development of the County's enterprise financial application and provides the County a solid up-to-date foundation for continuing improvements, management information and efficiencies in the County's business operations.

FISCAL IMPACT/FINANCING

This fiscal analysis identifies one-time project costs of approximately $24,540,000 for implementation of eCAPS Phase III through September 30, 2010, which includes:

- The Service and License Agreement (SLA) Amendment #2 with CGI for the proposed expansion of the eCAPS Project including replacement of DPW FAS, support to rollout Time Collection functionality to additional departments and

expanded maintenance services;
- Equipment and ISD development charges to support the SLA; and
- Purchase of an enterprise license for Business Intelligence software.

Each of these components are described in the sections below.

I. Services and License Agreement (SLA) Amendment - $16,005,760

The SLA amendment is $16,005,760, for a contract total of $67,112,378, comprised of the following components:

Table 1: Requested SLA Amendment #2

Category	Amount
• Implementation Services	
○ DPW FAS Replacement *	$ 6,508,410
○ Time Collection Rollout	$ 4,000,000
• County Contingency	$ 1,800,000
• Expanded Maintenance Services	$ 3,697,350
SLA Amendment Total	**$16,005,760**

* This amount to be offset by funding from DPW

a. Implementation Services ($10,508,410)

i. DPW's FAS Replacement ($6,508,410)
ii. Time Collection Rollout ($4,000,000)

The contract amendment for implementation services is a fixed price deliverable based contract amendment to the SLA for $12,308,410 consisting of $10,508,410 to provide for the Subproject services identified in the two Statements of Work (SOWs) and a contingency allocation of $1,800,000 (described below) for the purchase of additional similar services beyond the deliverables identified in any of the Statements of Work (SOWs).

Implementation services in the SLA cover deliverables for each Subproject schedule from the effective date of the agreement to the proposed Go-Live date for each Subproject. The specific Subproject deliverables; implementation services; payment schedules; and final acceptance dates are identified in each of the Subproject SOWs.

The SOWs follow similar project management approaches and methodologies successfully used in earlier phases of the project. CGI's approach has been improved in several areas, such as, interface development, conversion of legacy data, the approach to the development of reports, and the expansion of training approaches to accommodate the increased volume of staff involved.

b. County Contingency ($1,800,000)

This contract amendment increases the contingency fee, by $1,800,000 from $5,200,000 to $7,000,000, to provide funds for the Auditor-Controller to purchase more of the same type of implementation services on a fixed price deliverable basis at the rates established in Exhibit C of the SLA. The contingency funds provide the Auditor-Controller some flexibility to address immediate project needs; not impact a Subproject's schedule; or to meet departmental operational requirements during implementation. The funds may be used on the proposed subprojects or to address unmet needs for the Phase I and Phase II modules. These funds will be used for such items as additional modifications identified to meet or improve County business processes in areas such as accounting, procurement, budget preparation or inventory; additional training services; report development not covered in the existing business requirements; or unforeseen changes identified during the development stages of the project. The base contract established a process for the Auditor-Controller to sign change orders to the SLA for the provision of these additional services with review and approval by County Counsel and the CIO. Use of the contingency funds will continue to be reported to the Board in the eCAPS Status Reports.

c. Maintenance Services for Expanded Support ($3,697,350)

The existing contract as amended provides for standard maintenance services for both the financial and human resources suite of applications. CGI is proposing an expanded level of maintenance service for the County called Platinum Support. It will provide added functionality that will have a direct benefit for the County in maintaining the complete suite of financial products, including:

- Provide 24 hour per day 7 day a week coverage;
- Staffing two full-time positions on site for the remaining years of the maintenance agreement;
- Complete support of all customizations to the Advantage software including changes made specifically for Los Angeles County;
- Provide integrated system testing on new Advantage releases to assure the County design continues to work; and
- Reduce the need for the type of additional post-implementation support that has been purchased by the County.

Maintenance services for this extended support are payable as indicated in Table 2 below.

Table 2: Additional Maintenance Fees

Fiscal Year	Platinum Support for Financial Application
FY 2006 – 07	$ 739,470
FY 2007 – 08	$ 985,960
FY 2008 – 09	$ 985,960
FY 2009 – 10	$ 985,960
TOTAL	**$ 3,697,350**

The maintenance services provide for all software upgrades, new major releases, error fixes and corrections in addition to the services described above. CGI's cost proposal for Platinum support covers all financial applications and Time Collection. If the County implements additional human resource functionality in the future, an option is available for the County to cover the human resource customizations at an additional cost.

II. Equipment - $2,454,000

The cost of equipment to cover the web servers, application servers, database servers, and operating system software for these two subprojects is estimated at $2,454,000 as described in the Subproject SOWs for additional processing to incorporate DPW and to rollout the Time Collection functionality to departments. Included is $590,800 for the purchase of equipment and system operating software to expand the disaster recovery backup for the financial and time collection applications. It is anticipated that the appropriation authority is required in FY 2007-08.

III. Operating Expenses - $1,080,000

Funds are requested to cover Midrange charges, projected at $1,080,000 for Midrange charges from ISD for the operation and setup of the equipment necessary for the development of the Subprojects.

IV. Other One-Time Expenditures - $5,000,000

On May 10, 2005, your Board adopted Cognos Business Intelligence software as the County of Los Angeles standard for business intelligence and ad hoc reporting software. Consistent with this directive, and in an effort to provide for a more cost-effective solution for licensing Cognos software, the Chief Information Officer and Director of Internal Services negotiated an enterprise license agreement with Cognos to provide for a countywide standard report development platform. The primary related uses of this enterprise license agreement will allow County departments to develop and publish reports for other applications. The one-time cost for the enterprise license is $5,000,000 with an annual maintenance cost of $600,000, after the first full year of the agreement. The $5,000,000 expenditure will be allocated to County departments. The estimated net County cost for the enterprise license is $1,800,000.

V. Ongoing Costs

a. Staffing

Several County departments have loaned full-time staff to assist in the implementation of the eCAPS Project. The staffing plan for these subprojects is based on the ongoing use of loaned staff and continuing use of funds ($1,377,000 annually) already included in the eCAPS Project budget.

As the project progresses departments may need to make staffing adjustments to address competing priorities or to adapt to new business procedures. These changes will be addressed by the departments and the CAO during the annual budget process.

b. Legacy Systems

Costs have been identified with converting existing legacy information to the eCAPS application and additional ongoing resources that may be required in the eCAPS environment. Partial offsets to these costs will be realized by certain County departments due to the reduced costs associated with the maintenance and support of the legacy systems that are targeted for elimination as a result of eCAPS implementation. Savings realized from the maintenance and support of legacy systems that are terminated will be utilized to minimize increases in ongoing system maintenance and support costs. The CAO anticipates being able to quantify such amounts more effectively as target dates for termination of the legacy systems approach.

c. Other Ongoing Costs

As previously noted, the Cognos Enterprise License will require an annual commitment of $600,000 for software maintenance. This expenditure will be allocated to County departments, requiring an estimated net County cost of $216,000 annually commencing in fiscal year 2007-08.

VI. Financing

Funding is available in the Designation for Financial System (eCAPS) for the SLA costs and the net County cost portion to fund the enterprise license. The $6,508,410 for the DPW FAS Replacement Subproject will be charged to DPW based on the payment of the fixed price deliverables of the Subproject and covered from annual DPW operating charges during the term of the project. Fund transfers from DPW will made to the eCAPS Budget and subsequently transferred back to the Designation for Financial System (eCAPS) at the conclusion of each fiscal year. The Cognos enterprise license ($5,000,000) will also be allocated to departments and is expected to reduce the net

County cost by $3,200,000. Additional revenue may be realized from various departments requesting specialized changes.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed contract amendment follows the same contractual structure as the base contract with (1) incorporation of DPW in the eCAPS financial and time collection application, and expansion of the time collection functionality to additional departments; (2) an agreement for expansion of the standard maintenance services to Platinum maintenance services from CGI for the Advantage financial applications.

In accordance with your Board's policy of employing outside counsel for certain information technology contracts, the law firm of Mitchell, Silverberg and Knupp was retained, and participated with County Counsel in the review and finalization of the proposed Amendment.

CONTRACTING PROCESS

In order to determine a cost estimate for the scope of the contract amendment, the Auditor-Controller, in conjunction with the affected departments, provided CGI with the County's business requirements to support each of these subproject areas. Based on the County requirements, CGI submitted proposals and Statements of Work (SOWs) for each of the subprojects. Upon receipt of the CGI proposals, the Auditor-Controller, with the assistance of County Counsel entered into contract negotiations with CGI as the sole provider and implementer of their CGI Advantage products.

The proposed contract amendment is consistent with the provisions of the base contract agreement, as follows:

- Each of the Statements of Work are considered Subprojects of the base contract;
- No provisions of the base contract are changed that will affect the successful delivery and implementation of the financial applications in the base contract;
- All Statements of Work are on a fixed price deliverable basis as defined in the base contract;
- The financial penalty provisions for missing Key Milestones, negotiated as part of the base contract, apply to each of the Subprojects;
- The multi-year maintenance provisions are modified from those negotiated in the base contract to provide the expanded level of support;
- All County required terms and conditions of the base contract have been updated to conform with the current standard County terms and conditions and applied to the contract amendment;
- The project methodology, successfully applied under the base contract, will be followed for each of Subprojects; and
- Major terms and definitions, such as Key Milestones; review and approval of

deliverables; hold-back of payments; Go-Live; and Final Acceptance, for each Subproject remain the same as the base contract.

Several provisions of the contract amendment vary for each of the Subprojects as follows:

- Each Subproject is on a fixed price deliverable basis with individual appendices identifying the deliverables, project implementation schedule, and payment schedule for that Subproject;
- The Subproject Start Date, Go-Live date, deliverable dates and Final Acceptance dates vary for each Subproject; and
- The contract's Aggregate Liability Provisions vary throughout the term of the contract based on the active Subproject's Start Date and Final Acceptance Date.

IMPACT ON CURRENT SERVICES

This contract amendment for the expansion of the eCAPS Project will continue to have an impact on all County departments. The eCAPS project will continue to be led by the Auditor-Controller and staffed with County staff from several County departments. DPW will lead the FAS Replacement Subproject, and the Auditor-Controller will lead the rollout of Time Collection to additional departments. ISD and Auditor-Controller will provide technical and systems support while other departments will provide expertise involving their department operations.

In addition, the Subprojects will be requesting departments heavily impacted by the eCAPS project to contribute one or more full-time staff to the project. The CIO will provide project oversight and assistance during the project.

Operating costs for the project other than the direct project costs are described in Section III of Fiscal Impact / Financing and are proposed to be covered by department operating budgets. These costs may raise other issues, such as backfill of positions, space costs, and establishing priorities in order to meet project schedules that may need to be considered and require further funding recommendations in future years.

CONCLUSION

Approval of this contract amendment will continue to improve the County's financial and time collection systems operated by the Auditor-Controller. This phase brings DPW completely on to the eCAPS application; another major step in having a complete enterprise financial application.

The expanded maintenance services provide on-site CGI support on a 24 / 7 basis to assure the County a timely and cost effective approach to meet our operational needs. This service assists the County in remaining current with application improvements. It

also allows us to reduce the use of County resources and greatly reduce the risk of outdated applications hindering departments' ability to meet the County's financial needs.

Approval of this contract amendment continues the momentum and interest by all County departments in the eCAPS Project and leverages the expertise gained in Phase I and II of the eCAPS Project.

Respectfully submitted,

J. Tyler McCauley
Auditor-Controller

Reviewed by:

Jon W. Fullinwider
Chief Information Officer

Attachments 1-Services and License Agreement Amendment
2-Budget Adjustment

c: Raymond G. Fortner, County Counsel
Sachi Hamai, Executive Officer, Board of Supervisors
Information Systems Commission
Public Information Office

CIO ANALYSIS

AMENDMENT NUMBER ONE TO SERVICES AND LICENSE AGREEMENT WITH CGI, INC.

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION ☐ DISAPPROVE

Contract Type:
☐ New Contract ☒ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract ☐ Hardware Acquisition ☐ Other

New/Revised Contract Term: Base Term: Five Yrs # of Option Yrs N/A

Contract Components:
☒ Software ☐ Hardware ☐ Telecommunications
☒ Professional Services

Project Executive Sponsor: J. Tyler McCauley, Auditor-Controller

Budget Information :

Y-T-D Contract Expenditures	$51,106,618
Requested Contract Amount	$16,005,760
Aggregate Contract Amount	$67,112,378

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☐	☒	Is this project subvented? If yes, what percentage is offset?
☐	☐	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved?

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan?
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan?
☒	☐	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT Standards?
☒	☐	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).

Project/Contract Description:

The Department of the Auditor-Controller (A-C) is requesting your Board's approval of Amendment Two to a Services and Licenses Agreement (SLA) with CGI to expand the County's financial and time collection applications. This Amendment includes the following:

- Providing consulting services for support in expanding the County's financial system to include functionality needed to replace Department of Public Works' (DPW) Financial Accounting System;
- Providing consulting services to support in implementing the Time Collection functionality at Department of Children and Family Services (DCFS), A-C Shared Services departments, and other departments;
- Increase the Auditor-Controller's authorization to execute change orders to the SLA necessary for the purchase of additional services utilizing contingency funds by $1,800,000 from $5,200,000 to $7,000,000; and
- Approval of the appropriation of $1,800,000 to fund the net County cost portion of an Enterprise Software License Agreement with Cognos, to be procured by the Internal Services Department (ISD) in an amount not to exceed $5,000,000 with an annual maintenance cost of $600,000 commencing after the first year, to provide for a countywide Business Intelligence Software License for use with eCAPS and other applications.

This amendment will increase the maximum contract amount by $16,005,760 for a maximum contract obligation of $67,112,378.

In addition, the A-C is requesting Board approval to direct the ISD to purchase hardware, third-party software, and services necessary to operate these new applications and ensure disaster recovery. Finally, the A-C is requesting Board approval for a budget adjustment for FY 2006-07 in the amount of $17,806,000 to transfer funds from the Designation for Financial System (eCAPS) to the Auditor-Controller eCAPS Budget Unit.

Background:

In April 2004, the County entered into an Agreement with CGI to upgrade the County's existing legacy financial system. The implementation plan identified a phased implementation for the full suite of Advantage 3 financials with the initial project labeled "eCAPS Phase I". eCAPS Phase I containing the General Ledger, Accounts Payable, Accounts Receivable, and Cost/Project/Grant Accounting modules became operational in July 2005.

In April 2005, the County entered into Amendment One of the Agreement to add Capital Assets, Inventory and Procurement financial modules and a Budget Preparation system. This portion of the multi-phased project was labeled "eCAPS Phase II" and is scheduled to become fully operational in March 2008.

Amendment One's eCAPS Phase II project also included a Time Collection subproject and a Human Resource/Payroll design subproject to identify the modifications needed to meet the County's human resources and payroll business requirements. The results of these activities are identified below:

- The Time Collection pilot project was initiated at Rancho Los Amigos National Rehabilitation Center during the June 2006 timeframe. The Time Collection Subproject

provided a web-based timecard for employees to submit their timecard information to the Advantage application while continuing to generate their paycheck through the County's legacy CWPAY application. The pilot provided the following benefits:

- Standardized time collection information for departments;
- Incorporated the new chart of accounts for financial tracking and reporting purposes;
- Automated the time collection workflow for timecard approvals;
- Improved information for billing, cost accounting and cost allocation purposes; and
- Established a foundation for time collection rollout to all departments.

- The Human Resource/Payroll design subproject was designed to measure how well CGI's Advantage Human Resource Management (HRM) modules met the County business requirements, the business impact of implementing these modules, and the modifications needed to meet the County's business requirements. This analysis determined the following:
  - 65% of the County's current business requirements can be met by CGI's HRM application as designed;
  - 27% of the County's current requirements can be addressed by alternatives acceptable to the County including changes to the County business practices, reporting, etc.; and
  - 8% requirement customization of the application modules or interface development, to meet County business requirements.

The proposed subprojects and the associated costs for the implementation of the HRM modules (Payroll, Time and Attendance, Recruitment, Position Control, Compensation, and Personnel Administration) will be evaluated by an independent consultant and may be brought before your Board at a future date.

Project Definition:

The proposed Phase III subprojects will integrate functionality resident in DPW's FAS into the CGI's Advantage 3 financial modules implemented in eCAPS Phase I and II; support the rollout of Time Collection functionality to other departments, upgrade the CGI's Standard Support to CGI Platinum Support, and support the acquisition of a Cognos enterprise software license to support eCAPS and other departments reporting needs.

<u>DPW FAS Replacement Subproject</u>:

The DPW FAS financial application provides project accounting, cost accounting, procurement, inventory and time collection functionality that the department needs to conduct its business. The DPW FAS Replacement Subproject provides for eCAPS the project accounting, cost accounting, time collection, internal service fund modifications and implementation support that will allow DPW to eliminate the use of FAS. The full use of eCAPS functionality will enable DPW to:

- Eliminate the FAS to eCAPS interfaces and the daily reconciliation and analysis of transactions between those applications;
- Provide better cost accounting tools for DPW and ultimately to departments countywide;
- Eliminate the need to train users on two financial systems and the inefficient practice of entering data into both systems; and
- Eliminate the cost of maintaining FAS as a separate application as well as some feeder systems such as DPW's web-based Cost Allocation and Equipment Costing systems.

Time Collection Rollout Subproject:

The Time Collection Rollout Subproject provides for CGI-AMS support for any needed software modifications, training assistance and data preparation to departments that are implementing the eCAPS Time Collection functionality. The Subproject will provide support to implement the Time Collection functionality at DCFS and A-C Shared Services departments. Contingency funds are provided, as needed, to implement Time Collection functionality at other departments that have indicated interest, including the Sheriff, Mental Health, and Fire.

CGI Platinum Support:

The existing contract provides for CGI's Standard Maintenance Services for the County's financial system. CGI is proposing Platinum Support which will include the following:

- Provide 24 hour per day 7 days a week coverage for the County's financial system;
- Staffing two full-time positions on site for the remaining years of the maintenance agreement;
- Support of Advantage software modifications made specifically for the County; and
- Assurance that County modifications will continue to work on new Advantage software releases.

The Platinum Support will also reduce the cost of post-implementation support required previously.

Cognos Enterprise License:

In May 2005, your Board adopted Cognos Business Intelligence software as the County's standard for business intelligence and ad hoc reporting software. Consistent with this directive, and in an effort to provide for a more cost-effective licensing arrangement, the CIO and ISD negotiated an enterprise software license agreement. This enterprise license agreement will allow for expanded reporting usage within the eCAPS financial modules and for County departments to develop and publish reports for other applications.

Project Justification/Benefits:

This Amendment provides the opportunity for the County to realize significant progress and related benefits by utilizing an integrated countywide software solution to address administrative functions that are common across County departments. Using the modules provided within the Advantage 3 software provides the required level of integration without the ongoing cost of supporting separate interfaces to different products.

Project Metrics:

The Amendment identifies two additional subprojects by functional area that will comprise the eCAPS Phase III Project:

- DPW FAS Replacement Subproject; and
- Time Collection Rollout Subproject.

Each of subprojects has a Statement of Work (SOW), which identify key milestones that measure progress and carry financial penalties if they are missed.

Impact If Proposal Is Not Approved:

The County would be required to develop acquisition strategies for separate departmental solutions for the business functions which will substantially increase the cost of acquisition and the ongoing maintenance cost. Failure to approve the recommended action could also result in the missed opportunity to implement a common software solution on a countywide basis.

Alternatives Considered:

The alternative that was examined and deemed undesirable is the acquisition of disparate departmental solutions. This was judged to be a more costly course and it would limit the County's ability to manage its administrative functions using standard tools and data.

Project Risks:

Project management activities are divided-into individual subproject work plans to alleviate potential risks and maximize the probability of each subproject's success. Each of subprojects has a Statement of Work (SOW), which identify key milestones that measure progress and carry financial penalties if they are missed.

Risk Mitigation Measures:

These subprojects leverage the project management methodology that is currently working successfully for the eCAPS project. Each subproject will adhere to a Project Control Plan that brings together the key planning and control documents and serves as the guide that outlines how key management activities will be carried out to ensure that intended goals are achieved and risks are mitigated. In addition the Amendment calls for:

- A 15% holdback on each invoice amount for each of the subprojects.
- The release of the holdback for each subproject varies based on the subproject and the vendor meeting specific deliverables.
- A Limit of Liability set at 150% of the total cost for each of the subproject.
- Defined warranty period for defects for customizations to the Application Software.
- The standard termination requirement for the County to recover its costs is included, but was modified to give the County the right to pursue coverage of costs rather than AMS automatically paying these costs without a review.

The CIO will provide project oversight and independent verification and validation of progress based on the project plan, Statement of Work and the contract. Additionally, the subprojects will be monitored using the new Information Technology Project Tracking System.

Financial Analysis:

Amendment Two for funding eCAPS Phase III will increase the CGI maximum contract amount by $16,005,760 to an Agreement Maximum of $67,112,378.

The A-C has also identified costs of $8,534,000 in the Amendment to purchase additional hardware, third-party software, operating costs and services necessary to operate the eCAPS application and ensure disaster recovery, which brings the total to an estimated $24,539,760.

CGI Contract Amount Summary:

CGI contract amount for eCAPS Phase I	$13,815,000
CGI contract amount for eCAPS Phase II	$37,291,618
CGI contract amount for eCAPS Phase III	$16,005,760
Total Contract Amount	**$67,112,378**

eCAPS Expenditure (Contract, Equipment and ISD Charges) Summary:

eCAPS total expenditures for eCAPS Phase I	$19,915,000
eCAPS total expenditures for eCAPS Phase II	$45,490,157
eCAPS total expenditures for eCAPS Phase III	$24,540,000
Total Project Expenditures	**$89,945,157**

eCAPS Phase III Costs Breakdown:

Amendment Two Components:	
CGI Implementation Services for FAS Integration	$6,508,410
CGI Implementation Services for Time Collection Rollout	$4,000,000
Contingency Amount	$1,800,000
CGI Platinum Support	$3,697,350
Amendment Two Subtotal	**$16,005,760**
Additional Amendment Two Components:	
Additional Equipment	$2,454,000
ISD Operating Costs	$1,080,000
Cognos Enterprise License	$5,000,000
Additional Components Subtotal	**$8,534,000**
Total Phase III Expenditures	
Total Phase III Expenditures	**$24,539,760**

Offsets to the Phase III total costs of $24,539,760 are provided by DPW in the amount of $6,508,410 for FAS integration and by departmental subvention for the Cognos enterprise license in the amount of $3,200,000, for a total reduction of $9,708,760.

The requested funding of $17,806,000 is available in the Fiscal Year (FY) 2006-07 Designation for Financial System (eCAPS) Budget.

CIO Concerns:

None

CIO Recommendations:

We recommend your Board's approval of the recommended action.

CIO APPROVAL

Date Received: 12-6-2006

Prepared by: James Hall

Date: 12-8-2006

Approved:

Date: 12-08-06

eCAPSamendment1cioanalysisv2.doc

PINK

76R 352M 11/83

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

request for appropriation adjustment

Dept's. No. 050

department of Auditor-Controller

December 8 2006

Auditor-Controller.

the following appropriation adjustment is deemed necessary by this department. will you please report as to accounting and available balances and forward to the Chief Administrative Officer for his recommendation or action.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2006-07

4 - VOTES

SOURCES	USES
eCAPS Designation for Financial System A01-3068 $17,806,000.00	Auditor-Controller Department Services and Supplies A01-AU-10799-2000 $17,806,000

JUSTIFICATION

This appropriation adjustment transfers funding from the Designation for Financial System (eCAPS) to the Auditor-Controller's eCAPS Budget Unit to fund eCAPS Phase III, as directed by the Board of Supervisors.

Robert A. Davis

Robert Davis, Assistant Auditor-Controller

Chief Administrative Officer's Report

Referred to the Chief Administrative Officer for --- action

✓ Recommendation

auditor-controller by Helen Tung

no. 086 Dec 8 2006

Approved as Requested ✓ as Revised

Dec. 8 2006 S. Kuhlmann

chief administrative officer

approved (as revised): board of supervisors 20

by

deputy county clerk

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

AMENDMENT NUMBER TWO

TO

SERVICES AND LICENSE AGREEMENT

BETWEEN

COUNTY OF LOS ANGELES

AND

CGI TECHNOLOGIES AND SOLUTIONS INC.

TABLE OF CONTENTS

Page(s)

1. Definitions....3
2. Customization Warranty Period....3
3. Freeze Dates....3
4. Key Milestones....4
5. Expansion of Project; Addition of New Subprojects....4
6. Stages....5
7. Incorporation of New Exhibits and Appendices....5
8. Specification Documents....7
9. Change Notices and Amendments....7
10. Increase in Project Price and Contract Sum....8
11. Holdback Releases for New Subprojects....8
12. Completion of Milestones; Relationships Among Payment Schedules....9
13. Distinct Payment Schedules....10
14. Software Versions....10
15. Live Testing and Final Acceptance of Initial Project and Subprojects....10
16. Warranty....11
17. Prohibition Against Delegation and Assignment:....11
18. Limitation of Liability....12
19. Maintenance....12
20. Platinum Support and Maintenance Fees....12
21. Continuing Maintenance....13
22. Third Party Products....13
23. 24x7 Assessment....13
24. Laptop Security....14
25. Amendments....14

TABLE OF CONTENTS
(continued)

Page(s)

26. Entire Agreement 16

27. Headings and Labels 16

28. Conflicts 16

LIST OF EXHIBITS 19

AMENDMENT NUMBER TWO TO SERVICES AND LICENSE AGREEMENT

This Amendment Number Two to Services and License Agreement ("Amendment Number Two") is executed as of December 19, 2006 (the "Amendment Number Two Effective Date"), by and between the County of Los Angeles in the State of California (hereafter, "COUNTY") and CGI Technologies and Solutions Inc. (formerly, CGI-AMS Inc.), a Delaware corporation ("CGI" or "CGI-AMS"), with reference to the following facts.

Recitals

A. COUNTY and American Management Systems, Incorporated, a Delaware corporation ("AMS"), entered into that certain Services and License Agreement as of April 6, 2004 (the "SLA"), for the delivery of a System, as defined therein.

B. Effective as of October 1, 2004, AMS changed its name to CGI-AMS Inc. Accordingly, COUNTY and CGI-AMS are the current parties to the SLA, and all references to "AMS" in the SLA now refer to CGI-AMS.

C. Effective as of March 23, 2005, COUNTY and CGI-AMS entered into Change No. 1 ("Change Notice No. 1") to the SLA, which, among other things, amended the SLA to (i) supplement the existing business requirements thereunder, (ii) make certain other changes to the terms of the SLA based on those new business requirements.

D. Effective as of April 19, 2005, COUNTY and CGI-AMS entered into Amendment Number One ("Amendment No. 1") to the SLA which, among other things, supplemented and amended the SLA to provide for (i) the performance of additional services (Subprojects 1 through 5), (ii) the licensing of additional software, and (iii) the extension of maintenance services to cover the additional licensed software.

E. Effective as of July 1, 2005, COUNTY and CGI-AMS entered into Change Notice Number Two ("Change Notice Number Two") to the SLA, which, among other things, amended the SLA to supplement the training and post-implementation support services provided for under the SLA.

F. Effective as of October 12, 2005, COUNTY and CGI-AMS entered into Change Notice No. 3 ("Change Notice No. 3") to the SLA, which, among other things, amended the SLA to modify the Due Dates associated with the Performance Test Plan & Results Key Milestone and the End User Training Key Milestone for Subproject 4.

G. Effective as of October 12, 2005, COUNTY and CGI-AMS entered into Change Notice No. 4 ("Change Notice No. 4") to the SLA, which, among other things, amended the SLA to supplement the existing business requirements for Subproject 2.

H. Effective as of January 1, 2006, COUNTY and CGI-AMS entered into Change Notice No. 5 ("Change Notice No. 5") to the SLA, which, among other things, amended the SLA in order to supplement the post-implementation support services provided for under the SLA.

I. Effective as of March 8, 2006, COUNTY and CGI-AMS entered into Change Notice No. 6 ("Change Notice No. 6") to the SLA, which, among other things, amended the SLA in order to (i) modify the Due Dates of Key Milestones; (ii) supplement the end user training support services; and (iii) further supplement the post-implementation support services provided for under the SLA.

J. Effective as of April 20, 2006, COUNTY and CGI-AMS entered into Change Notice No. 7 ("Change Notice No. 7") to the SLA, which, among other things amended the SLA in order to modify the Due Date associated with the HRM Design Document for Subproject 3.

K. Effective as of June 14, 2006, COUNTY and CGI-AMS entered into Change Notice No. 8 ("Change Notice No. 8") to the SLA, which, among other things, amended the SLA to further supplement the post-implementation support services provided for under the SLA.

L. Effective as of June 14, 2006, COUNTY and CGI-AMS entered into Change Notice No. 9 ("Change Notice No. 9") to the SLA, which, among other things, amended the SLA to further supplement the existing business requirements provided for under the SLA.

M. Effective as of June 14, 2006, COUNTY and CGI-AMS entered into Change Notice No. 10 ("Change Notice No. 10") to the SLA, which, among other things, amended the SLA to add an Envision Phase for the analysis of a Grant Management System and to make certain other changes to the terms of the SLA based on those new business requirements.

N. Effective as of July 12, 2006 COUNTY and CGI-AMS entered into Change Notice No. 11 ("Change Notice No. 11") which, among other things, amended the SLA to supplement the post-implementation support services and to make certain other changes to the terms of the Agreement based on these new services to be provided.

O. Effective as of August 9, 2006, COUNTY and CGI-AMS entered into Change Notice No. 12 ("Change Notice No. 12") which, among other things, amended the SLA to provide for supplemental the post implementation support services.

P. Effective as of August 9, 2006, COUNTY and CGI-AMS entered into Change Notice No. 13 ("Change Notice No. 13"), which among other things, amended the SLA to supplement the existing business requirements and make certain other changes based on those new business requirements.

Q. Effective as of August 9, 2006, COUNTY and CGI-AMS entered into Change Notice No. 14 ("Change Notice No. 14") which, among other things, amended the SLA to provide for additional training services.

R. Effective as of September 20, 2006, COUNTY and CGI-AMS entered into Change Notice No. 15 ("Change Notice No. 15") to the SLA, which, among other things, amended the SLA to further supplement the existing business requirements provided for under the SLA.

S. Effective as of September 20, 2006, COUNTY and CGI-AMS entered into Change Notice No. 16 ("Change Notice No. 16) to the SLA, which, among other things,

amended the SLA to (i) supplement the project management services provided for under the SLA; (ii) amend the allocation of post implementation support services provided for under the SLA; (iii) delete or modify the services associated with selected deliverables; (iv) modify the Due Dates of Key Milestones based on a phased implementation of the AMS Advantage modules (Asset Management, Inventory Management, and Procurement) and to make certain other changes to the terms of the Agreement based on these changes in services and requirements (the SLA, as amended by Change Notice No. 1, Amendment No. 1, Change Notice Number Two, Change Notice No. 3, Change Notice No. 4, Change Notice No. 5, Change Notice No. 6, Change Notice No. 7, Change Notice No. 8, Change Notice No. 9, Change Notice No. 10, Change Notice No. 11, Change Notice No. 12, Change Notice No. 13, Change Notice No. 14 Change Notice No. 15 and Change Notice No. 16 is referred to herein as the "Agreement").

T. Effective as of November 1, 2006 CGI-AMS changed its name to CGI Technologies and Solutions Inc. ("CGI") Accordingly, COUNTY and CGI are the current parties to the SLA, and all references to "AMS" or "CGI-AMS" in the SLA now refer to CGI.

U. The parties now wish to supplement and amend the Agreement in order to provide for: (1) the performance of additional services, organized as two new subprojects (Subprojects 7 and 8) – each a "Subproject" and collectively with Subprojects 1 through 5 the "Subprojects"); and (3) the addition of enhanced maintenance support. "Subproject 6" is reserved for potential future Human Resources Management project.

NOW, THEREFORE, in consideration of the foregoing facts and the mutual covenants set forth herein, and pursuant to Paragraph 6 (Change Notices and Amendments) of the Agreement, COUNTY and CGI-AMS hereby agree to amend the Agreement as follows.

1. Definitions

Capitalized terms used but not defined in this Amendment Number Two will have the meanings indicated for them in the Agreement.

2. Customization Warranty Period

Subparagraph 1.4.2 (Customization Warranty Period) of Paragraph 1(Definitions) of the Agreement is amended to read:

"1.4.21Customization Warranty Period

As used herein, the term "Customization Warranty Period" shall mean, with respect to the Application Software Customizations resulting from the Initial Project or any Subproject, the period commencing upon Live Testing of such Initial Project or Subproject, as applicable, and extending through Final Acceptance of such Initial Project or applicable Subproject, subject to any extensions in accordance with the terms of this Agreement."

3. Freeze Dates

Subparagraph 1.4.33 (Freeze Date) of Paragraph 1 (Definitions) of the Agreement is amended to add:

(v) with respect to Subproject 7,(a) as to software, 2.4.3.9 (Client Iteration Test – Iteration III) and (b) as to configurations, sixty (60) days prior to 3.2.10 (Production Cutover); and (vi) with respect to Subproject 8, (a)(1) as to software Stage 1, 2.2.3.1.2.6 (Application Software Modifications – DCFS Iteration II), and (b)(1) as to configurations Stage 1, sixty (60) days prior to 2.3.3.6 (Support for Production Cutover); and (a)(2) as to software Stage 1, 3.2.3.1.6 (Application Software Modifications – Shared Services Iteration II), and (b)(2) as to configurations Stage 2, sixty (60) days prior to 3.3.3.6 (Support for Production Cutover).

4. Key Milestones

Subparagraph 1.4.36 (Key Milestones) of Paragraph 1 (Definitions) of the Agreement is amended to add the following Milestones for Subprojects 7 and 8:

Subproject	Implementation Assessment Document (IAD)	Performance Testing	Train-the-Trainer	End User Training	Live Production
7 (DPW – FAS Replacement)	N/A	2.5.4.2.9	2.6.4.6.2.6	N/A	3.2.10
8 (Time Collection)	N/A		Stage 1: 2.2.4.2.3.5 Stage 2: 3.2.4.2.3.5	N/A	Stage 1: 2.3.3.6 Stage 2: 3.3.3.6

5. Expansion of Project; Addition of New Subprojects

Subparagraph 1.4.50 (Project) of Paragraph 1 (Definitions) of the Agreement is amended to read:

"1.4.50 Project

As used herein, the term "Project" shall mean the performance of all the Services, delivery of all Deliverables and fulfillment of all other obligations of CGI-AMS hereunder. The Project shall include both the Specifications in existence prior to the Amendment Number 1 Effective Date (the "Initial Project") and the Specifications in existence prior to the Amendment Number Two Effective Date ("Subprojects 1-5") and the following additional Subprojects:

"Subproject 1":	Implementation of Materials Management (including the Asset Management, Inventory Management, Procurement Professional and Procurement Vendor modules)
"Subproject 2":	Implementation of Time Collection (including the Human Resources, Time & Attendance, and Employee Self Service modules)
"Subproject 3":	Design of Human Resources Management
"Subproject 4":	Implementation of Budget Preparation (including the Performance Budgeting module)
"Subproject 5":	Analysis of Legacy Systems
"Subproject 6":	Reserved for potential future Human Resources Management project
"Subproject 7":	Department of Public Works (DPW) Financial Accounting System (FAS) replacement
"Subproject 8":	Implementation of Time Collection

Each Subproject *n* (where *n* may be 7 or 8) is organized in the exhibits and appendices to Amendment Number One and Amendment Number Two as though it were a separate project (and sometimes is referenced in such exhibits and appendices as a "project"). The structure of each Subproject *n* is identical to the structure of the Initial Project, having similarly designated exhibits and appendices, where applicable, but with a –*n* appended to each exhibit and appendix designation to indicate that the subject exhibit or appendix is for Subproject *n*. By way of illustration, Exhibit A-7 (Statement of Work) is the statement of work for Subproject 7 in the same way that Exhibit A (Statement of Work) is the statement of work for the Initial Project. All of the exhibits and appendices hereto for a given Subproject are referred to herein as the "Document Set" for such Subproject."

6. Stages

The following is added as new definition 1.4.73 for purposes of this Amendment Number Two:

"Stage" means the following defined areas within Subproject 8, (a) Department of Children and Family Services ("DCFS") design and implementation shall be deemed to be Stage 1; and (b) Shared Services design and implementation shall be deemed to be Stage 2.

7. Incorporation of New Exhibits and Appendices

Paragraph 4 (Work) of the Agreement is hereby amended by adding the following Subparagraph 4.6:

"4.6 INCORPORATION OF NEW EXHIBITS AND APPENDICES:

Subject to Subparagraph 8.6 (Completion of Milestones; Relationships Between Payment Schedules) of Paragraph 8 (Invoices and Payments), and except as otherwise specifically set forth in Amendment Number Two, the exhibits and appendices hereto are supplemented as set forth below, and all references herein to any exhibit or appendix shall refer to such exhibit or appendix as supplemented hereby.

4.6.1 Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Exhibit A-7 and Exhibit A-8 to Amendment Number Two.

4.6.2 Appendix A (Deliverables Definitions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix A-7 to Exhibit A-7 to Amendment Number Two and Appendix A-8 to Exhibit A-8 to Amendment Number Two.

4.6.8 Appendix B (Project Plan) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix B-7 to Exhibit A-7 to Amendment Number Two and Appendix B-8 to Exhibit A-8 to Amendment Number Two.

4.6.4 Appendix C (Business Requirements) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix C-7 to Exhibit A-7 to Amendment Number Two and Appendix C-8 to Exhibit A-8 to Amendment Number Two.

4.6.5 Appendix D (Interfaces) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix D-7 to Exhibit A-7 to Amendment Number Two and Appendix D-8 to Exhibit A-8 to Amendment Number Two.

4.6.6 Appendix E (Conversions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix E-7 to Exhibit A-7 to Amendment Number Two and Appendix E-8 to Exhibit A-8 to Amendment Number Two.

4.6.7 Appendix F (Reports) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix F-7 to Exhibit A-7 to Amendment Number Two and Appendix F-8 to Exhibit A-8 to Amendment Number Two.

4.6.8 Appendix G (Business Processes) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix G-7 to Exhibit A-7 to Amendment Number Two and Appendix G-8 to Exhibit A-8 to Amendment Number Two.

4.6.9 Appendix I (Project Architecture Schematic) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix I-7 to Exhibit A-7 to

Amendment Number Two and Appendix I-8 to Exhibit A-8 to Amendment Number Two a.

4.6.10 Appendix J (Configurations and Customizations) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix J-7 to Exhibit A-7 to Amendment Number Two and Appendix J-8 to Exhibit A-8 to Amendment Number Two.

4.6.11 Appendix K (Training Volumes) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix K-7 to Exhibit A-7 to Amendment Number Two and Appendix K-8 to Exhibit A-8 to Amendment Number Two.

4.6.12 Appendix L (Legacy Reports Inventory) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix L-7 to Exhibit A-7 to Amendment Number Two and Appendix L-8 to Exhibit A-8 to Amendment Number Two.

4.6.13 Appendix M (Project Assumptions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix M-7 to Exhibit A-7 to Amendment Number Two and Appendix M-8 to Exhibit A-8 to Amendment Number Two.

4.6.14 Exhibit B (Schedule of Payments) to the Agreement is hereby supplemented to include Exhibit B-7 and Exhibit B-8.

4.6.15 Exhibit D (Project Schedule) to the Agreement is hereby supplemented to include Exhibit D-7 and Exhibit D-8.

8. Specification Documents

Paragraph 4 (Work) of the Agreement is hereby amended by adding the following Subparagraph 4.7:

"4.7 SPECIFICATION DOCUMENTS:

The Specifications in the Document Set for each Subproject apply to that Subproject and, to the extent applicable, to the Project as a whole when the System Components resulting from such Subproject are incorporated into the Project. However, except to the extent stated otherwise herein, the Specifications in the Document Set for a particular Subproject do not apply to any other Subproject. The Specifications, as identified in Subparagraph 1.4.61 (Specifications) of Paragraph 1 (Definitions) of the Agreement shall continue to apply after incorporation of the additional System Components resulting from the new Subprojects."

9. Change Notices and Amendments

The following sentence is added to the end of the second paragraph of Paragraph 6:

"For the avoidance of doubt, a change in schedule as a result of the request, delay or failure of the COUNTY shall be deemed to be a change in scope requiring the execution of a Change Notice."

10. Increase in Project Price and Contract Sum

The first paragraph of Subparagraph 7.1 (General) of Paragraph 7 (Project Price; Contract Sum) of the Agreement is amended to read:

"The Project Price shall be the total fixed monetary amount payable by COUNTY to CGI-AMS for supplying all of the software licenses, tasks, subtasks, Deliverables, services and other work required under this Agreement, provided that nothing herein shall be deemed to preclude COUNTY from unilaterally increasing the Project Price in connection with any executed Change Notices under Subparagraph 6.2 or any Other Professional Services under Subparagraph 7.5 (Other Professional Services). All Deliverables completed by CGI-AMS must be Accepted in writing by COUNTY. If COUNTY does not Accept a Deliverable in writing or Provisionally Accept such Deliverable, no payment shall be due to CGI-AMS for that Deliverable or any associated Milestone. The Project Price, which includes all applicable taxes, transportation and other charges hereunder, authorized by COUNTY is Sixty Three Million Four Hundred Fifteen Thousand Twenty-Eight Dollars ($63,415,028). Except in accordance with a properly executed Change Notice, the Project Price shall not be adjusted for any costs or expenses whatsoever of CGI-AMS. Except in accordance with a properly executed Change Notice, COUNTY shall have no other financial obligation to CGI-AMS hereunder or arising herefrom. Notwithstanding anything to the contrary, the Project Price may not be increased (e.g., pursuant to one or more Change Notices) beyond the Contract Sum without authorization from COUNTY's Board of Supervisors, and any purported increase beyond the Contract Sum shall be deemed void and of no force or effect. As used herein, the term "Contract Sum" shall mean Sixty Seven Million One Hundred Twelve Thousand Three Hundred Seventy-Eight Dollars ($67,112,378)."

11. Holdback Releases for New Subprojects

Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement is hereby amended by adding the following Subparagraph 8.4.1.5:

"8.4.1.5 The 15% holdbacks for the Milestone payments under each of Subprojects 6 - 8 shall be released in the same manner as the releases for the Initial Project, and Subprojects 1-5 subject to the additional considerations set forth in this Subparagraph 8.4.1.5 in accordance with the original Project Plan applicable to a Subproject. Subproject 7 has only a single release event, as indicated in the table below, at which time CGI-AMS may invoice COUNTY for all of the holdbacks under such Subproject. Subproject 8 has both a First Release Event for each applicable Stage (indicated under the "33% Release" heading in the table below), at which time CGI-AMS may invoice COUNTY for 33% of the holdbacks to

date for such Subproject Stage, and a release event with respect to the remainder of the holdbacks for such Subproject.

Subproject	33% Release	67% Release	100% Release
7 (DPW FAS Replacement			90 days after Deliverable 3.2.10 Production Cutover Complete
8 (Time Collection) Stage 1 (DCFS)	30 days after Deliverable 2.2.3.5.3.2.6 User Acceptance Test Support – DCFS Iteration II	30 days after Deliverable 2.3.3.6 Support for Production Cutover	
Stage 2 (Shared Services:	30 days after Deliverable 3.2.3.5.3.6 User Acceptance Test Support	30 days after Deliverable 3.3.3.6 Support for Production Cutover	

12. <u>Completion of Milestones; Relationships Among Payment Schedules</u>

Paragraph 8.6 (Invoices and Payments) of the Agreement is hereby amended to read:

"8.6 COMPLETION OF MILESTONES; RELATIONSHIPS AMONG PAYMENT SCHEDULES:

Nothing in Amendment Number Two is intended to impose any additional conditions or requirements to CGI-AMS's completion of any Milestones specified in connection with the Initial Project, Subprojects 1-5 or to CGI-AMS's earning any of the payments specified in Exhibit B (Schedule of Payments), or B-*n* as the case may be, to the Agreement. Subject to Subparagraph 9.5 (Live Testing and Final Acceptance of Initial Project and Subprojects) below, as applicable, each payment specified in Exhibit B-*n* (Schedule of Payments) for any Subproject *n* shall correspond to the Deliverables definitions set forth in Appendix A-*n*

(Deliverables Definitions) to Exhibit A-*n* (Statement of Work), and shall be independent of the Deliverables definitions for any other Subprojects."

13. Distinct Payment Schedules

Paragraph 8 (Invoices and Payments) of the Agreement is hereby amended by adding the following Subparagraph 8.7:

"8.7 DISTINCT PAYMENT SCHEDULES:

Notwithstanding anything to the contrary, it is expressly intended by the parties that the payment schedule for each of: the Initial Project (i.e., Exhibit B to the Agreement prior to the Amendment Number One Effective Date), Subprojects 1-5 (i.e. Exhibit B-n to the Agreement prior to the Amendment Number Two Effective Date), Subproject 7 (i.e., Exhibit B-7) and Subproject 8 (i.e., Exhibit B-8) shall remain distinct. No payment or holdback release shall be due under any such Payment Schedule unless and until the corresponding Milestone for the Initial Project or Subproject, as applicable, has been completed and Accepted."

14. Software Versions

Subparagraph 9.2.5 is deleted in its entirety and replaced with the following:

"For purposes of maintaining the schedule for Conditional acceptance of the System of each Subproject, the parties agree that it is critical to apply the applicable Freeze Date to software code and configuration changes such that the applicable Freeze Date for software modifications or configurations shall mean that after such applicable Freeze Date, no additional software modifications or configurations, as the case may be will be made, subject to execution of a Change Order."

15. Live Testing and Final Acceptance of Initial Project and Subprojects

Paragraph 9 (Acceptance of Deliverables by COUNTY) of the Agreement is hereby amended by adding the following Subparagraph 9.5:

"9.5 LIVE TESTING AND FINAL ACCEPTANCE OF INITIAL PROJECT AND SUBPROJECTS:

The requirements in Subparagraph 9.2.3 (Final Acceptance Testing) of Paragraph 9 (Acceptance of Deliverables by COUNTY) of the Agreement for a period of Live Testing and for a Final Acceptance shall be applied separately to the Initial Project and to each Subproject 1 through 5, Subproject 7 and Subproject 8 subject to the provisions of this Subparagraph 9.5. As a result, rather than a single period of Live Testing and a single Final Acceptance, the Project shall incorporate multiple phases of Live Testing and multiple Final Acceptances. Live Testing and Final Acceptance of the System as contemplated prior to Amendment Number Two, as well as the required payments in connection with the same, shall not be affected by the terms of Amendment Number Two. With respect to each

of Subprojects 7 or 8, after all of the System Components for such Subproject are incorporated into the System, a period of Live Testing, with such new System Components incorporated, shall be conducted and shall extend until the time indicated under the "67% Release" heading in the table of releases set forth in Subparagraph 8.4.1.5 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement for such Subproject. Upon completion of such Live Testing, the Final Acceptance criteria in Subparagraph 9.2.3 of Paragraph 9 of the Agreement shall be evaluated with respect to such Subproject. The parties acknowledge and agree that, given the staged Live Testing rollouts of the System Components for the different Subprojects, the Live Testing periods with respect to different Subprojects might overlap. For each of Subproject 7 and 8, Final Acceptance shall be deemed to occur upon the COUNTY's Acceptance of the Deliverable for such Subproject indicated under the "100% Release" heading in the table of releases set forth in Subparagraph 8.4.1.5 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments)."

16. Warranty

Subparagraph B of Subparagraph 10.2 (Warranty Periods for Warranty Services) of Paragraph 10 (Warranty) of the Agreement is amended to read "B. CGI-AMS hereby warrants to COUNTY that the Application Software Customizations, and each component of the foregoing, shall conform to and perform in accordance with the Specifications and this Agreement and shall be free from Deficiencies during the Customization Warranty Period applicable to such Application Software Customizations.

17. Prohibition Against Delegation and Assignment:

Paragraph 12 of the Agreement is hereby amended by deleting Paragraph 12 of the Agreement in its entirety and inserting the following in its place:

"**12. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION:**

12.1 Contractor shall not assign its rights or delegate its duties under the Agreement, or both, whether in whole or in part, without the prior written consent of COUNTY, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, COUNTY consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by COUNTY to any approved delegate or assignee on any claim under the Agreement shall be deductible, at COUNTY's sole discretion, against the claims which Contractor may have against COUNTY.

12.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such

disposition is an assignment of this Contract requiring the prior written consent of COUNTY in accordance with applicable provisions of this Agreement.

12.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, or any other mechanism, with or without consideration for any reason whatsoever without COUNTY's express prior written approval, shall be a material breach of the Agreement which may result in the termination of the Agreement. In the event of such termination, COUNTY shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor."

18. Limitation of Liability.

CGI-AMS and County acknowledge and agree that the limitations of liability set forth in Subparagraph 23.1 of Paragraph 23 (Limitation of Liability) are applicable to Subprojects 7 and 8, and any additional Subproject added to the Project in the future.

19. Maintenance

COUNTY has elected to purchase Platinum Support and Maintenance ("PSM") for the Covered Software for the remainder of the Initial Maintenance Period. To that end, the parties agree that Exhibit E to the Agreement is hereby amended to append the Platinum Support Supplement attached hereto as Attachment 1.

20. Platinum Support and Maintenance Fees.

COUNTY agrees to pay the following incremental Platinum Support and Maintenance Fees ("PSM Fees") in addition to the Maintenance Fees set forth in the Agreement:

Portion of the Initial Maintenance Period	Total Maintenance Fees
The second year of the Paid Maintenance Period (Assumes platinum maintenance support of eCAPS Financials and partial HR)	$739,470*
The third year of the Paid Maintenance Period (Assumes Platinum Support Maintenance of eCAPS Financials and partial HR)	$985,960
The fourth year of the Paid Maintenance Period (Assumes Platinum Support Maintenance of eCAPS Financials and partial HR)	$985,960
The fifth year of the Paid Maintenance Period (Assumes Platinum Support Maintenance of eCAPS	$985,960

Financials and partial HR)	

* This amount reflects a pro-rated annual PSM Fee based on 9 months of PSM commencing January 1, 2007.

The parties agree that notwithstanding anything contained in the Agreement to the contrary, COUNTY may, upon written notice given no less than thirty (30) days prior to the expiration of the then current portion of the Initial Maintenance Period, terminate Platinum Maintenance Support and revert back receipt of standard maintenance support as described in Exhibit E prior to the execution of this Amendment Number Two in which case the standard maintenance fees in effect prior to execution of this Amendment Number Two will then apply.

21. Continuing Maintenance.

Notwithstanding anything to the contrary contained in Exhibit E, the parties agree that upon the expiration of the Initial Maintenance Period (September 30, 2010) and continuing for an additional two (2) year period, COUNTY may elect to purchase, and CGI-AMS shall then provide, the PSM and/or Maintenance Services all as described in Exhibit E. The Maintenance Fee and the PSM Fees will each escalate annually by an amount not to exceed 15% over the applicable Fee paid for the immediately preceding Maintenance Year. COUNTY will pay the lesser of those fees typically charged by CGI-AMS to its other public entity customers of similar size as COUNTY for the applicable PSM and/or Maintenance services or an amount not to exceed 15% over the applicable Fee paid for the immediately preceding Maintenance Year's PSM and/or Maintenance Fees.

22. Third Party Products.

The parties hereby acknowledge an immaterial scrivener's error in Change Notice No. 1 whereby Cognos was unintentionally substituted for InfoAdvantage; however, Cognos was not intended to be substituted for any software identified in Appendix A to Exhibit H. Therefore, the parties agree to correct such immaterial scrivener's error such that, effective as of March 23, 2005, the Effective Date of Change Notice No. 1, the Business Objects Application Specific Server Bundle software is deleted in its entirety. The parties further acknowledge and agree that infoAdvantage will work with Cognos and that the remainder of the terms of Change Notice No. 1 remain in full force and effect.

23. 24x7 Assessment

The parties agree that CGI-AMS, working with COUNTY, will conduct an assessment as described in this Paragraph with respect to extending the availability of eCAPS. The parties acknowledge that AMS Advantage architecture supports an extended availability option for eCAPS, whereby, eCAPS can be available to the users on extended period basis, e.g., 24x7, excluding scheduled downtime. The extended availability option is supported by AMS Advantage through key system features, such as, the process-based update prevention, asynchronous workflow processing, journal posting control, system assurance validation, and job restart functionality.

The implementation of the extended availability option for eCAPS may require increased hardware capacity to support the simultaneous processing of the batch and off-peak online operations, adequate procedures to mitigate risks for potential loss of work, and the configuration of the application to support the extended availability option for eCAPS.

Prior to implementing the extended availability option for eCAPS, CGI will assist the COUNTY in conducting an analysis to determine the number of users and the types of transactions to be processed in eCAPS during the simultaneous processing of the batch and off-peak online operations, the resulting increase in the hardware capacity to support the simultaneous processing, the logical points for interim database backups during the eCAPS nightly, weekly, monthly, and annual processing cycles, usage of available industry processes and tools, and the current eCAPS procedures. The results of the analysis and associated recommendations will be documented and provided to COUNTY for consideration and implementation of the extended availability option for eCAPS. COUNTY will be responsible for procuring the additional hardware and utilities identified during the analysis, and the configuration and maintenance of the hardware and utilities to support the extended availability of eCAPS.

24. Contractor Responsibility and Debarment

Paragraph 9.0 (CONTRACTOR Responsibility and Debarment) of the Agreement is amended to read:

"9.0 CONTRACTOR RESPONSIBILITY AND DEBARMENT

CGI-AMS is sometimes referred to as "CONTRACTOR" solely for the purposes of this Paragraph 9.0.

9.1 A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible contractors.

9.2 CONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of CONTRACTOR on this or other contracts which indicates that CONTRACTOR is not responsible, County may, in addition to other remedies provided in this Agreement, debar CONTRACTOR from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not to exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts CONTRACTOR may have with County.

9.3 County may debar a contractor if County's Board of Supervisors finds, in its discretion, that CONTRACTOR has done any of the following: (1) violated any term of a contract with County or a non-profit corporation created by County; (2) committed any act or mission which negatively reflects on

CONTRACTOR's quality, fitness, or capacity to perform a contract with County, any other public entity, or a non-profit corporation created by County, or engaged in a pattern of practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

9.4 If there is evidence that CONTACTOR may be subject to debarment, County's Department of Public Social Services ("DPSS") will notify CONTRACTOR in writing of the evidence which is the basis for the proposed debarment and will advise CONTRACTOR of the scheduled date for a debarment hearing before the Contractor Hearing Board.

9.5 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. CONTRACTOR and/or CONTRACTOR's representative shall be given an opportunity to submit evidence at that hearing. After that hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether CONTRACTOR should be debarred, and, if so, the appropriate length of time of the debarment. CONTRACTOR and DPSS shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

9.6 After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.7 If CONTRACTOR has been debarred for a period of longer than five (5) years, CONTRACTOR may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that CONTRACTOR has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interest of County.

9.8 The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) CONTRACTOR has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reductions of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an

appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.9 These terms shall also apply to subcontractors of County contractors."

25. Laptop Security

CGI-AMS agrees that any information on a CGI-AMS laptop that is personally identifiable to County, its customers or staff shall be encrypted.

26. Amendments

No amendment, modification, or supplement to this Amendment shall be binding on either party unless it is in writing and duly executed by the parties in interest at the time of the modification.

27. Entire Agreement

From and after the Effective Date, this Amendment Number Two shall form a part of the Agreement. Except as expressly and specifically amended hereby, the Agreement shall remain in full force and effect. There are no other agreements, representations, or warranties between or among the parties, written or oral, concerning the subject matter hereof.

28. Headings and Labels

Article, paragraph, subparagraph, section, and subsection titles and captions contained in this Amendment are inserted as a matter of convenience and for reference and in no way define, limit, extend, or describe the scope of this Amendment or the intent of any of its provisions.

29. Conflicts

The requirements set forth in this Amendment Number Two (including its exhibits and appendices) are intended to be read cumulatively for the benefit of COUNTY. However, in the event of any direct conflict or inconsistency in the definition or interpretation of any word, responsibility or schedule, or in the contents of, requirements for or description of any deliverable, services or other work, or in any other matter, between the body of this Amendment

Number Two and the exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Amendment Number Two. Otherwise, with respect to the Project as a whole or any individual Subproject, the provisions of Subparagraph 1.1 (Interpretation) of the SLA shall apply.

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Two to be subscribed by its Chairman and the seal of such Board to be affixed and attested by the Executive Officer thereof, and CGI-AMS has caused this Amendment Number Two to be subscribed on its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
J. Tyler McCauley
Auditor-Controller

APPROVED AS TO FORM:

Raymond G. Fortner, Jr.
County Counsel

By _____
Jose Silva
Principal Deputy County Counsel

CGI Technologies and Solutions Inc.
(formerly,CGI-AMS Inc.)

By _____
Michael Keating
Senior Vice President

LIST OF EXHIBITS

Subproject 7

Exhibit A-7 Statement of Work
- Appendix A-7 Deliverables Definitions
- Appendix B-7 Project Plan
- Appendix C-7 Business Requirements
- Appendix D-7 Interfaces
- Appendix E-7 Conversions
- Appendix F-7 Reports
- Appendix G-7 Business Processes
- Appendix I-7 Sub-Project Architecture Schematic
- Appendix K-7 Training Volumes
- Appendix L-7 Legacy Reports Inventory
- Appendix M-7 Project Assumptions

Exhibit B-7 Schedule of Payments
Exhibit D-7 Project Schedule

Subproject 8

Exhibit A-8 Statement of Work
- Appendix A-8 Deliverables Definitions
- Appendix B-8 Project Plan
- Appendix C-8 Business Requirements
- Appendix D-8 Interfaces
- Appendix E-8 Conversions
- Appendix F-8 Reports
- Appendix G-8 Business Processes
- Appendix I-8 Sub-Project Architecture Schematic
- Appendix J-8 Configurations and Customizations
- Appendix K-8 Training Volumes
- Appendix L-8 Legacy Reports Inventory
- Appendix M-8 Project Assumptions

Exhibit B-8 Schedule of Payments
Exhibit D-8 Project Schedule

Attachment 1

CGI-AMS Client Services Platinum Support and Maintenance Service Level Agreement

1.0 Statement of Intent

This Platinum Support and Maintenance Service Level Agreement (Platinum Support Supplement) describes the services that are required for supporting and maintaining the Covered Software. The purpose of the Platinum Support Terms is to provide premium support services to supplement the Maintenance Services received by the County prior to the effective date of Amendment No. 2.

1.1 Approvals

Exhibits A-1.1 and A-1.2 show the County and CGI-AMS representatives, respectively, having responsibility for the service level agreement contained in this Platinum Support Supplement.

Exhibit A-1.1 – County Organization Representation

Ownership Type	Organizational Group	Representative
Management	eCAPS and eHR Implementation Manager	Robert Davis, *Project Manager*
Business Function	County Functional and Technical Leads	Glenn Shaw, *Systems Division Manager* Jerry Kril , *Support Manager*

Exhibit A-1.2 – CGI-AMS Organization Representation

Ownership Type	Organizational Group	Representative
Account Management	CGI-AMS Implementation Managers	Tim Popoli *Account Manager*
AMS Advantage Service Line	AMS Advantage Platinum Support	Kim Thorn, *Director* Ben Pomeroy *Platinum Manager*

If the County experiences service levels that are not being met as defined in this Platinum Support Supplement, the County may escalate to the following contacts, in this order:

1. Ben Pomeroy, Platinum Manager;
2. Kim Thorn, Director;
3. Tim Popoli, Account Manager

1.2 Platinum Support and Maintenance Control Document

Within thirty (30) days of the commencement of Platinum Support and Maintenance (PSM) services, the parties in Exhibits A-1.1 and A-1.2 will work together to develop a "PSM Control Document" that will describe more specifically certain of the activities provided with PSM, including:

a. Synchronization efforts – detail how the synchronizations will occur and how often they should occur; the parties currently assume that a weekly synchronization will be most appropriate but may determine otherwise in the context of finalizing the PSM Control Document;

b. Migration efforts – details the process, methodology and criteria for moving patches and FixPacks from the CGI-AMS staging environments used to provide PSM ("Platinum Environment") to the County's testing and subsequent production environments;

c. Migration process for Minor Releases – details the delivery of Minor Releases with merged County customizations, and the other specific tasks that will be accomplished by the PSM team prior to delivery. For purposes of this Platinum Support Supplement, "Minor Release" is designated by a change to the digit immediately following the decimal point (e.g. 3.x, where x designates the Minor Release). The parties acknowledge that PSM does not provide implementation support services for upgrades. CGI-AMS will re-apply customizations and use existing regression test procedures to validate that the customizations function properly within the new release;

d. Modifications to software – details the process for synchronizing and applying County-developed modifications;

e. Equipment upgrades – details the process and activities required, if any, with respect to the County's enhancement and/or upgrade of current equipment. The parties acknowledge that PSM does not include the cost of hardware upgrades nor does it include the port from one platform to another (e.g. AIX to Linux);

f. Scheduling changes for batch runs – details the process required, if any, to revise batch run schedules, in order to help the Platinum team on call understand the overall batch run cycle. The parties acknowledge that the PSM team is not responsible for running or monitoring the batch cycles;

g. On-site staff "rules of engagement" – details both the standard rules of engagement for PSM, as well as the specific use of the on-site PSM team resources for items other than PSM. The County acknowledges that PSM is the primary and priority responsibility of the on-site PSM resources but these resources may be engaged in other activities as time permits;

h. Clear Case – defines the process for keeping County and CGI-AMS engineering Clear Case models in synch; and

i. Customization approval process – details the joint review and approval process for incorporating new customizations and as a pre-requisite to including them on *Exhibit A-3*.

1.3 Review Dates

The County's Paid Maintenance Period is the period from October 1 through September 30. The terms of this Platinum Support Supplement will be reviewed by the owner groups in *Exhibit A-1.1 and A-1.2* on an annual basis and the owner group representatives will communicate any changes to staff members who are affected by this Platinum Support Supplement. The review dates shall occur at least sixty (60) days prior to the expiration of the then-current Paid Maintenance Period, the specific review date to be determined by mutual agreement of the parties. The parties agree that prior to or during any review, the County may provide written notice that it will discontinue PSM and revert back to the standard Maintenance program as described in Exhibit E of the Agreement.

1.4 About Platinum Support and Maintenance Services

The PSM team is responsible for the maintenance and support of the AMS Advantage products. Patches, FixPacks, and Minor Releases of the AMS Advantage software will be maintained by the PSM team in the Platinum Environments, and transferred to the County Technical Lead(s) for the application of the merged and tested code into the County testing and subsequent production environments. PSM includes any required software modifications that were done as part of the implementation, regardless of whether or not they were incorporated into the baseline software and regardless of whether or not the modifications were developed and applied by the County or by CGI-AMS, provided that the County makes CGI-AMS aware of any modification made by the County or its approved contractors and subject to the approval process established by the PSM Control Document. The PSM Control Document will identify the alignment of CGI-AMS PSM team resources with the identified County IT resources to coordinate the maintenance efforts. PSM assumes that the County will use its Clear Case to develop and manage modifications.

1.5 Services Included in Platinum Support and Maintenance

1.5.1 Dedicated Team of Subject Matter Experts

CGI-AMS will assign a team of functional, technical and infrastructure resources to the County to provide it with dedicated support to handle questions and issues with AMS Advantage, as well as provide Fix Packs and Minor Releases on a regular basis to address items that require software updates.

1.5.2 Priority Response to Issues and Patches

CGI-AMS provides an escalated priority response for the County which response may be provided by the PSM team on-site resources or through the PSM team resources based in CGI-AMS facilities. The County will be able to gain resolution for reported defects according to the Service Levels, defined in *Exhibit A-2*. Patches will be provided for any defect reported, regardless of whether the code is baseline or custom (according to the custom enhancements listed in *Exhibit A-3*).

1.5.3 Technical Configuration Support

CGI-AMS will provide a Platinum Environment with all customizations specific to the County as identified in *Exhibit A-3* in order to recreate specific County-reported issues, to correct and test defect patches, and to package and test (both regression and system test) each Fix Pack and Minor Release before it is delivered to the County. These environments are maintained by the PSM team, and will include the software customizations listed in *Exhibit A-3* which *Exhibit A-3* will be finalized within thirty (30) days of the commencement of PSM. The Platinum Environment will facilitate code merges and testing and will be sized as such. The Platinum Environment will not exactly mirror the County's production configuration from a capacity perspective. In order to accomplish this initial list set forth on *Exhibit A-3*, CGI-AMS will take a "snapshot" of the Advantage software currently running in live production operations and the parties will update the list as modifications are added, including those customizations contemplated by eCAPS Phase 3.

1.5.4 Merging Customizations (Fix Packs and Minor Releases)

Because the PSM team is supporting the County's AMS Advantage applications including any customizations, part of this support is merging the custom code with the AMS Advantage baseline patches to provide a packaged and tested Fix Pack and/or Minor Release. PSM also includes testing and packaging of Fix Pack and Minor Releases. The County will then take the merged and tested application code and apply it in their testing environments for the necessary testing and acceptance by the County and subsequently apply the tested and accepted code in the County's production environment.

1.5.5 24x7 Support Service

Another service included in Platinum Support and Maintenance is 24x7 support services for mission critical issues that may occur. The PSM team will be available 24X7 to provide resolution to the County's critical issues.

1.6 Structure of the Platinum Support and Maintenance (PSM) team

The PSM team is based in CGI-AMS facilities and is comprised of subject matter experts in the AMS Advantage products as defined in *1.0, Statement of Intent*. The functional resources will comprise approximately forty percent (40%) of the PSM team and will be the main point of contact with the County for issue resolution. These functional resources will "own" the issue from start to finish, regardless of whether or not the issue requires a defect patch. The PSM team will be considered Secondary, which means the County will establish a Primary support team with its resources to provide the County end-users support as issues arise. If the County Primary team is unable to resolve the issue, the PSM Secondary team would be contacted.

The PSM Secondary team also includes the technical resources of the team that are responsible for the set-up and maintenance of the Platinum Environment, and will include database administrators (DBAs) as well as configuration managers. In addition, this part of the PSM team is responsible for the resolution of defects in the Platinum Environment, which will be located at a CGI-AMS facility, and the repackaging of Fix Pack and Minor Releases for the County. These resources will comprise the remaining approximately sixty percent (60%) of the PSM team and will work with the functional resources to provide an end-to-end PSM team for the County.

1.7 On-Site Resources

The PSM team will also include two (2) on-site resources: one (1) functional resource and one (1) technical resource. At such time as the County goes into live production operations with AMS Advantage HRM and the County elects to continue PSM for the AMS Advantage suite, CGI-AMS will add one (1) additional functional resource to the on-site PSM team.

The primary responsibility of these on-site resources is to provide local PSM for the County; however, CGI-AMS agrees that these resources may be reasonably utilized for other activities provided that such activities do not interfere with the primary obligations of PSM.

1.8 Availability of the PSM team

The PSM team will be available for production issue and defect resolution 24 hours a day, 7 days a week, 365 days per year.

If a member of the PSM team is on vacation or will not be available due to illness, a replacement will be provided to cover the assigned resource's absence.

The PSM team can be contacted by the following methods:

Toll free: 1-800-321-0267

Fax: 1-703-267-8412

Email: Client.Support@cgi-ams.com
Web: https://eaccess.ams.com

1.9 Roles and Responsibilities

This section describes the roles and responsibilities of the CGI-AMS PSM Team and the County Primary Support Team.

Organization	Roles and Responsibilities
CGI-AMS PSM Team	The CGI-AMS PSM team is responsible for the initial issue response, troubleshooting process, and complete resolution of the issues as reported to them. This team will primarily be responsible for the following items: • Issue troubleshooting; • Issue recreation in the Platinum Environment; • Coordination with County Primary team during the troubleshooting process; • Resolution of issue (set-up related or how-to issues) • Resolution of issue (defect resolution) • Setup and maintenance of Platinum Environment • Packaging of Fix Packs • Packaging of Minor Releases • Weekly contact with County Primary support team, as identified by the County's internal support team on issue status • County Issue and Service Level Reporting (monthly)
County Primary Support Team	The County Primary Support Team is made up of the individual(s) who contact the CGI-AMS Client Support Group as outlined in Exhibit A-1.1. The member of this team who initiates the call is responsible for following this issue during the issue resolution process. When additional information is needed to qualify an issue or defect, this member is responsible for providing it in a timely fashion to enable the PSM team to aggressively respond to and resolve the County's issues. The County Primary Support Team is also responsible for applying a suggested change or defect resolution in the County testing and subsequent production environments, as specified by the PSM Team. If after a 14-day period the County Primary Support Team has not yet tested a resolution, the issue status will be changed to "Resolved – Pending Client Confirmation", and if it remains in this status for more than 30 days, the issue will be "Closed". If the County is unable to meet the 14-day requirement for testing, the County shall so notify the PSM team in writing (email with confirmed receipt is acceptable written notice) and CGI-AMS shall work with the County to extend the period for test and close; provided, however, if the suggested change or defect resolution is critical, CGI-AMS may designate the change or defect resolution as "mandatory" and the County will then adhere to the 14-day time frame described above unless the parties mutually agree to extend the time-frame.

1.10 Platinum Support and Maintenance Process

Under the Platinum Support and Maintenance model, the following process will be used:

1) The County Primary support team (either Functional or Technical leads) will submit their issues to the Client Support Center via the contact information in *1.8 Availability of the PSM Team*;
2) The PSM Secondary team will be assigned the issue and will respond according to the defect Level agreed upon by the County Primary and PSM Secondary (Functional) teams according to the schedule in *Exhibit A-2;*
3) If the issue is determined and accepted as a defect, the PSM Secondary (Technical) team will be assigned the defect and will work to resolve;
4) Once the defect is resolved and tested in the Platinum Environment, the PSM Secondary team will either:
    - Provide the patch directly to the County when the defect is a Level 1 or 2; or
    - Provide the patch through a Fix Pack release when the defect is a Level 3 or 4.
5) If the County chooses to upgrade its current release to another Minor Release of the software, the PSM team will work directly with the County Primary team to plan to which Minor Release the County will take, and will provide the subsequent code merge and testing for applying the release in the County's testing and subsequent production environments. The parties will work together to mutually determine if it is appropriate to install a specific release or to bypass a release and "catch up" on the next or a later release taking into consideration any conflicts with the then-current production schedule. However, it is the intention of both parties to keep the County as current as possible with new releases without interrupting critical production schedules.

1.11 Issue and Defect Priorities and Response / Resolution Times

Prioritizations of issues and defects related to the AMS Advantage Products, with response and resolution times will occur according to the following schedule:

Exhibit A-2 Issue Priorities and Response and Resolution Times

Priority	Definition	Examples	Time to Respond to Issue or Defect	Defect Resolution Targets
1 – Critical	A problem causing critical impact to the County's business operation, and no workaround is immediately available. Work begins upon notification and continues until resolved.	▪ Systems Assurance problems (i.e. data synchronization issues). ▪ Vendor check run fails. ▪ Nightly cycle cannot complete.	15 minutes or less from the time the County Primary team notifies the Platinum Support and Maintenance Secondary Functional (PSM) team. The PSM team will utilize available CGI-AMS resources appropriate to resolve the issue. Issues of this priority will be worked on continually until resolution is achieved.	If resolution requires a software correction and the defect is accepted by the criteria defined in the Standard Software Maintenance Agreement, CGI-AMS will work diligently to resolve the issue in the CGI-AMS County-specific environment within 48 hours. If, however, the failure is not one that can reasonably be corrected within the planned time period, CGI-AMS will provide a plan for correction and proceed diligently according to that plan until the issue has been corrected. For purposes of this section, "Targeted Resolution" means the disrupted function or function will be made available by means of workaround, actual correction or other means necessary to make the disrupted functionality available within the identified time. Resolution will be delivered to the County as a patch due to the Critical priority.

Priority	Definition	Examples	Time to Respond to Issue or Defect	Defect Resolution Targets
2 - Urgent	A problem causing significant impact to the County's business operation, and the workaround is unacceptable on a long-term basis. Work begins immediately after Priority 1 issues are resolved.	▪ A problem is detected in the software and 90% of all transaction types are working as they are supposed to, but in the other 10% a delay in the response to the County is noted. ▪ The "Consolidated Option" in Automated Disbursements is not putting multiple payments on one check, but separate checks can be disbursed, or a Manual Disbursement can be done.	30 minutes or less from the time the County Primary team notifies the Platinum Support and Maintenance Secondary Functional (PSM) team.	If resolution requires a software correction and the defect is accepted as defined in the Standard Software Maintenance Agreement, CGI-AMS will work diligently to resolve the issue in the CGI-AMS County-specific environment within 72 hours. If, however, the failure is not one that can reasonably be corrected within the planned time period, CGI-AMS will provide a plan for correction and proceed diligently according to that plan until the issue has been corrected. For purposes of this section, "Targeted Resolution" means the disrupted function or function will be made available by means of workaround, actual correction or other means necessary to make the disrupted functionality available within the identified time. Resolution will be delivered to the County as a patch due to the Urgent priority.
3 – Moderate	A problem that impairs some functionality, but a practical workaround exists. If resolution requires a software correction, fixed in next major release if reported prior to release cut-off date. Fixed in maintenance process and available to all clients if possible.	▪ A form is printing correctly, but with three additional blank pages. The unneeded pages can be discarded. ▪ Select Document Types "Validate" properly, but real errors are only being caught during "Submit".	1 hour or less from the time the County Primary team notifies the Platinum Support and Maintenance Secondary Functional (PSM) team. *	If resolution requires a software correction and the defect is accepted, it will be fixed and tested by the PSM Secondary (Technical) team in the CGI-AMS County-specific environment after Priority 1 and 2 defects are resolved. Due to the Moderate priority, these defects will be packaged and provided to the County in the next Fix Pack release.

Priority	Definition	Examples	Time to Respond to Issue or Defect	Defect Resolution Targets
4 - Minor	A problem that does not affect any prodution functions of the software. A software defect exists but does not impede any functionality. Fixed in next major release if reported prior to release cut-off date. Fixed in maintenance process and available to all clients in a similar environment.	▪ A report header is in the wrong place, but the information on the report is correct. ▪ There is a misspelling of a field attribute on a transaction.	2 hours or less from the time the County Primary team notifies the Platinum Support and Maintenance Secondary Functional (PSM) team. *	If resolution requires a software correction and the defect is accepted, it will be fixed and tested by the PSM Secondary (Technical) team in the CGI-AMS County-specific environment after Priority 1,2 and 3 defects are resolved. Due to the Moderate priority, these defects will be packaged and provided to the County in the next Fix Pack release.

*These response times will be adhered to during the hours of 8 a.m. and 6 p.m. Pacific Time Monday through Friday, excluding holidays ("Business Hours"). A Level 3 or 4 issue reported outside of Business Hours will be responded to within the requisite time commencing with the next Business Hour.

1.12 Assumptions for Issue Response and Resolution Times

The following assumptions apply for *Exhibit A-2* above:

- The initial event for both issue and defect resolution will begin once the issue has been validated and all information needed to research the issue has been provided to CGI-AMS ("a qualified issue" or "a qualified defect").

  In the event CGI-AMS is not able to classify an issue as "a qualified issue" or "qualified defect" within 60 minutes after the issue has been reported by the County's Primary support team, CGI-AMS shall notify the County's Client Support Manager or designee verbally and in writing (email with confirmed receipt is acceptable written notice).

- If the Issue is caused by an underlying Third Party Software Product, resolution time will be dependant upon Third Party responsiveness and resolution time. Regardless, CGI-AMS will work diligently with any Third Party Software provider to get any Level 1 or Level 2 Issue caused by such Third Party Software resolved as quickly as possible.

1.13 SLA Reporting

On a monthly basis, the PSM team will provide two reports:

- An Open Issue Report; and

- A Monthly Scorecard Report

The Open Issue Report will provide a listing, by priority, of open issues, with current status and estimate time to complete. The Monthly Scorecard Report will provide a list of response and resolution times for the issues and/or defects resolved each month.

1.14 AMS Advantage Customization List

The list below itemizes the AMS Advantage customizations covered under this Platinum Support Supplement. Any additional customizations made by the County that are not on this list contained in *Exhibit A-3* will be subject to the joint approval process established in the PSM Control Document before being added to *Exhibit A-3*. This Platinum Support Supplement *Exhibit A-3* will then be modified to reflect the changes. PSM Fees will not be increased with the additions of modifications unless the modifications create additional functionality.

Exhibit A-3 Issue Priorities and Response and Resolution Times

AMS Advantage Customization	Description	Comments
<Insert Customization Name>	<Enter Customization Description>	

eCAPS Phase III
Subproject 7: FAS Replacement

Exhibit A-7 – Statement of Work

(This Page Intentionally Left Blank)

Table of Contents

Table of Contents 3

Introduction 5

Section I - Implementation Methodology 7

1. Overview of Implementation Methodology 7
2. Project Work Products 7

Section II - Project Management 19

1. Project Management 19
2. Planning 21
3. Project Site 21
4. Communications 21
5. Staffing - Key and Support Personnel & Responsibilities 23

Section III – Software Application 27

1. Software Description 27
2. AMS Advantage Software Implemented 27
3. Third Party Products - To Be Provided by CGI-AMS 27
4. End User Training Tool 28

Section IV – Business Requirements 29

1. Business Requirements 29

Section V – Data Warehouse and Reporting 33

1. Approach 33

Section VI – Technical 37

1. eCAPS Technical Architecture 37
2. Workstation Specifications 37
3. Conversion Approach 40
4. Interface Approach 44

Section VII – Change Management 47

1. Change Readiness Assessment 47
2. Training Volumes (Appendix K-7) 47
3. Training Environment 50
4. Knowledge Transfer 51

Section VIII - Maintenance and Support (including Platinum options) 53

1. Subject Matter Experts 53
2. Priority Response 53
3. 24 x 7 Support 53
4. Up-To-Date Functionality..... 53
5. Support of Customizations 53

Appendices

Appendix A-7 Deliverables Definition
Appendix B-7 Project Plan
Appendix C-7 Business Requirements
Appendix D-7 Interfaces
Appendix E-7 Conversions
Appendix F-7 Reports
Appendix G-7 Business Processes
Appendix H-7 System Performance and Transaction Volumes
Appendix I-7 Subproject Architecture and Schematic
Appendix J-7 Configurations and Customizations
Appendix K-7 Training Volumes
Appendix L-7 Legacy Reports
Appendix M-7 Subproject Assumptions

Attachment(s)

Attachment M-7 Context Diagram

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI-AMS to develop and deliver the eCAPS Phase III - FAS Replacement Subproject 7 described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement to which this SOW is attached.

The eCAPS Phase III - FAS Replacement Subproject 7 engages CGI-AMS to modify and successfully implement additional financial functionality with the existing AMS Advantage Financial system of the County, the Countywide Accounting and Purchasing System (eCAPS). The ultimate goal of this Subproject 7 is to expand the use of eCAPS to the County of Los Angeles Department of Public Works (DPW) and develop additional functionality for eCAPS that will allow DPW to retire its existing Financial Accounting System (FAS).

This SOW details the tasks, deliverables and system functionality to be implemented and/or delivered during this Subproject 7 which encompasses the modification and/or implementation of the following AMS Advantage functionality for DPW:

- Project Cost Accounting;
- Billing;
- Cost Allocation;
- Procurement;
- Inventory Management;
- Fixed Assets; and
- Time Collection.

This SOW specifies the obligations for CGI-AMS to deliver to the County the modules operating in live production operations and integrated with the system implemented during the eCAPS Phase I and II projects supporting DPW's business requirements as listed in the Appendices of this document according to Appendix A-7 (Deliverables Definition). A description of the County's obligations for this Subproject 7 and other key project assumptions are provided in Appendix M-7 (Subproject Assumptions) of this SOW. For purposes of this SOW, AMS Advantage application, means Project Cost Accounting, Billing, Cost Allocation, Procurement, Inventory Management, Fixed Assets, and Time Collection.

The goals of the eCAPS Phase III - FAS Replacement Subproject 7 are to extend the use of eCAPS to DPW and to develop the additional functionality needed by DPW to allow it to retire FAS by offering specialized features primarily in the areas of:

- Project Cost Accounting — allows for categorizing costs, applying overhead rates and equipment usage to arrive at full project costs;
- Billing — provides for detailed, accurate and timely invoicing of services;
- Cost Allocation — handles the allocation of charges to appropriate cost centers;
- Procurement — handles the development, distribution, evaluation award and management of contracts that result from a procurement and provides an opportunity for reduced costs, decreased order cycle times, increased user satisfaction and improved tracking and reporting; and
- Inventory Management — handles request management, warehouse management, inventory replenishments, and stock transfers.

The major benefits to be achieved with the eCAPS Phase III - FAS Replacement Subproject 7 are to:

- Reduce data redundancy;
- Eliminate multiple system reconciliations;
- Improve costing/billing functionality;
- Reduce duplicate/disparate departmental systems;
- Reduce system maintenance costs;
- Promote data sharing;
- Improve visibility and decision-making opportunities;
- Provide browser-based entry and presentation of data; and
- Provide robust ad-hoc query and reporting functionality.

CGI-AMS shall follow a deliverables-based project management approach to configure or customize the AMS Advantage application to support the County's business requirements as stated in Appendix C-7 (Business Requirements) of this SOW.

The eCAPS Phase III - FAS Replacement Subproject 7 will begin in January 2007 following the Project Plan outlined in Appendix B-7 (Project Plan) of this SOW to provide for:

- Assistance with system table configuration;
- Software design, development, and testing services;
- Conversion planning and assistance with data conversion development processes;
- Project team and trainer training;
- Implementation support; and
- Post-implementation support.

Section I - Implementation Methodology

This section of the Statement of Work (SOW) provides a general description of the planned activities for the eCAPS Phase III - FAS Replacement Subproject 7, including:

- An overview of the implementation methodology proposed by CGI-AMS for the duration of the Subproject 7;
- Identification of the business functions to be implemented;
- A high-level description of the eCAPS Phase III - FAS Replacement Project Plan; and
- An overview of the major tasks and timelines proposed for the Subproject 7 implementation.

1. Overview of Implementation Methodology

CGI-AMS shall use sound project management principles based on prior experience in large-scale implementation projects for the modification and implementation of the additional financial functionality (Project Cost Accounting, Billing, Cost Allocation, Procurement, Inventory Management, Fixed Assets and Time Collection). Normally comprised of three phases (Envision, Create, and Achieve), this methodology takes into account elements that impact the Subproject 7 schedule internally such as design, development and testing and the external dependencies and success factors that can impact the overall progress and effectiveness of an engagement. However, for this Subproject 7, the Envision phase was handled by the eCAPS Phase II – Legacy Systems Analysis Subproject 5. This Subproject 7 will be comprised of the Create and Achieve phases, taking into account the internal and external elements impacting this Subproject 7. This integrated approach provides an invaluable tool to track overall progress against the agreed upon milestones, identify risk areas, and proactively take the appropriate steps to mitigate those risks.

CGI-AMS's methodology is supported by an inventory of CGI-AMS-specific tools, assets, utilities, templates, checklists, and deliverables. CGI-AMS-specific work product samples will be used as a starting point for the work products CGI-AMS shall complete under this SOW.

2. Project Work Products

The remainder of this section explains the approach that will be used to implement the AMS Advantage software modules for the County. The high-level work products are outlined, as are the methods for achieving them. A detailed description of these deliverables is provided in Appendix A-7 (Deliverables Definition) and in the remaining sections of this SOW.

2.1 Planning & Management (Project Plan Task 1)

Project management represents ongoing tasks that will span the life of the project. CGI-AMS shall update the Project Control Document (PCD) (Project Plan Task 1.1.4) created during the implementation of eCAPS Phase I. The purpose of the PCD is to define how the CGI-AMS Project Management Standards will be applied to the eCAPS Phase III - FAS Replacement Subproject 7. The PCD brings together the key planning and control documents and serves as the basis for defining how the project team will carry out project administration and management activities. It is intended to be a tool for communicating the project's management practices to managers, team members, and stakeholders.

Specifically, the PCD shall define the eCAPS Phase III - FAS Replacement Subproject 7 management strategies for the following areas:

Project Planning

- Detailed Project Plan;
- Project Governance and Structure;
- Communication Strategy; and
- Staffing and Team Management.

Scope Management

- Deliverables Management;
- Change Control Process Management; and
- Requirements Management.

Issue and Risk Management

- Issue Management (including issue escalation processes); and
- Project Risk Management.

Quality

- Quality Management;
- Work Product Reviews; and
- Incident and Defect Management.

CGI-AMS shall provide on-site, full-time project management services to the eCAPS Phase III - FAS Replacement Subproject 7 for the duration of the Subproject 7 through implementation and part-time project management services for the duration of the post-implementation period.

CGI-AMS ongoing project management tasks include (Project Plan Task 1.2):

- Assigning and coordinating CGI-AMS team resources and Deliverables;

- Tracking CGI-AMS team resources;
- Tracking CGI-AMS tasks and Deliverable budgets;
- Reporting on CGI-AMS resources, Deliverables and budget, including the development of regular status reports, and presentations for the project advisory committee;
- Identifying, tracking, and helping to resolve project issues;
- Providing review and guidance to the project team in addressing tasks/Deliverables; and
- Coordinating project Deliverables among all CGI-AMS resources.

2.2 Envision Phase

The Envision phase for this Subproject was conducted during the eCAPS Phase II – Legacy Systems Analysis Subproject 5. The functional analysis, product training, and prototyping were conducted to arrive at the fit-gap implementation analyses, which will be used as a foundation as the Create and Achieve phases progress.

2.3 Create Phase (Project Plan Task 2)

The Create phase encompasses activities related to software construction and testing and preparations for implementation, such as training and transition management. The tasks to be completed during the Create phase are organized into the following activities:

- Technical environment setup;
- Technical project team training;
- Table-driven application configuration;
- Software construction;
- Software testing; and
- Preparation for implementation.

2.3.1 Technical Environment Setup (Project Plan Task 2.1, 2.5.2, 2.5.4.1, 2.6.4.1, and 3.1)

The County will configure the necessary hardware and software to establish and maintain the technical environments for FAS Replacement. The following environments are typically established for a new subproject, and are anticipated for this Subproject 7:

- Development / unit test;
- System test;

- Conversion;
- User acceptance test / practice;
- Training; and
- Learning.

2.3.2 Technical Project Team Training (Project Plan Task 2.2)

County shall conduct training for County technical staff identified in Appendix K-7 (Training Volumes). This training will utilize baseline training materials and may cover the following topics: AMS Advantage Design Studio, Pervasive Data Integrator (PDI) and Adobe forms.

Technical training may also include the project approaches, methodologies, tasks, and procedures for:

- Technical Design and Development Standards and Templates;
- Naming Standards (files, programs, screens, reports, error codes);
- Testing (unit testing scripts and templates);
- AMS Advantage / Third-Party Software Upgrades (approach, available AMS Advantage toolkits, release notes, instructions); and
- Emergency Patches and Sub-Releases (procedures for securing, applying, and testing across all environments).

The County shall assist any new technical staff in configuring/installing the AMS Advantage bundled toolsets on developer workstations in order to facilitate hands-on training for the aforementioned topics. CGI-AMS will be available for consulting support during environment setup.

2.3.3 Table-Driven Application Setup (Project Plan Task 2.3)

In the Create phase, CGI-AMS shall assist County staff in applying table setups by summarizing the necessary setup documented in the Fit-Gap Analysis Report. The County will be responsible for performing the actual setup. CGI-AMS shall also assist County staff as they execute tests to confirm that these table setups will support DPW's stated requirements.

2.3.4 Software Construction (Project Plan Task 2.4)

Software construction entails the design and development of the user interface configurations, and application customization processes, data conversion processes, system interface processes, and reports and forms to support the County's business requirements as stated in the Appendices to this SOW.

CGI-AMS technical staff shall be primarily responsible for the design, development, and unit testing of:

- Application customizations (Project Plan Tasks 2.4.1, 2.4.2, 2.4.3); and
- A subset of the automated data conversion processes (Project Plan Task 2.4.5.3).

CGI-AMS shall also answer questions and provide support to the County technical staff assigned to design and develop other software components as identified in Appendix B-7 (Project Plan).

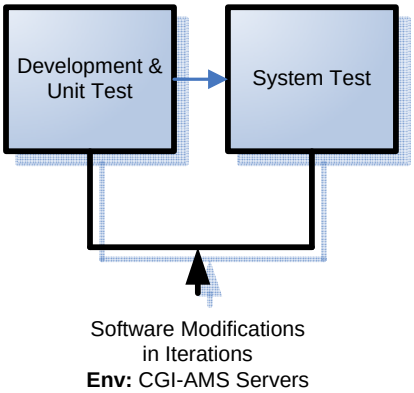
CGI-AMS shall create at least one Functional Design for the nine (9) Concept Papers included under this SOW (i.e. modification to the AMS Advantage software). The Functional Design is a high-level design specification that provides an overview of the business requirements and processes to be supported by the customization, processing logic for online, batch, and reporting software components, business scenarios to be included in the unit tests, and key assumptions.

CGI-AMS shall create a Detailed Design for each customization, and conversion process to be developed by CGI-AMS staff. Each detailed design will provide the technical specifications and description of each software development effort, as well as drive the functional design into a lower level of detail that is required for programming. Depending upon the type of software being developed, the detailed design shall include as necessary: database input/output requirements, data mapping and transformation rules, and a unit test plan.

In order to provide a unified structure and strategy for developing conversion processes, CGI-AMS and the County shall develop an eCAPS Phase III - FAS Replacement Subproject 7 Conversion Plan (Project Plan Task 2.4.5.1) and provide County technical staff with the standard data mapping templates for creating transactions in standard AMS Advantage format.

CGI-AMS and County staff shall use the development tools that are bundled with the AMS Advantage 3 application (i.e., AMS Advantage Design Studio, Pervasive Data Integrator (PDI), and Adobe forms) in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI-AMS to County technical staff.

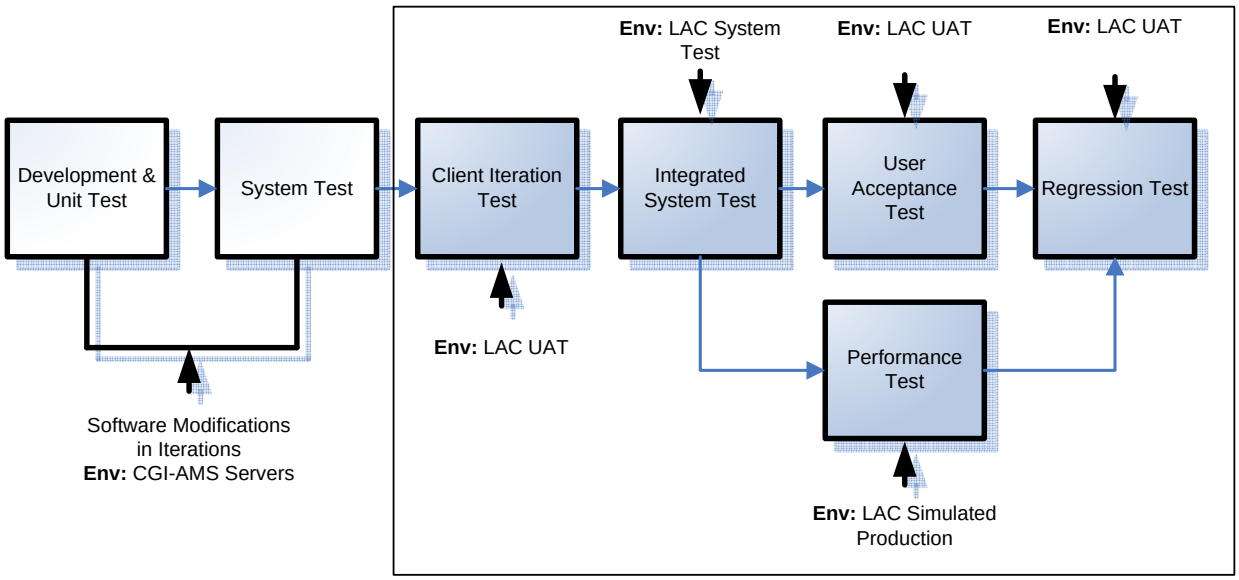
As depicted in the diagram below, software Development is comprised of programming system modifications, and unit testing and system testing those modifications to determine the software works as stated in the system specification documents. Development performed by CGI-AMS is usually conducted on CGI-AMS servers offsite.



2.3.5 Software Testing (Project Plan Task 2.5)

Software testing entails the planning and execution of tests to secure the County's Acceptance of the AMS Advantage application as modified in accordance with the County-approved functional and detailed designs and other Specifications. Once custom software has been delivered to the County and installed on site, several layers of testing are performed to determine that the software functions as stated in the system specification documents:

- Client Iteration Test (Project Plan Task 2.4.1.9, 2.4.2.9, and 2.4.3.9);
- Integrated System Test (Project Plan Task 2.5.1);
- User Acceptance Test (Project Plan Task 2.5.3);
- Performance Test (Project Plan Task 2.5.4); and
- Regression Test (Project Plan Task 2.5.5).



During the testing process, CGI-AMS shall continue to update the detailed design documents to create "as-built" detailed design documents. These documents will include the final descriptions of the change, database impacts, and panel layouts and/or report formats. The resulting documentation from this testing will allow County IT staff to support the system after implementation.

CGI-AMS shall be primarily responsible for the planning and execution of the Integrated System Test and Performance Test. CGI-AMS shall also answer questions and provide support to the County team assigned to conduct the User Acceptance Tests and Regression Tests. CGI-AMS shall provide support by helping to resolve and track incidents reported by the County and by developing any software fixes required to resolve reported incidents.

Client Iteration Test (Project Plan Task 2.4.1.9, 2.4.2.9, and 2.4.3.9)

Iteration tests will be conducted by County staff for each delivery of custom software (software drop). Once development, Unit Test, and System Test are complete, and the software has been installed in Los Angeles County, the County will test to determine that the software functions in accordance with the approved design. Any incidents identified during Iteration Test will be documented by the County and submitted to CGI-AMS for resolution. The identification of incidents will not impact the schedule of subsequent software drops.

Integrated System Test (Project Plan Task 2.5.1)

Before the Integrated System Test is conducted, CGI-AMS shall review the County's stated business requirements and processes and define which requirements and processes require testing. The selected requirements and processes will become test conditions and will be grouped into test cycles. Test cycles are logical groups of test conditions. CGI-AMS shall develop test scripts to define steps, input data and expected output for all of the integrated system test conditions. Once the Integrated System Test environment is established, the test scripts will be executed. If the actual results do not match the expected results, an incident will be identified, documented, and resolved. Incident resolution may require the development of software fixes and re-testing, as needed.

Performance Test (Project Plan Task 2.5.4)

CGI-AMS is also primarily responsible for the planning and execution of the Performance Test. This test is intended to demonstrate the modules' readiness for supporting the County's transaction and user volumes as specified in Appendix I-7 (Subproject Architecture and Schematic). The test plan and scripts shall define the transaction volumes, test scenarios, and online and batch conditions to be addressed by the test. CGI-AMS shall resolve performance issues by working with County database administrators and technical staff to perform the system and database tuning necessary to support the County's stated requirements. As Performance Test is conducted in an environment separate from other testing activities, it is not necessary to complete Integrated System Test before the start of Performance Test.

Regression Test (Project Plan Task 2.5.5)

Regression Test is designed to determine that existing eCAPS functionality, as developed in Phase I and Phase II, was not adversely impacted by the customizations applied in Phase III. The County will plan for and conduct the Regression Test with the support of CGI-AMS.

2.3.6 Preparation for Implementation (Project Plan Task 2.6)

Preparation for implementation entails the completion of the following tasks:

- Internal Control Plan updates (Project Plan Task 2.6.1);
- Security and workflow setup (Project Plan Task 2.6.2);
- Data cleansing and departmental/legacy conversion preparation (Project Plan Task 2.6.3);
- Training and knowledge transfer (Project Plan Task 2.6.4);
- Documentation development (Project Plan Task 2.6.5); and

- Transition management (Project Plan Task 2.6.6).

County shall be primarily responsible for the development of the training plan, training materials, and the transition management-related checklists to assess the County's operational and implementation readiness for the go-live. CGI-AMS and County shall provide a support role during the development of training materials and through the trainer training.

The County will be responsible for all security and workflow configuration activities, as CGI-AMS is not scheduled to provide consulting support for these activities. The County will develop plans as necessary to facilitate the County's completion of its security and workflow setup, end-user training, and transition management (e.g., departmental rollout and outreach and assessment of the County's readiness for the eCAPS Phase III - FAS Replacement Subproject 7 go-live).

Training and Knowledge Transfer (Project Plan Task 2.6.4)

In accordance with the training strategy developed during the Envision phase and the training volumes specified in Appendix K-7 (Training Volumes), the County shall prepare a detailed training plan to govern the development and execution of training materials, and to develop the training program specifications (e.g., curriculum, content, duration, class size, class audiences, prerequisites, location, and training aids) for system administration and end user training. CGI-AMS will provide input to the development of functional training materials, and will participate in trainer training.

Documentation (Project Plan Task 2.6.5)

CGI-AMS shall apply the updates and/or prepare an addendum to the baseline AMS Advantage users and system documentation to reflect the modifications completed during the eCAPS Phase III - FAS Replacement Subproject 7 implementation. CGI-AMS shall provide the following documentation:

AMS Advantage User Documentation – updated version of the AMS Advantage application documentation. These updates shall be loaded to the online application such that field level and page level help and effort handling may reflect eCAPS Phase III - FAS Replacement Subproject 7 modifications.

AMS Advantage Systems Documentation – updated version of the AMS Advantage application documentation. These updates shall include considerations for the County to update its operations documentation (e.g., potential impacts to the County's run books, call back lists, job dependencies, etc.).

Transition Management (Project Plan Task 2.6.6)

Transition management is comprised of tasks related to three key areas: departmental rollout, County fiscal procedures, and change management.

In the change management area, the County will prepare checklists for helping DPW assess its readiness for go-live. One checklist shall focus on a review of DPW's operational/technical readiness (e.g., printers installed, workstations configured, operations team identified and trained, etc.) and the other shall focus on a review of DPW's implementation/end-user readiness (e.g., end users trained, department outreach activities completed, etc.). CGI-AMS is not scheduled to assist with the readiness assessments; the County will be responsible for all change management activities.

2.3.7 Create Phase: Summary of CGI-AMS Deliverables

A summary list of the Deliverables and interim work products to be produced by CGI-AMS during the Create phase is provided in Appendix A-7 (Deliverables Definition).

2.4 Achieve Phase (Project Plan Task 3)

The Achieve phase encompasses those activities related to data conversion, production cutover (i.e., installation of the final-tested software into the County's production environment), and post-implementation support. The tasks to be completed during the Achieve phase are organized into the following sets of activities:

- Production Environment Setup (Project Plan Task 3.1);
- Data Conversion Preparation (Project Plan Task 3.2.2);
- Production Cutover (Project Plan Task 3.2.5); and
- Post-Implementation Support (Project Plan Task 3.3).

CGI-AMS shall also answer questions and provide support to the County team assigned to participate in the cutover activities as identified in the Production Cutover Script.

2.4.1 Production Environment Setup (Project Plan Task 3.1)

After testing has been completed, all newly created software will be moved to the eCAPS production environment. The County will be responsible for all software migrations, and for ensuring that software is migrated correctly.

2.4.2 Data Conversion Preparation (Project Plan Task 3.2.2)

CGI-AMS shall execute data conversion software and load converted legacy data to facilitate a mock conversion process (i.e., "dress rehearsal" of the final

conversion). The mock conversion is intended to provide a projection of the final results from converting and loading legacy systems data into AMS Advantage format. CGI-AMS shall conduct the mock conversion process in accordance with the volumes, data sources, and schedule identified in the Data Conversion Plan and use as input, data corrected and cleansed by the County. CGI-AMS shall present the mock conversion results to the County.

2.4.3 Production Cutover (Project Plan Task 3.2.5)

CGI-AMS shall prepare a detailed Production Cutover Script. This script shall define the County and CGI-AMS roles/responsibilities and sequence/timing of tasks (e.g., automated conversion processes, manual conversion processes, conversion verification, software migration, online table updates, and batch processing) that are necessary to activate in the County's production environment.

CGI-AMS shall also provide the assistance and support outlined in the Production Cutover script to facilitate the completion of the final conversion process and other cutover activities.

2.4.4 Post-Implementation Support (Project Plan Task 3.3)

CGI-AMS shall provide support services subsequent to the eCAPS Phase III - FAS Replacement Subproject 7 go-live date. During this post-implementation support period, CGI-AMS shall provide services in the following areas:

- Production operations monitoring;
- Production incidents resolution; and
- Change Order support.

<u>Production Operations Monitoring</u>

CGI-AMS shall work with County staff to monitor processing in the County's production environment. This task entails the review of system assurance reports, completion of any software upgrades, and system and database tuning assistance.

<u>Production Incidents Resolution</u>

CGI-AMS shall work with the County to resolve incidents reported by its end-user community and operations staff. Onsite CGI-AMS staff will coordinate incident resolution activities with its corporate Customer Support staff located in Fairfax, VA as needed.

Change Order Support

CGI-AMS shall design and develop software modifications per the priorities, estimates, and schedule assigned to them as part of the Change Control process. Upon completion of each modification, CGI-AMS shall present the modifications to County staff for review, approval, and Acceptance Testing.

2.4.5 Achieve Phase: Summary of CGI-AMS Deliverables

A summary list of the Deliverables and interim work products to be produced by CGI-AMS during the Achieve phase is provided in Appendix A-7 (Deliverables Definition).

Section II - Project Management

This section describes the project management activities and Deliverables necessary to:

- Provide project direction and oversight to Subproject 7;
- Establish an approach to communicating the status of Subproject 7 activities and deliverables;
- Establish the staffing requirements and staffing projections for the implementation; and
- Establish the eCAPS Phase III Project Office.

1. Project Management

CGI-AMS shall provide project management and oversight to the CGI-AMS staff on the project team in accordance with the tasks identified in this SOW section and Appendix M-7 (Subproject Assumptions).

The purpose of these activities is to establish the protocols for managing the eCAPS Phase III – FAS Replacement Subproject 7, organize the project team, review project members' roles and responsibilities, and establish the project site. CGI-AMS shall have responsibility for its staff and complete project management-related tasks, with County review and approval, including:

- Establish protocols for project management and change control;
- Confirm key staff members and their roles and responsibilities;
- Establish project management standards and tools;
- Develop the key planning documents for the project;
- Developing a strategy to communicate the project approach;
- Plan & prepare kickoff meeting materials; and
- Conduct kickoff meetings.

1.1 Project Team Operations (Project Plan Task 1.3)

The ongoing project management services to be provided by CGI-AMS shall encompass:

- Assigning and coordinating CGI-AMS team resources and deliverables;
- Tracking CGI-AMS team resources;
- Tracking CGI-AMS task and Deliverable budgets;

- Reporting on CGI-AMS resources, Deliverables and budgets, including the development of a minimum of bi-weekly status reports (two times per month),a monthly status report and presentations to the project advisory committee;
- Identifying, tracking, and helping to resolve project issues;
- Providing review and guidance to the CGI-AMS team in addressing tasks/Deliverables; and
- Coordinating project deliverables among all CGI-AMS resources.

1.2 Change Control Strategy (Project Plan Task 1.1.3)

CGI-AMS, with the County's review and approval, shall establish a Change Control Strategy. This plan shall be included in the Project Control Document (PCD) as described in Section I – Implementation Methodology. The purpose of the Change Control Strategy is to define the specific policies and procedures that will control the priorities and approvals of:

- Required modifications to the software;
- Changes due to legal or Federal, State or Board of Supervisor mandates;
- Departmental requests for changes; and
- Project Team request for changes.

The Change Control Strategy shall include at a minimum:

- Procedures for determining the best alternative to address the proposed change;
- Approval process of the recommended approach and alternative;
- Priority setting of requests;
- CGI-AMS procedures for analysis of costs (including costs for analysis), workload, impact on County departments and timeframe needed to implement requested change;
- Flowchart of Change Control process, including decision tree; and
- Recommended solution to track and monitor changes.

1.3 Status Reports (Project Plan Task 1.3.4)

CGI-AMS shall submit a minimum of semi-monthly status reports (two times per month) and a monthly status report to County Management that include:

- Project status against the project timetable;
- Status of Deliverables;
- Project Issues;

- Review of the Project Plan (as necessary); and
- Other significant issues that impact project stakeholders (e.g., departments).

It is expected that the County and CGI-AMS Project Managers and designated team leads will have at least semi-monthly project meetings (two times per month), more frequently as determined by the project management team, and bring staff, as necessary, to present and discuss project progress, issues, and risks.

The CGI-AMS monthly status report to County management will be used for briefing the project advisory committee. The CGI-AMS Project Manager will attend project advisory committee meetings and provide a briefing on project matters to the County. CGI-AMS shall assist County staff in the presentation of other briefings that may be requested by the County in order to inform the Board of Supervisors, departments or other committees on project status and issues for their consideration.

1.4 Project Organizational Chart (Project Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase III – FAS Replacement Subproject 7, organize the project team, and review key project members' roles and responsibilities. Project organization responsibilities will be divided between the County and CGI-AMS with each having prime responsibility for their respective staff.

2. Planning

Developing clear plans that allocate resources, define Deliverables, and provide a comprehensive view of all components of Subproject 7 will be critical for the successful implementation of the eCAPS Phase III – FAS Replacement Subproject 7. The project necessitates a well-defined roadmap of the project activities. CGI-AMS shall develop the detailed Project Control Document (Project Plan Task 1.1) within the first two months of the project and update the Project Control Document as necessary during the project.

3. Project Site

At a County-designated project site, CGI-AMS shall be responsible for:

- Making the project management tools/templates adopted by CGI-AMS and the County available on the project team network (Project Plan Task 1.1.2).

4. Communications

The eCAPS Phase III – FAS Replacement Subproject 7 is a Department of Public Works initiative requiring support and understanding of all key County departments, such as Internal Services, Human Resources and the Auditor-Controller. A key component to soliciting the necessary support is the development of a communication

approach for facilitating open and timely communication. This helps County department management and end users:

- Be aware of the project approach, schedule, and status;
- Have access to up-to-date training and procedural materials;
- Provide feedback and input to the Project Team; and
- Be aware of the potential impact on their respective departments.

4.1 Communication Strategy

CGI-AMS shall prepare a strategy for communicating the activities of the project team both among members and to outside parties (management, departments, committees, vendors, etc.). This strategy shall be included in the Project Control Document (PCD) as described in Section I – Implementation Methodology (Project Plan Task 1.1.3). The purpose of the Communication Strategy is to establish protocols for project team communication among all project stakeholders, including the liaisons identified by the County to facilitate communication to the County departments.

CGI-AMS shall produce its assigned materials, as identified in the Communication Strategy. CGI-AMS communication materials may include:

- Updates to the County-maintained project website;
- Project status reports to County project management;
- Input to the Project website;
- Assistance in developing and participation in executive presentations; and
- Assistance in developing and participation in departmental briefings.

4.2 Kick-off Meetings

CGI-AMS shall plan and conduct a kick-off meeting for project team members (Project Plan Task 1.2.4). CGI-AMS will develop a kick-off presentation which will outline project objectives, tasks, and the overall project timeline.

4.3 Website

The County will establish and maintain a website as part of the Communication Plan. This website will be used to:

- Maintain and distribute project materials;
- Communicate the status of the Subproject 7; and
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.).

The County will be responsible for maintaining the website and CGI-AMS shall assist in developing materials for placement on the site and completing its assigned tasks as identified in the Communication Plan.

5. Staffing - Key and Support Personnel & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase III - FAS Replacement Subproject 7 (Project Plan Task 1.1.1). These roles and responsibilities may be modified at any time during Subproject 7 through mutual agreement between the County of Los Angeles and CGI-AMS.

Key personnel will, unless identified as otherwise, be dedicated full-time to Subproject 7 during the specific times indicated by the Project Plan. These staff members will be assigned to Subproject 7 in accordance with the terms and conditions specified in the Agreement.

The CGI-AMS team members shall be proficient with the AMS Advantage product. CGI-AMS shall provide the County with a suggested list of qualifications to assist the County in identifying qualified, skilled resources for the County's project team.

CGI-AMS shall provide the following Key Staff to the Subproject 7:

	Title	Name
1.	Project Director / Engagement Manager	Tim Popoli
2.	Project Manager	To Be Named before Subproject 7 start.

Any changes to the Key Staff identified shall follow the procedures identified in the Agreement. Assumptions as to the County's staffing for the Subproject 7 are provided in Appendix M-7 (Subproject Assumptions).

In addition to the Key Staff identified, CGI-AMS shall provide a Deputy Project Manager for Subproject 7 as needed.

5.1 Project Management

5.1.1 CGI-AMS Project Manager

The CGI-AMS Project Manager shall:

- Have direct responsibility for and supervise the overall performance of the eCAPS Phase III - FAS Replacement Subproject 7 in conjunction with the County Project Manager;
- Serve as principle liaison to the County and the County's Project Manager;
- Participate in program strategic planning, coordination and release management;

- Compile and assist in the resolution of project issues;
- Acquire CGI-AMS resources;
- Manage scope;
- Coordinate CGI-AMS resources, activities and project teams;
- Coordinate submission of all work product and milestone deliverables required for acceptance and approval by the County of Los Angeles; and
- Develop semi-monthly (two times per month) and monthly progress reports to County Management and participate in status meetings and project advisory committee briefings (Project Plan Task 1.3).

5.2 Functional Team

5.2.1 CGI-AMS Functional Team Lead

The responsibilities of the CGI-AMS Functional Team Lead shall be to:

- Provide product expertise on specific issues;
- Oversee the quality of functional deliverables;
- Participate in the production of functional project deliverables on configuration, chart of accounts, etc.;
- Assist individual designers/developers with resolving functional issues;
- Review all functional designs for quality and consistency;
- Assist with the formulation and execution of the integrated system test plan; and
- Support teams in identifying and resolving incidents identified during testing.

5.2.2 CGI-AMS Functional Team Members

The functional CGI-AMS team members shall perform the following tasks under the direction of the CGI-AMS Project Manager and Functional Team Lead:

- Assist with table-driven application setup;
- Identify and resolve functional issues;
- Create functional designs and system test software modifications and reports;
- Provide assistance to the County in the functional design and Acceptance Testing of conversion programs;

- Develop integrated system test approach and assist in developing test scripts; and
- Develop/provide functional Deliverables templates and standards, where applicable.

5.3 Technical Resources

5.3.1 CGI-AMS Technical Team Lead

The responsibilities of the CGI-AMS Technical Team Lead shall be to:

- Track software construction work and progress to-date;
- Coordinate CGI-AMS technical resources;
- Forecast and manage work requirements for software development and testing;
- Forecast resource requirements for software development and testing;
- Provide guidance to the technical project team in the design and development of the technical architecture;
- Participate in release planning and management;
- Track and facilitate resolution of software construction and technical issues;
- Lead management review and approval process for software construction Deliverables;
- Determine overall conversion strategy; and
- Coordinate software incident resolution activities with CGI-AMS Customer Support staff.

5.3.2 CGI-AMS Technical Team Members

The CGI-AMS Technical Team shall perform the following tasks under the direction of the CGI-AMS Project Manager and Technical Lead:

- System administration support; and
- Performance Test scripting.

A more detailed listing of these activities is provided below:

- Design, develop, and test software configurations, customizations, and new system processes (e. g., conversion programs);
- Apply patches and fixes to AMS Advantage software;

- Manage and configure the AMS Advantage software during Subproject 7 in accordance with the eCAPS Phase III - FAS Replacement Subproject 7 Project Plan;
- Monitor system logs during software development and assist in trouble-shooting; and
- Identify software rollout requirements.

5.4 Change Management

5.4.1 CGI-AMS Change Management Team Members

CGI-AMS does not have a role in Change Management for the FAS Replacement Subproject 7, and has not allocated resources for this effort.

Section III – Software Application

1. Software Description

CGI-AMS has provided the AMS Advantage Financial 3.4 (or later) modules to the County as identified in the Exhibit H (License Provisions), as amended.

It is the County's intent to implement the following AMS Advantage modules, including required third-party products, for the Department of Public Works ("DPW") under this SOW:

- Core financial system;
- Cost Accounting;
- Accounts Payable;
- Accounts Receivable;
- Procurement;
- Inventory;
- Fixed Assets; and
- Time Collection.

2. AMS Advantage Software Implemented

The DPW Modules were supplied to the County and installed by CGI-AMS during the eCAPS Phase I Project. The software installation was accompanied by the installation or delivery of all available documentation for the licensed modules. Following commencement of this Subproject 7, the version of the DPW Modules currently operating in live production at the County will be installed by the County in development, test, and training environment as described in Appendix B-7 (Project Plan) for the benefit of this Subproject 7. CGI-AMS, working with the County will develop and implement the mutually agreed upon modifications to the DPW Modules fully in accordance with the Business Requirements identified in Appendix C-7 (Business Requirements) and the documented design decisions that were made by the County during the Design / Prototyping Sessions and Fit-Gap Analysis activities of eCAPS Phase II - Legacy Systems Analysis Subproject 5.

3. Third-Party Products - To Be Provided by CGI-AMS

In addition, required third-party products are included in the standard CGI-AMS software license as identified in Exhibit H-7 (License Provisions).

The County shall complete the installation and installation testing activities to allow the installed third-party software to be accessed and executed by the County and CGI-AMS staff for the purposes of:

- Conducting technical project team training (Project Plan Task 2.2);
- Completing configurations, customizations, software development, and reports development, and software testing (Project Plan Tasks 2.3, 2.4, 2.5);
- Completing system administration, trainer and end-user training (Project Plan Task 2.6.4); and
- Completing production cutover activities (Project Plan Task 3.2).

The installation and installation testing process for each environment will be completed by the County by the dates established in the Project Plan for this Subproject 7.

4. End User Training Tool

CGI-AMS shall provide AMS Advantage training materials to support the end user training, product training, and technical training volumes identified in Appendix K-7 (Training Volumes). The Project Plan assumes utilization of the AMS Advantage training materials (as customized per the Training Plan) and standard training methodologies as the basis for conducting training of the financial modules implemented in the system. Standard training materials and methodologies include: on-line independent study guides, on-line training courses, printed learning aids, alternative training mechanisms through coaching sessions, training tools, and Job Aids. The County will customize the training materials as needed, and develop any new training materials for use during Subproject 7.

Section IV – Business Requirements

1. Business Requirements

The County's business requirements for each of the AMS Advantage financial modules are detailed in Appendix C-7 (Business Requirements) of this SOW. The County and CGI-AMS jointly identified how the AMS Advantage financial modules can accommodate these business requirements and their response is included in the following Appendices:

- Appendix C-7 (Business Requirements) – CGI-AMS and the County's response to all of the County's stated business requirements;
- Appendix J-7 (Configurations and Customizations) – Business requirements CGI-AMS and the County identified as: a) requiring configuration or customization using the AMS Advantage Design Studio toolset or b) being supported in the next AMS Advantage software release; and
- Appendix F-7 (Reports) – A subset of Appendix C-7 (Business Requirements) identifying the business requirements specifically related to reporting. Each of these requirements is to be supported by one of the following: Cognos reporting tool functionality, standard reports, custom-developed reports or ad hoc queries.

The County shall be responsible for the design and development of all reports based on the requirements identified in Appendix F-7 (Reports). The County shall be responsible for additional reports requested during Subproject 7 that are not already identified in Appendix F-7 (Reports).

1.1 The CGI-AMS Approach

Appendix C-7 (Business Requirements) encompasses CGI-AMS and the County's response to DPW's business requirements. A joint CGI-AMS/County team performed a Functional Analysis of the DPW's stated functional and reporting-related requirements by conducting Design / Prototyping Sessions and a Fit-Gap Analysis as part of eCAPS Phase II - Legacy Systems Analysis Subproject 5. Based on the results from these activities, CGI-AMS and the County developed the overall strategy for supporting the DPW's Appendix F-7 (Reports) reporting requirements.

The results of the Functional Analysis confirmed the actual customizations and reports to be implemented during Subproject 7. Absent any properly executed agreement between CGI-AMS and the County to modify the stated business requirements and CGI-AMS response, it is the responsibility of CGI-AMS to develop the system customizations identified as meeting the requirements in Appendix C-7 (Business Requirements). It is the responsibility of the County to configure eCAPS, utilize any third-party products, develop any interfaces, and develop any reports identified as meeting the requirements in Appendix C-7 (Business Requirements).

In the event that additional business requirements (i.e., not included in Appendix C-7 (Business Requirements)) are identified by the County, CGI-AMS and the County shall identify the appropriate solutions, estimates, and schedule for supporting these requirements through the Change Control process.

There are 253 business requirements in Appendix C-7 (Business Requirements). CGI-AMS shall use the standard AMS Advantage toolsets to configure the software to support the functional requirements agreed to in this SOW.

1.2 Functional Analysis

The purpose of the Functional Analysis for the County's functional experts and CGI-AMS was to:

1) Develop the County's business requirements as provided in Appendix C-7 (Business Requirements);

2) Present how the requirements can best be met through the software application as delivered and/or configured, a change in the County's business process, a work-around (e.g., generating a report to provide the information required) or a software modification;

3) Document how the requirement will be met or if it is no longer required; and

4) Prioritize the modifications identified in the Design / Prototyping Sessions necessary to meet the County's stated business requirements.

CGI-AMS completed the Functional Analysis by conducting Design / Prototyping Sessions and a Fit-Gap Analysis as part of eCAPS Phase II - Legacy Systems Analysis Subproject 5.

1.3 Implementation Assessment

Upon completion of the Functional Analysis, another key activity conducted during the Envision phase was the Implementation Assessment. During this activity CGI-AMS and the County:

- Confirmed and updated the system interfaces to be implemented during Subproject 7 as listed in Appendix D-7 (Interfaces);
- Confirmed and updated the data conversion requirements as listed in Appendix E-7 (Conversions); and
- Confirmed and updated the County's reporting requirements as listed in Appendix F-7 (Reports).

Upon completion of this review and analysis, CGI-AMS developed strategies for supporting the County's stated data conversion, system interface, and reporting

requirements. Among other items, these strategies describe the development tools and methodologies and testing approaches to be used by the project team.

1.4 eCAPS Phase II – FAS Replacement Implementation Analysis Document

Along with the results of the Technical Assessment – which shall be discussed in Section V - Technical, CGI-AMS summarized the results of the Functional Analysis and Implementation Assessment in the eCAPS Phase II – Legacy Systems Analysis Implementation Analysis Document.

The following work products were incorporated into the document:

- Requirements Traceability Matrix (RTM) identifying how each of the business requirements in Appendix C-7 (Business Requirements) will be met;
- Updated Business Processes (i.e., updates to Appendix G-7 (Business Processes)) for the functionality being implemented during the eCAPS Phase III - FAS Replacement Subproject 7;
- Fit-Gap Analysis Report summarizing the user interface configurations, customizations, and business process changes necessary to support the County's stated business requirements;
- Updated requirements and data conversion strategy;
- Updated requirements and system interface strategy;
- Updated requirements and training strategy;
- Transition and change management strategy;
- Updated requirements and reporting strategy (Please refer to Section V (Reporting and Data Warehouse) for additional details of development approach);
- List of customizations/modifications; and
- Updated Project Plan.

(This Page Intentionally Left Blank)

Section V – Data Warehouse and Reporting

Leveraging the Reporting Strategy developed during the eCAPS Phase II Legacy Systems Analysis Subproject 5, the County will refine the approach, develop a detailed plan and establish standards for modification of the eCAPS Data Warehouse and Reporting solution to support DPW's reporting requirements identified in Appendix F-7 (Reports). This section describes the components of the reporting solution and the approaches for delivering each component. The Implementation Methodology section above describes the methodology and activities required to support these approaches.

The County has taken the lead on managing the reporting strategy and overall report development effort for the FAS Replacement Subproject 7. The County's participation in the planning, design, development, testing, and implementation of the eCAPS Data Warehouse and Reporting solution is further clarified in Appendix M-7 (Subproject Assumptions).

1. Approach

During the project and planning stage, the County will finalize the detailed plan which will include staffing requirements and resources, and interdependencies and timelines for the completion of the various reporting components. This plan will synchronize with the availability of key system implementation components, such as eCAPS reference data setup, and application software design and software iterations for the software customizations. The County will also make any revisions to the reporting strategy to more strictly define the data sources to be used for real-time reports, scheduled reports, and ad hoc system queries.

Multiple sets of standards will be used throughout the subproject, including:

- Standards set to define the format and processes for the software components and the usage of the third-party tools for the AMS infoAdvantage Data Warehouse; and
- Report Standards to be used as guidelines for report delivery, report "look and feel," and County-adopted best practices in report and framework manager model development.

The County will perform a detailed reports analysis, comparing DPW's reporting requirements to the existing eCAPS AMS infoAdvantage functionality. This establishes the framework for the design and development of any eCAPS Data Warehouse and Reporting Solution modifications. CGI-AMS will be responsible for providing part time consulting support for the AMS infoAdvantage Data Warehouse and ETL component during the course of the report development effort as described in Appendix B-7 (Project Plan). The County will be responsible for performing all other reporting activities.

The remaining sections of this Data Warehouse & Reporting Approach describe the various components of the adopted eCAPS reporting model at Los Angeles County. This model has already been implemented in the eCAPS Production environment, and should be utilized to address DPW reporting needs whenever possible.

1.1 AMS infoAdvantage Data Warehouse Data Model

The report analysis will be conducted against the existing eCAPS Data Warehouse. The County will design and develop necessary changes to the eCAPS AMS infoAdvantage Data Model to support DPW's software customizations and unique business requirements. This updated Data Model will become the basis for delivering the remainder of the reporting components.

1.2 AMS infoAdvantage Data Warehouse Database

Upon finalization of the Data Model changes, the County will design and develop the necessary modifications to the Logical and Physical databases for the eCAPS Data Warehouse.

1.3 AMS infoAdvantage ETL Software

The County will create the design for the new ETL software and develop the modifications to the eCAPS AMS infoAdvantage ETL software to support DPW's reporting requirements.

1.4 Cognos Business Intelligence (BI) Software

The County will be responsible for installing, configuring, and administering the Cognos Business Intelligence software in all environments.

1.5 Cognos Framework Manager Model and Packages

The County will design and develop the Cognos Framework Manager Model (FWMM) and the Cognos Packages for supporting the reporting requirements for DPW. The Cognos FWMM and Packages will provide the framework for development and execution of the pre-defined Cognos reports. If desired, the County may also develop Cognos Cubes to facilitate analytical reporting.

1.6 Reports

The County will be responsible for the design and development of all DPW reports of mixed complexity (high, medium, low). These reports may be delivered through Cognos reports, Java reports, inquiry screens or data extract files. The County will review the list of reports to assign complexities and prioritize their delivery timeframe and delivery method.

The County will develop the functional designs for the reports and review the report designs with end users prior to beginning development. Upon receiving feedback from the users, report developers will complete the software development and testing of the assigned reports.

(This Page Intentionally Left Blank)

Section VI – Technical

1. eCAPS Technical Architecture

Appendix I-7 (Subproject Architecture and Schematic) provides an estimate of processing capacity requirements for eCAPS Phase III – FAS Replacement Subproject 7 and depicts the technical architecture as recommended by CGI-AMS to achieve those processing capacity requirements. This architecture was developed based on a set of assumptions and technical requirements provided by CGI-AMS and the County.

1.1 Environments

Part of the set-up of the architecture will be the configuration of eight separate environments. At this time, the environments have been designated as:

- Baseline;
- Development / Unit Test;
- System Test;
- User Acceptance Test / Practice;
- Conversion;
- Training;
- Production; and
- Cognos (Reporting).

Where applicable (as outlined in Appendix I-7 (Subproject Architecture and Schematic)), each environment may be a clone of the production environment with the exception of the data stored in the application databases which shall be limited to support the purpose of the environment. Each must be fully functional and able to stand alone without any reliance on another environment. Each environment shall be capable of standing alone without sharing components of another environment.

2. Workstation Specifications

CGI-AMS has informed the County that its AMS Advantage suite uses an architecture without traditional client software installed on the end user workstations to support end user functions. An AMS Advantage compatible Web browser is required to support end user functions. Other than the compatible Web browser, there are no executables on the client-side to use the AMS Advantage client, except for those required for certain configuration and system administration functions. Thus, the client can be an Internet device that can use a Web browser supported by AMS Advantage that uses standard Internet technologies such as HTTP, HyperText Markup Language (HTML) 4.0 and higher, Cascading Style Sheets (CSS) level 1 and JavaScript 1.1 and higher to

communicate with the AMS Advantage suite. Currently, AMS Advantage supports Microsoft Internet Explorer 6.0 and higher. Other browser and platforms may be compatible, if the required browser standards are supported. However, CGI-AMS has not certified tested other operating system (OS) platforms and other web browsers and can not provide customer support services for platforms other than those that are certified. The Internet client device accessing the Internet architecture already has the software and configuration it needs, assuming that it is installed and configured with the AMS Advantage supported Web browser. No additional software (e.g. Java applets, Windows DLLs, or browser plug-ins), except for configuration and system administration functions and certain advanced end user features related to the Cognos business intelligence toolsets, must be installed on the client workstations for interaction with AMS Advantage suite.

2.1 Memory

Memory requirements will fluctuate, depending upon the Windows operating system type, the number of other applications running concurrently (e.g., word processing application, virus checker, etc.). Additionally, memory requirements will be directly dependent upon the requirements defined by the Web browser vendor. For illustration purposes, the following memory requirements were taken from the Microsoft Website for Internet Explorer Web browser:

System Requirements for Internet Explorer

Posted: September 09, 2002

The recommended system configuration to use Internet Explorer 6 Service Pack 1 (SP1) is Microsoft Windows® 2000, Windows Millennium Edition (Windows Me), or Windows NT® on a computer running with a Pentium III processor and 128 megabytes (MB) of RAM.

The minimum requirements needed to run Internet Explorer 6 SP1 are listed below. Additional system requirements are not required when running Windows XP. Some components may require additional system resources not outlined below.

Minimum Requirements	
Computer/Processor	Computer with a 486/66-MHz processor or higher (Pentium processor recommended)
Operating System	Microsoft Windows® 98, Windows 98 Second Edition, Windows Millennium Edition (Windows Me), Windows NT® 4.0 with the high encryption version of Service Pack 6a (SP6a) and higher, Windows 2000, or Windows XP
Memory	**For Internet Explorer 6 SP1:** RAM requirements depend on the operating system used **Windows 98:**

	16 MB of RAM minimum Full install size: 11.5 MB **Windows 98 Second Edition:** 16 MB of RAM minimum Full install size: 12.4 MB **Windows ME:** 32 MB of RAM minimum Full install size: 8.7 MB **Windows NT® 4.0 with SP 6a and higher:** 32 MB of RAM minimum Full install size: 12.7 MB **Windows 2000:** 32 MB of RAM minimum Full install size: 12 MB **Windows XP SP1:** 32 MB of RAM minimum Full install size: 12 MB
Drive	CD-ROM drive (if installation is done from a CD-ROM)
Display	Super VGA (800 x 600) or higher-resolution monitor with 256 colors
Peripherals	Modem or Internet connection; Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

2.2 CPU

CPU speed does affect HTML page refresh time. All users should have a minimum of 512 MB of RAM and a Pentium 4 1.2 GHz processor with equivalent graphics card capabilities to have a good user experience.

Since the CGI-AMS solution is completely Web-based for end users, powerful client hardware of traditional client/server applications is not required. In general, PC configurations must support a compatible web browser (e.g., IE 6.0 or higher). The following exhibit illustrates some typical configurations that can support Web browsers for an end user. The minimum configuration represents a “reasonable” minimum to support a low-end configuration using IE 6.0 as the web browser. The performance is affected by many factors, such as network connectivity (LAN speed, NIC, etc.); graphics card capabilities, other running applications, etc. End users must have adequate network connectivity to the AMS Advantage assigned web servers.

Sample Client Hardware Configurations

Client Specifications	Minimum Configuration	Typical Configuration
Operating System	Windows 98 and above (per Microsoft system requirements for IE 6.0)	Windows XP SP1
CPU	Pentium III	Pentium 4
Machine Speed	400 Mhz	1 GHz and higher
RAM	128-256 MB	256-512 MB
Hard Drive	10 GB	40 GB and higher
Monitor	17" Monitor	17" Monitor
Network	Appropriate NIC for local network access (e.g. 100-Base-TX Ethernet NIC)	Appropriate NIC for local network access (e.g. 100-Base-TX Ethernet NIC)
Graphics	High quality graphic card	High quality graphic card

For IT developers, analysts, and administrators, more powerful workstations are recommended. While 1 GB is the minimum for most configuration and administration functions, CGI-AMS suggests a minimum of a Pentium 4 with 2 GB of memory or higher to sustain developer productivity levels. Typically, developers will run both the Web and application servers on their workstations, with connectivity to a shared non-production database server. These additional applications require greater processing power over that needed by typical production users.

3. Conversion Approach

Data Conversion for eCAPS Phase III - FAS Replacement will have 4 broad phases, Plan Development, Conversion Design and Data Mapping, Development and Testing, and Deployment/Conversion. Each phase will have its own list of tasks and Deliverables as detailed below.

The County's participation in the planning, development and execution of the data conversion for departmental/legacy data, data cleansing, and data conversion verification processes are described in Appendix M-7 (Subproject Assumptions).

3.1 eCAPS Phase III - FAS Replacement Conversion Plan Development

The data conversion plan will be jointly developed by CGI-AMS and the County in two stages. During the Envision phase, CGI-AMS developed a data conversion strategy that includes any updates to the County's data conversion requirements (as stated in Appendix E-7 (Conversions)) and describes the development and testing methodologies to be used during the conversion software design/development effort. This strategy also confirms the types and volumes of data that must be converted.

In the Create phase, CGI-AMS and the County shall jointly build upon this high-level strategy and create the Conversion Plan (Project Plan Task 2.4.5.1).

This plan shall include specific details for the following items:

- An overview of the conversion process;
- An assessment of the source files including scope and condition of the data;
- Assumptions, issues, and risk areas;
- Tools available for conversion;
- Conversion methodology and testing approach;
- Controls approach;
- Assessment of manual conversion feasibility;
- Pre-conversion data clean-up;
- Post-conversion clean-up assumptions;
- Contingency plans; and
- Overall conversion schedule.

3.2 Conversion Design and Data Mapping

When the conversion plan has been finalized and approved by the County, the detailed conversion design and data mapping process can begin. During this process, CGI-AMS and the County will map the source data files to the tables on a field-by-field basis and generate the pseudo-code and/or transformation logic for developing the conversion software. All issues will be documented in the conversion mapping documentation. Unresolved issues will be brought to project management's attention. CGI-AMS and the County shall be responsible for developing the data conversion designs for eCAPS Phase III - FAS Replacement Subproject 7 databases and files (Project Plan Task 2.4.5.3.1).

3.3 Development and Testing (Project Plan Tasks 2.4.5.3)

Upon completion of the detailed conversion designs and data mapping, CGI-AMS and the County shall code and unit test the conversion software components. After programming and unit test, complex conversion processes comprised of multiple programs shall move to the assembly test phase. Assembly testing will demonstrate that the individual programs shall function together as designed. At this stage, the testing will use actual legacy systems data whenever possible from the systems being replaced by eCAPS Phase III. The end result of the test should be eCAPS Phase III - FAS Replacement Subproject 7 tables properly loaded with the corresponding legacy systems data. The conversion controls will be verified in order to account for all data processed. Exception reports will be produced. These reports may identify areas

where further data purification is needed, either by the departments or by the project conversion staff.

The last task of the development and testing phase are the mock conversions. These processes should be collectively considered a 'dress rehearsal' for the production conversion. By using production data as input to the mock conversions (as cleansed by the County), the conversion team will obtain practical experience running the conversion process, determining the timeframes required to run the jobs, and facilitating the County's final review of the data quality.

CGI-AMS and County staff will closely coordinate their respective conversion efforts for the departmental / legacy data throughout the design, development, and testing process.

3.4 Deployment/Conversion

CGI-AMS staff will provide assistance to the County staff assigned to execute and verify the results of the conversion processes. CGI-AMS conversion support includes providing assistance to County staff in the areas of: data verification, reconciliation of conversion controls, and resolution of any errors identified during the process.

3.5 Conversion Risk Areas (Project Plan Task 2.4.6)

The following are potential risk areas that shall be evaluated and managed by CGI-AMS and the County during the conversion. Changes in project schedule and level-of-effort could change as a result of issues discovered in the following areas:

- Data Purification – It is critical that only "clean" data be input into the production conversion programs;
- Timing of Conversion Tasks – Conversion tasks must be integrated into the main application development schedule and closely coordinated;
- Increased complexity - The fields of the legacy systems must map cleanly to the AMS Advantage fields. For example, if a field in the old system uses five characters and CGI-AMS only allows three characters, new codes must be developed. In addition, a translation table of the legacy system values to the CGI-AMS values must be developed and maintained;
- Functional modifications and enhancements to the CGI-AMS system must be carefully managed and coordinated; and
- Performance of the selected tools and utilities must be monitored to manage the conversion run times.

CGI-AMS and the County shall employ standard AMS Advantage upgrade tools/templates and proven approaches to help mitigate conversion risks, minimize the

County's data cleansing effort, and improve the consistency and quality of the legacy systems data conversion effort.

3.6 Data Targeted for Conversion

As stated in Appendix E-7 (Conversions), the legacy data to be converted will fall into one of two categories: reference data or historical data. Appendix M-7 (Subproject Assumptions) describes the County and CGI-AMS roles and responsibilities for data conversion and scope of data to be converted.

3.6.1 Reference Data

Reference data is used by the system to validate information and codes on transactions. It is also used to infer information to a transaction. CGI-AMS shall complete the design and development of software to convert the following items:

- **Chart of Account Tables** – Most of the Chart of Accounts tables have been set up for DPW in eCAPS as part of the Phase I conversion effort except a few COA tables such as Task, Departmental Object, Appropriation Unit, and Function;
- **Project Costing and Project Funding Setup** – FAS project functionality was not converted to eCAPS in Phase I; this will comprise the major part of the conversion effort;
- **Usage Costing** – In order to support usage (labor, equipment, chargebacks) costing, the Standard Rate and Overhead Rate tables will be loaded to eCAPS with DPW specific rates;
- **Accounts Receivable** – DPW Customer information has only been partially set up in eCAPS. Customer data will be loaded into the Vendor Customer table; and
- **Cost Allocation** – The pool and base definition data for cost allocation is in a web-based application used by DPW for cost allocation. The spreadsheets developed in Phase I will be used to load the data into the Cost Allocation tables.

3.6.2 Historical Data

In accordance with Appendix E-7 (Conversion) and the roles and responsibilities described for County and CGI-AMS staff in Appendix M-7 (Subproject Assumptions), this SOW includes the following items in the conversion software design/development effort for the eCAPS Phase III - FAS Replacement Subproject 7:

- **Equipment Usage** – The inception to date equipment usage will be converted and stored on the Labor and Equipment Data table (LBED);

- **Project Expenditures** – The inception to date project expenditures will be brought into eCAPS to update the project budget tables;
- **Project Revenues** – The inception to date project revenues will be brought into eCAPS to update the project budget tables. This will also include deferred revenues;
- **Receivables** – All open receivables in FAS will be automatically converted to eCAPS using the RE document; and
- **Balance Sheet Balances** – Some Object Level 3 codes in FAS will be converted to new balance sheet accounts in eCAPS (i.e., Trust Deposits). Inception to Date balances for these Object Level 3 codes will be converted as BSA balances.

3.6.3 Open Items

All FAS encumbrances (purchase orders and contract service encumbrances) exist in eCAPS Production, as documents interface from FAS to eCAPS nightly. The eCAPS documents do not have project details carried in FAS. DPW is not going to require that the encumbrance details from FAS be converted to eCAPS; for DPW's first year fully on eCAPS those details will remain in FAS.

Other open items will be converted as well. Automated conversions will be written when large volumes of data exist, such as for open receivables.

4. Interface Approach

eCAPS interfaces will both import data to eCAPS and export from eCAPS to legacy systems.

During the Implementation Assessment, the County and CGI-AMS developed an Interface development strategy and CGI-AMS included it in the eCAPS Phase II - FAS Replacement Implementation Analysis Document.

The County will be solely responsible for the design, development and unit testing of inbound interfaces and developing extract files for outbound system interfaces to be loaded into legacy systems. DPW technical staff will be responsible for the design, development and unit testing of outbound interfaces and developing extract files for inbound system interfaces to be loaded into eCAPS. The County shall complete its Acceptance Testing of these interfaces by coordinating with the execution of interface testing.

In order to provide a unified structure and strategy for developing system interface processes, CGI-AMS shall provide County technical staff with any pre-existing data mapping templates for creating transactions in standard AMS Advantage format.

The development and testing effort for the interfaces will require extensive coordination between the CGI-AMS staff and the DPW FAS maintenance staff. Data and test schedules will need to be coordinated to enable proper integrated system testing.

4.1 Additional Interface Requirements

- Software developed by County legacy maintenance staff shall include existing interfaces as identified in Appendix D-7 (Interfaces);
- Auditor-Controller shall provide output interface files in a format specified by the DPW FAS maintenance staff; and
- Auditor-Controller shall provide the format for input interface files to DPW FAS maintenance staff.

4.2 Interface Risks To Be Managed By the County and CGI-AMS

- Compatibility of eCAPS and legacy schedules – CGI-AMS shall work with County operations staff to confirm that legally mandated timeframes can continue to be supported;
- Confirm identification of required interfaces; and
- Compatibility of data between eCAPS and legacy systems.

4.3 Interfaces To Be Developed

The County shall develop and test the inbound and outbound eCAPS Phase III - FAS Replacement Subproject 7 interfaces in accordance with the list of interface requirements provided in Appendix D-7 (Interfaces).

(This Page Intentionally Left Blank)

Section VII – Change Management

1. Change Readiness Assessment

Project team and department readiness is a critical factor to the timely completion of the eCAPS Phase II - FAS Replacement Subproject 7 implementation and CGI-AMS shall incorporate the following tasks in the detailed implementation plan. All Change Management related activities are the responsibility of the County under Subproject 7.

- Technical Team Training (Project Plan Task 2.2.1); and
- Operational and Implementation Readiness Assessment (Project Plan Task 2.6.6.2.1 and 2.6.6.2.2).

1.1 Technical Team Training

The County shall train the technical team members (Project Plan Task 2.2.1). Training will include:

- Third-party tools used for conversion and interfaces;
- Functionality of the application modules being implemented; and
- AMS Advantage tools.

1.2 Transition Strategy

During the Implementation Assessment (Envision phase), CGI-AMS worked with the County to develop the strategy for facilitating a smooth transition to eCAPS. In the Create phase a Transition Plan will be developed by the County's Change Management Team to assess the County's level of motivation for change, understanding of the eCAPS, current end user skills, and overall support for change.

The Change Management Team shall use the transition strategy to highlight detected change management-related risks. The plan will be consistent with the risk mitigation and communication strategies outlined in the Project Control Document (Project Plan Task 1.1.7).

2. Training Volumes (Appendix K-7)

During the Implementation Assessment (Envision phase), CGI-AMS designed a training strategy identifying customized training for end users to prepare DPW for implementation and ongoing operation. In this strategy, CGI-AMS provided for a training approach, which will provide opportunities for County staff to be trained in the use of the AMS Advantage suite according to the business processes identified by the Project team.

During the Create phase, the County shall develop and maintain a detailed training plan which identifies the scope of the training plan including:

- Training curriculum for AMS Advantage modules implemented;
- Training schedules to accommodate both "just-in-time" and ongoing training sessions for each phase of software implementation;
- Identifying resources necessary to conduct the training; and
- Materials necessary to develop the training.

The following expands on each of the components to be included in the eCAPS Phase II - FAS Replacement Training Plan.

2.1 Training Timeframe

The training strategy shall be to schedule the user training to occur as close to the implementation of the AMS Advantage software as possible. The training approach includes two distinct components: trainer training and end user training.

2.2 Trainer Training (Project Plan Task 2.6.4.4.2, 2.6.4.5.2, and 2.6.4.6.2)

County project team members attended formal AMS Advantage training prior to the Design / Prototyping Sessions during the Envision phase of the Subproject 5. In addition, CGI-AMS shall work with the County to determine the best approach for training the remaining departmental system users.

The CGI-AMS technical training program, presented the baseline training materials designed to train the County's technical staff to operate and maintain the upgraded system on the platform selected by the County. The technical team training also covered the software development and testing methodologies and standards to be used during the eCAPS Phase III - FAS Replacement Subproject 7.

CGI-AMS offers an array of training courses that are designed for project team members of an AMS Advantage implementation project. These courses focus on preparing implementation teams with the knowledge and skills required to configure AMS Advantage for their organization. Training shall consist of general AMS Advantage courses, along with courses dedicated to preparing developers to use the AMS Advantage suite of development tools.

2.3 End User Training (Project Plan Task 2.6.4.4.3, 2.6.4.5.3, 2.6.4.6.3)

The County is solely responsible for all End User Training under Subproject 7. CGI-AMS shall work with the County to confirm the training requirements of the end users of the AMS Advantage system and new business processes. The Training Plan shall outline the detailed logistics, methodologies, and materials necessary to prepare end users to operate in the new environment.

CGI-AMS's proposed training strategy shall be to co-train with County staff for trainer training. End user training will consist of County instructor-led classes, and independent practice performing the County business functions in a training/learning environment. Managers are a subset of the end user training audience and specific training materials will be available to present AMS Advantage system functionality at an overview level.

CGI-AMS shall deliver one aspect of training, instructor orientation classroom training (i.e., Trainer Training) (Project Plan Task 2.6.4.4.2, 2.6.4.5.2, 2.6.4.6.2). CGI-AMS shall also assist with the training material development for use in end user training.

AMS Advantage End User Training products provide out of the box training materials, including the Instructor and Participant Guides, and learning aids. These materials will be customized by the County to reflect the specific County business processes and modifications to eCAPS.

Depending upon the training plan to be developed by the County, end user training may include:

- Instructor Facilitated Learning (IFL);
- Learning aids;
- Instructor Facilitated e-Learning;
- On The Job Sessions (OTJ);
- Ongoing informal training – communications, workshops, and subject matter expert support (on-site);
- Training Practice Environment – end users are able to practice what was learned during the instructor led training class, in a training environment at their own desk (on-site); and
- Independent Study Guides – tool for the occasional user, who may not need classroom training but may require some level of support in using the product on the job.

2.4 Training Needs Assessment

DPW shall conduct a Training Needs Assessment, which will drive the overall training schedule and methods for training delivery, as well as other planning activities to determine the training needs for each of the primary audiences:

- Project Team;
- End Users; and
- Technology Personnel.

The Training Needs Assessment identifies end user roles and their corresponding tasks/responsibilities. This assessment is used as input to the development of the end user training plan.

2.5 Training Plan

The Training Plan shall outline the detailed tasks for training materials development and execution and will include:

Planning

- Training guiding principles;
- Key Impact Areas;
- Timeline for training development and delivery;
- Training needs analysis for each To Be role;
- Training development estimates; and
- Preliminary trainer/coach and facilities requirements.

Course Development and Delivery

- Approach for training delivery and evaluation;
- User support approach;
- Participant registration approach;
- Strategy for incorporating procedures into training;
- High-level requirements the training database (e.g. development, refresh strategy, etc.);
- High-level requirements for customization of the delivered End User Training (EUT) materials;
- High-level requirements for development of custom training materials;
- Documentation standards approach for EUT;
- Testing approach for EUT; and
- Approach for ongoing training maintenance and delivery.

3. Training Environment

County shall develop a Training Environment to roll out the new application to end users 1 to 2 months before training classes begin.

- The technical infrastructure is rolled out to be able to test connectivity, application access, printing, and application security before the training sessions begin, so that these types of issues can be addressed long before the first day of training;

- Self-study materials will be provided to allow end users to practice what they learned in training, at their own desks - keeping their skills fresh until the system goes live; and
- The training team will need to assess training effectiveness to help in identifying the users who may need additional training during the post-implementation support period.

4. Knowledge Transfer

CGI-AMS shall provide “knowledge transfer” to County staff by working side-by-side with County staff from the beginning of the Subproject 7.

As part of the overall training and knowledge transfer strategy developed during the Envision phase, CGI-AMS is scheduled to assist the County with critical elements of the FAS Replacement implementation, and serve in a consulting capacity for many project tasks, such as:

- Assisting with table configuration;
- Assisting with Acceptance and Regression tests;
- Providing system expertise during report development; and
- Providing guidance on conversion tasks.

(This Page Intentionally Left Blank)

Section VIII - Maintenance and Support (including Platinum options)

This Section describes the AMS Advantage Platinum Support Program. The terms and conditions applicable to the described support are described in Exhibit E, as amended by Amendment No. 2.

1. Subject Matter Experts

A team of technical and functional subject matter experts (SMEs) will be dedicated to the maintenance and support of eCAPS pursuant to the terms of the CGI-AMS Client Services Platinum Support and Maintenance Service Level Agreement ("PSM") attached to and made a part of Exhibit E to the Agreement. Upon commencement of Platinum Support Maintenance as described in Exhibit E, as amended, two (2) to three (3) of the total number of support (SMEs) will be located in Los Angeles for continued on-site support at the County's facility as described in the PSM.

2. Priority Response

A copy of the County's entire eCAPS solution developed, implemented and running in live production operations pursuant to the Agreement will be installed at the CGI-AMS data center to enable the Client Support team to respond more quickly to your issues. Priority responses based on the defect level is more particularly described in Exhibit E, as amended. While a replica of the County's solution will be available at the CGI-AMS data center as described, CGI-AMS will not replicate the County's production hardware environment for purposes of providing the Platinum Support and Maintenance.

3. 24 x 7 Support

CGI-AMS will provide round-the-clock access to AMS Advantage expertise for your mission critical issues via the Web, email and phone.

4. Up-To-Date Functionality

CGI-AMS will apply to the County's solution every patch, fix pack and minor release made generally available by CGI-AMS to other licensees of the AMS Advantage software operating at the County. A database administrator and configuration manager who are part of the Platinum Support team, will upgrade, test and "package" the County's upgraded solution for implementation.

5. Support of Customizations

All County customizations will be integrated into each patch, fix pack and minor release and will be regression and system tested prior to delivery to the County. CGI-AMS and the County will determine the frequency at which they will conduct code merges in order

to synch up patches, fix packs and minor releases with any modifications made by the County on-site.

Appendix A-7 – Deliverables Definition

(This Page Intentionally Left Blank)

Table of Contents

1. Project Planning and Management 5

2. Create Phase 6

3. Achieve Phase 9

(This Page Intentionally Left Blank)

Appendix A-7 – Deliverables Definition

1. Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	FAS Replacement Project Control Document	• Subproject 7 Charter and Roadmap describing Subproject 7 objectives, scope, assumptions, and overall timelines for Subproject 7 phases and deliverables.	1.1	1.1.7
		• Update strategies for communication, risk mitigation and change control created during Phase I.	1.1.3	
		• Subproject 7 Organization describing roles and responsibilities of Subproject 7 teams, including entities for project management and oversight.	1.1.1	
		• Project Governance that describes the process, tools and standards for: o Communication o Status reporting o Scope management o Risk and issue management o Project documentation standards	1.1.2	
2.	FAS Replacement Project Kick-Off	• Prepare Project Kick-Off Presentation	1.2.1	1.2.4
		• Conduct Kick-Off Meeting	1.2.3	
3.	Monthly Status Reports	• Monthly Status Report that is comprised of a compilation of weekly status reports for the month with an executive summary describing: o Subproject 7 deliverables completed o Subproject 7 risks and issues o Key accomplishments o Goals for Next Period o Updated project plan o Updated matrix of work products/deliverables and their progress	1.3.3	1.3.4
		• Weekly Status Report that includes: o Tasks, work products, and deliverables completed o Tasks, work products, and deliverables in progress o Tasks, work products, and deliverables scheduled but not completed o Issue log	1.3.3	

2. Create Phase

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
4.	Recap System Control Tables Setup	• Review the system control tables to be set-up and corresponding methods for populating tables.	2.3.1	2.3.7
		• Review and approve system control tables set-up documentation.	2.3.5	
5.	Software Modifications Functional Designs - Iteration I	• Functional Designs for Iteration I software modifications.	2.4.1.1	2.4.1.2
6.	Application Software Modifications - Iteration I	• Technical Designs for Iteration I software modifications.	2.4.1.3	2.4.1.7
		• Developed and unit tested Iteration I software modifications.	2.4.1.4	
		• System Test scripts and results for Iteration I software modifications.	2.4.1.5	
		• Packaged and delivered Iteration I software modifications for Client Iteration Test.	2.4.1.6	
7.	Software Modifications Functional Designs - Iteration II	• Functional Designs for Iteration II software modifications.	2.4.2.1	2.4.2.2
8.	Application Software Modifications - Iteration II	• Technical Designs for Iteration II software modifications.	2.4.2.3	2.4.2.7
		• Developed Iteration II software modifications.	2.4.2.4	
		• Unit and System Test scripts and results for Iteration II software modifications.	2.4.2.5	
		• Packaged and delivered Iteration II software modifications for Client Iteration Test.	2.4.2.6	
9.	Software Modifications Functional Designs - Iteration III	• Functional Designs for Iteration III software modifications.	2.4.3.1	2.4.3.2
10.	Application Software Modifications – Iteration III	• Technical Designs for Iteration III software modifications.	2.4.3.3	2.4.3.7
		• Developed Iteration III software modifications.	2.4.3.4	
		• Unit and System Test scripts and results for Iteration III software modifications.	2.4.3.5	
		• Packaged and delivered Iteration III software modifications for Client Iteration Test.	2.4.3.6	
11.	Detailed Conversion Plan	• eCAPS Phase III FAS Replacement Conversion Plan comprised of the following	2.4.5.1.1	2.4.5.1.6

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
		components for each functional module: o List of the tables within the eCAPS modules that need to be populated for production o Source data for these tables (source systems and files) o Data integrity rules for the final version of the tables o Data conversion timing and sequence o Required control reporting o An indication of the proposed conversion method (automated or manual) o Testing strategy, conditions, and cycles o Detailed testing schedule o Description of any other Subproject 7 impacts o Considerations for the County's departmental/legacy conversions o Participants (roles & responsibilities) o Procedures for database population and refresh This plan shall support the County's FAS Replacement conversion requirements as outlined in Appendix E-7 and the Conversion Strategy developed during the Envision phase.		
12.	Data Conversion Designs	• Standard data conversion formats.	2.4.5.3	2.4.5.3.6
		• Data conversion data mappings and transformation rules.	2.4.5.3.1	
13.	Data Conversion Software	• Developed Data Conversion software.	2.4.5.3.7	2.4.5.3.13
		• Unit Tested Data Conversion software.	2.4.5.3.7	
		• Loaded Data in Conversion Staging Environment.	2.4.5.3.10	
14.	Integrated System Test Plan & Scripts	• Develop Integrated System Test Plan & Scripts.	2.5.1.1	2.5.1.5
15.	Integrated System Test Plan and Results	• Execute Integrated System Test.	2.5.1.6	2.5.1.10

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
16.	January 2008 User Acceptance Test Support	• Support User Acceptance Test to include: o Reviewing and responding to reported User Acceptance Test Issues. o Support and assistance to County's technical staff to support User Acceptance Testing.	2.5.3.4 and 2.5.3.5	2.5.3.7
		• Resolve reported User Acceptance Test Issues.	2.5.3.5	
17.	February 2008 User Acceptance Test Support	• Support User Acceptance Test to include: o Reviewing and responding to reported User Acceptance Test Issues. o Support and assistance to County's technical staff to support User Acceptance Testing.	2.5.3.4 and 2.5.3.5	2.5.3.8
		• Resolve reported User Acceptance Test Issues.	2.5.3.5	
18.	March 2008 User Acceptance Test Support	• Support User Acceptance Test to include: o Reviewing and responding to reported User Acceptance Test Issues. o Support and assistance to County's technical staff to support User Acceptance Testing.	2.5.3.4 and 2.5.3.5	2.5.3.9
		• Resolve reported User Acceptance Test Issues.	2.5.3.5	
19.	April 2008 User Acceptance Test Support	• Support User Acceptance Test to include: o Reviewing and responding to reported User Acceptance Test Issues. o Support and assistance to County's technical staff to support User Acceptance Testing.	2.5.3.4 and 2.5.3.5	2.5.3.10
		• Resolve reported User Acceptance Test Issues.	2.5.3.5	
20.	Performance and Stress Test Plan and Results	• Performance & Stress Test Plan and Scripts.	2.5.4.2.1	2.5.4.2.9
		• Executed Performance and Stress Test Scripts and Results.	2.5.4.2.5	
		• Performance issues, tuning recommendations and action items.	2.5.4.2.7	
21.	Completed Regression Test Support	• Support Regression Test to include: o Reviewing and responding to reported Regression Test Issues. o Support and assistance to County's technical staff to support Regression Testing.	2.5.5.4	2.5.5.6
		• Resolve reported Regression Test Issues.	2.5.5.4	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
22.	Completed Data Cleansing Preparation	• Support data cleansing preparation by: o Assisting County staff in preparing information and worksheets to facilitate data cleansing. o Assisting County staff in testing and reviewing data conversion issues and identifying corrective actions.	2.6.3.3	2.6.3.4
23.	Support End User Training Plan and Materials	• Assist with preparation of Training Plan and Schedule by offering course suggestions and course sequencing recommendations	2.6.4.6.1.7	2.6.4.6.1.8
		• Offer suggestions for course content and review sections of training materials	2.6.4.6.1.7	
24.	Trainer Training	• Conduct trainer training	2.6.4.6.2.2	2.6.4.6.2.6
25.	AMS Advantage User Documentation	• Update online Advantage User 's Documentation as necessary for DPW.	2.6.5.1.1	2.6.5.1.6
		• Update Advantage Users' Guide as necessary for DPW.	2.6.5.1.4	
26.	AMS Advantage System/Operations Documentation	• Update online Advantage System Documentation as necessary for DPW.	2.6.5.2.1	2.6.5.2.6
		• Update Advantage system/operation documentation as necessary for DPW.	2.6.5.2.4	

3. Achieve Phase

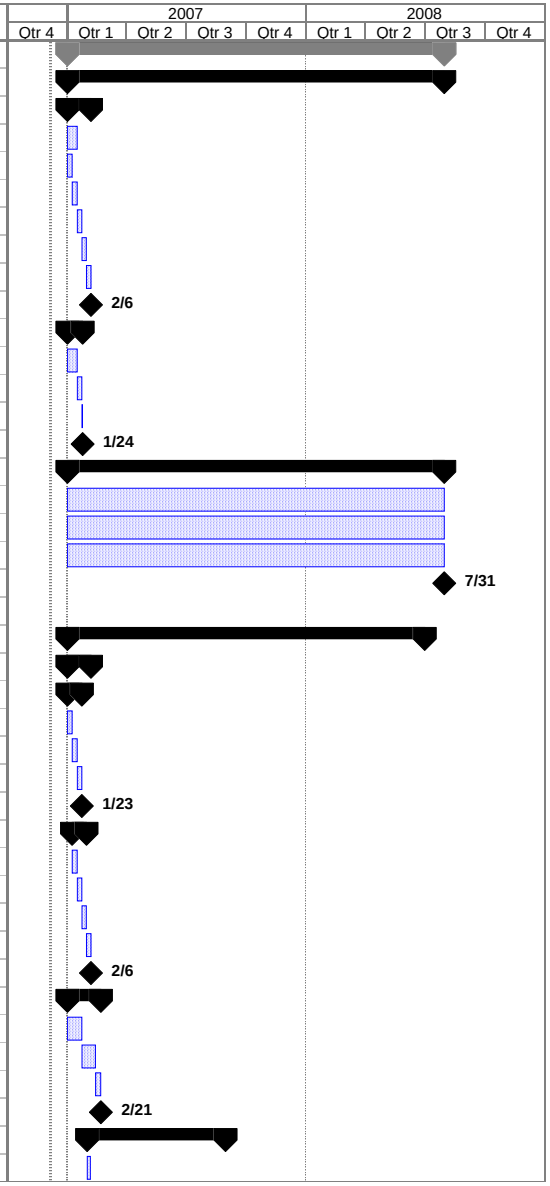
#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
27.	Production Cutover Script	• Production cutover script.	3.2.1	3.2.1.5
28.	Production Cutover Complete	• Execute Cutover Rehearsal/Mock Conversion.	3.2.2	3.2.10
		• Execute Production Cutover.	3.2.5	
		• Hand-off operations to County and Client Support staff.	3.2.9	
29.	Monthly Post-Implementation Support – Month 1	• Provide post-implementation support services for month of July, 2008.	3.3	3.3.2

(This Page Intentionally Left Blank)

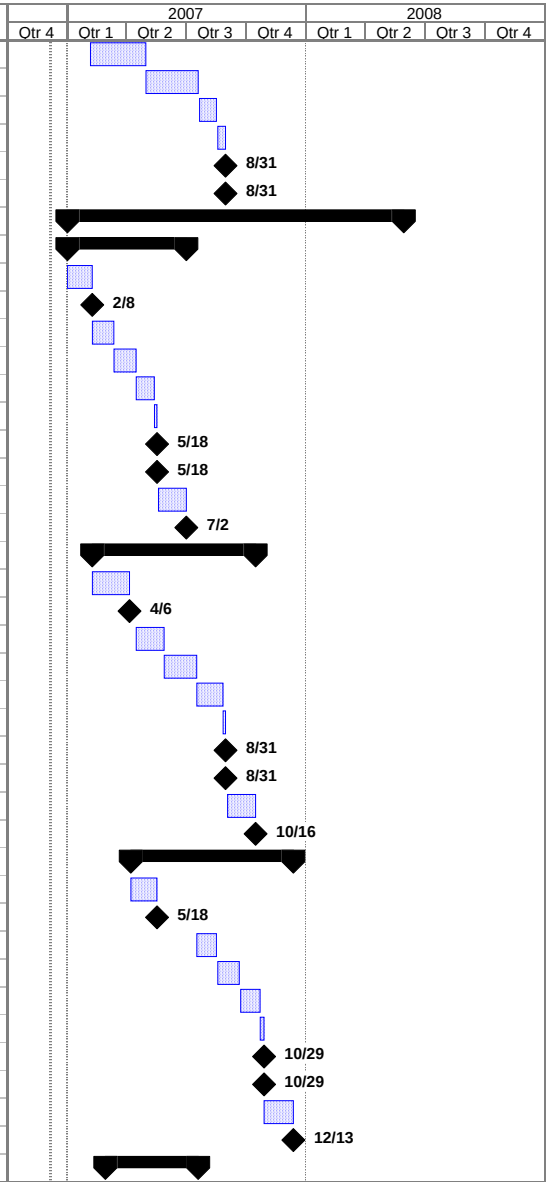
Appendix B-7 – Project Plan

(This Page Intentionally Left Blank)

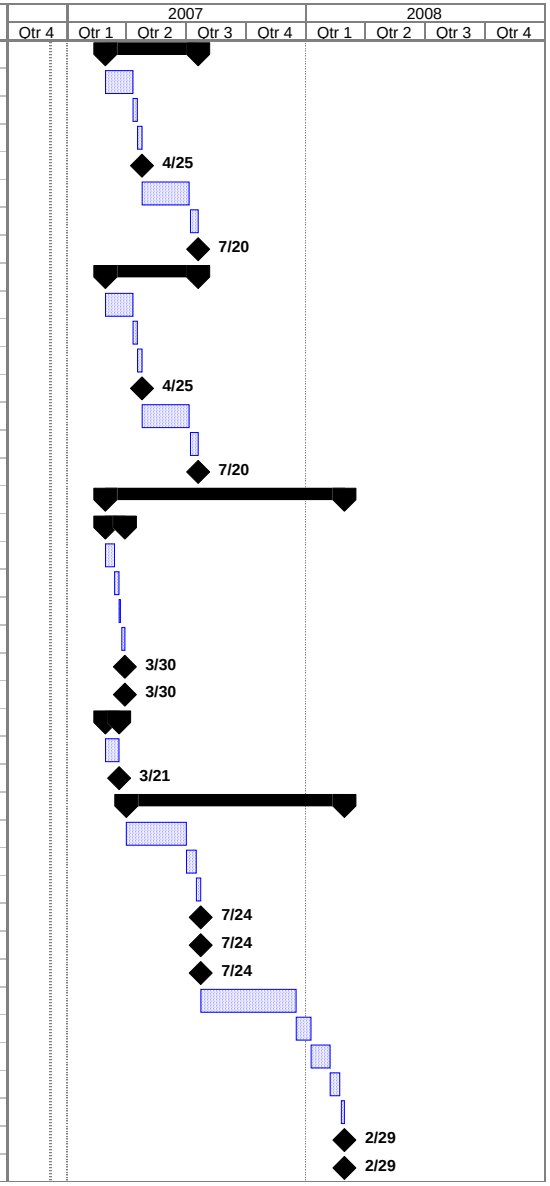
ID	Task Name	Duration	Start	Finish	Responsiblity
0	**FAS REPLACEMENT SUBPROJECT 7**	**398 days**	**Tue 1/2/07**	**Thu 7/31/08**	
1	**1 PLANNING & MANAGEMENT**	**398 days**	**Tue 1/2/07**	**Thu 7/31/08**	
2	**1.1 FAS Replacement Project Control Document (incl. plan, PM strategies, etc.)**	**25 days**	**Tue 1/2/07**	**Tue 2/6/07**	
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	10 days	Tue 1/2/07	Tue 1/16/07	CGI-AMS
4	1.1.2 Establish Project Management Standards and Tools	5 days	Tue 1/2/07	Mon 1/8/07	CGI-AMS
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	5 days	Tue 1/9/07	Tue 1/16/07	CGI-AMS
6	1.1.4 Update Project Control Document	5 days	Wed 1/17/07	Tue 1/23/07	CGI-AMS
7	1.1.5 Review Project Control Document	5 days	Wed 1/24/07	Tue 1/30/07	COUNTY
8	1.1.6 Approve Project Control Document	5 days	Wed 1/31/07	Tue 2/6/07	COUNTY
9	***1.1.7 CGI-AMS Deliverable: FAS Replacement Project Control Document***	*0 days*	*Tue 2/6/07*	*Tue 2/6/07*	***CGI-AMS***
10	**1.2 FAS Replacement Project Kick-Off**	**16 days**	**Tue 1/2/07**	**Wed 1/24/07**	
11	1.2.1 Prepare Project Kick-Off Presentation	10 days	Tue 1/2/07	Tue 1/16/07	CGI-AMS
12	1.2.2 Review and Approve Kick-Off Presentation Materials	5 days	Wed 1/17/07	Tue 1/23/07	COUNTY
13	1.2.3 Conduct Kick-Off Meeting	1 day	Wed 1/24/07	Wed 1/24/07	CGI-AMS, COUNTY
14	***1.2.4 CGI-AMS Deliverable: FAS Replacement Project Kick-Off***	*0 days*	*Wed 1/24/07*	*Wed 1/24/07*	*CGI-AMS*
15	**1.3 On-Going Project Management**	**398 days**	**Tue 1/2/07**	**Thu 7/31/08**	
16	1.3.1 Provide Project Management Oversight / Maintain Project Plan	398 days	Tue 1/2/07	Thu 7/31/08	CGI-AMS
17	1.3.2 Provide Quality & Risk Management	398 days	Tue 1/2/07	Thu 7/31/08	CGI-AMS
18	1.3.3 Develop FAS Replacement Semi-Monthly and Monthly Status Reports	398 days	Tue 1/2/07	Thu 7/31/08	CGI-AMS
19	***1.3.4 CGI-AMS Deliverables: Monthly Status Reports***	*0 days*	*Thu 7/31/08*	*Thu 7/31/08*	***CGI-AMS***
20					
21	**2 CREATE PHASE**	**377 days**	**Tue 1/2/07**	**Tue 7/1/08**	
22	**2.1 Technical Environment Set-Up**	**25 days**	**Tue 1/2/07**	**Tue 2/6/07**	
23	**2.1.1 Establish Technical Environments**	**15 days**	**Tue 1/2/07**	**Tue 1/23/07**	
24	2.1.1.1 Install and Configure Development/Unit Test Environment	5 days	Tue 1/2/07	Mon 1/8/07	COUNTY
25	2.1.1.2 Install and Configure System Test Environment	5 days	Tue 1/9/07	Tue 1/16/07	COUNTY
26	2.1.1.3 Install and Configure Conversion Environment	5 days	Wed 1/17/07	Tue 1/23/07	COUNTY
27	***2.1.1.4 County Obligation: 3 Initial Technical Environments***	*0 days*	*Tue 1/23/07*	*Tue 1/23/07*	*COUNTY*
28	**2.1.2 Install/Test AMS Advantage 3 Software & Third Party Tools**	**15 days**	**Tue 1/9/07**	**Tue 1/30/07**	
29	2.1.2.1 Install AMS Advantage 3 & Third Party Tools in Development/Unit Test Environment	5 days	Tue 1/9/07	Tue 1/16/07	COUNTY
30	2.1.2.2 Install AMS Advantage 3 & Third Party Tools in System Test Environment	5 days	Wed 1/17/07	Tue 1/23/07	COUNTY
31	2.1.2.3 Install AMS Advantage 3 & Third Party Tools in Conversion Environment	5 days	Wed 1/24/07	Tue 1/30/07	COUNTY
32	2.1.3 Review & Approve AMS Advantage 3, Third Party Tools Installations	5 days	Wed 1/31/07	Tue 2/6/07	COUNTY
33	***2.1.4 County Obligation: AMS Advantage 3, Third Party Tools Installation***	*0 days*	*Tue 2/6/07*	*Tue 2/6/07*	*COUNTY*
34	**2.2 Technical Team Training**	**35 days**	**Tue 1/2/07**	**Wed 2/21/07**	
35	2.2.1 Prepare Materials / Schedule Technical Training	15 days	Tue 1/2/07	Tue 1/23/07	COUNTY
36	2.2.2 Conduct Technical Team Training	15 days	Wed 1/24/07	Tue 2/13/07	COUNTY
37	2.2.3 Review & Approve Technical Team Training	5 days	Wed 2/14/07	Wed 2/21/07	COUNTY
38	***2.2.4 County Obligation: Technical Team Training***	*0 days*	*Wed 2/21/07*	*Wed 2/21/07*	*COUNTY*
39	**2.3 System Control Tables Setup**	**149 days**	**Thu 2/1/07**	**Fri 8/31/07**	
40	2.3.1 Review Delivered System Control Tables Setup	3 days	Thu 2/1/07	Mon 2/5/07	CGI-AMS



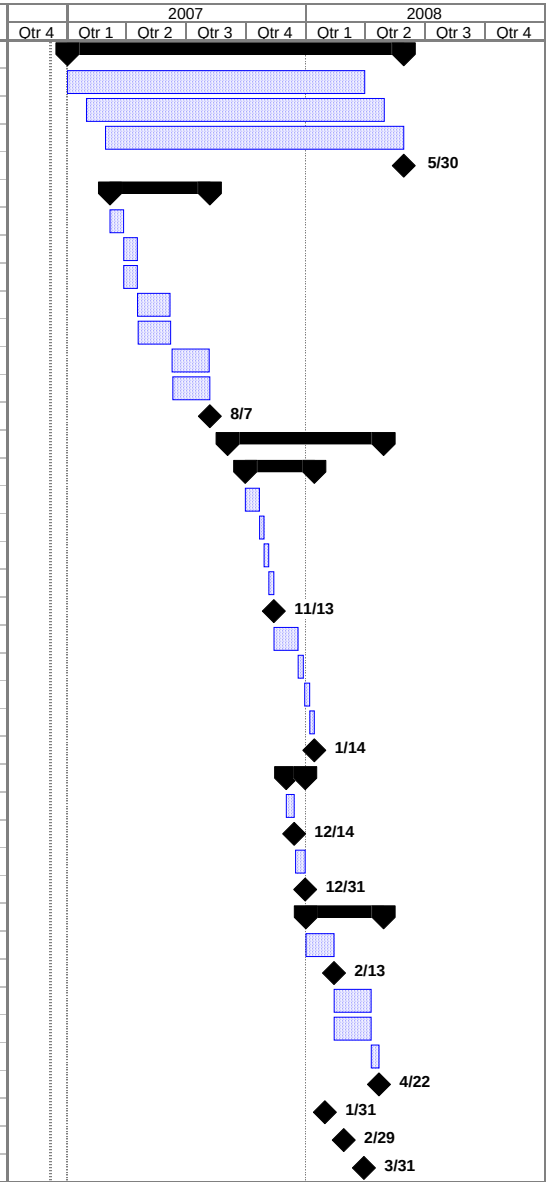
ID	Task Name	Duration	Start	Finish	Responsiblity
41	2.3.2 Setup System Control Tables Data (from Fit-Gap Analysis)	60 days	Tue 2/6/07	Tue 5/1/07	CGI-AMS
42	2.3.3 Populate and Test System Control Tables	56 days	Wed 5/2/07	Fri 7/20/07	COUNTY
43	2.3.4 Update System Control Tables	20 days	Mon 7/23/07	Fri 8/17/07	CGI-AMS
44	2.3.5 Review & Approve System Control Tables Setup	10 days	Mon 8/20/07	Fri 8/31/07	COUNTY
45	***2.3.6 County Obligation: System Control Tables Setup***	*0 days*	*Fri 8/31/07*	*Fri 8/31/07*	*COUNTY*
46	***2.3.7 CGI-AMS Deliverable: Recap System Control Tables***	*0 days*	*Fri 8/31/07*	*Fri 8/31/07*	*CGI-AMS*
47	**2.4 Software Construction**	**355 days**	**Tue 1/2/07**	**Fri 5/30/08**	
48	**2.4.1 Application Software Modifications - Iteration I**	**127 days**	**Tue 1/2/07**	**Mon 7/2/07**	
49	2.4.1.1 Develop Functional Designs	27 days	Tue 1/2/07	Thu 2/8/07	CGI-AMS, COUNTY
50	***2.4.1.2 CGI-AMS Deliverable: Software Modifications Functional Designs - Iteration I***	*0 days*	*Thu 2/8/07*	*Thu 2/8/07*	*CGI-AMS*
51	2.4.1.3 Develop Technical Designs	22 days	Fri 2/9/07	Tue 3/13/07	CGI-AMS, COUNTY
52	2.4.1.4 Develop Software and Conduct Unit Tests	24 days	Wed 3/14/07	Mon 4/16/07	CGI-AMS, COUNTY
53	2.4.1.5 Plan and Execute System Test	20 days	Tue 4/17/07	Mon 5/14/07	CGI-AMS, COUNTY
54	2.4.1.6 Package and Deliver Software for Client Iteration Test	4 days	Tue 5/15/07	Fri 5/18/07	CGI-AMS, COUNTY
55	***2.4.1.7 CGI-AMS Deliverable: Application Software Modifications - Iteration I***	*0 days*	*Fri 5/18/07*	*Fri 5/18/07*	*CGI-AMS*
56	***2.4.1.8 County Obligation: Application Software Modifications - Iteration I***	*0 days*	*Fri 5/18/07*	*Fri 5/18/07*	*COUNTY*
57	2.4.1.9 Client Iteration Test - Iteration I	30 days	Mon 5/21/07	Mon 7/2/07	COUNTY
58	***2.4.1.10 County Obligation: Client Iteration Test - Iteration I***	*0 days*	*Mon 7/2/07*	*Mon 7/2/07*	*COUNTY*
59	**2.4.2 Application Software Modifications - Iteration II**	**173 days**	**Fri 2/9/07**	**Tue 10/16/07**	
60	2.4.2.1 Develop Functional Designs	40 days	Fri 2/9/07	Fri 4/6/07	CGI-AMS, COUNTY
61	***2.4.2.2 CGI-AMS Deliverable: Software Modifications Functional Designs - Iteration II***	*0 days*	*Fri 4/6/07*	*Fri 4/6/07*	*CGI-AMS*
62	2.4.2.3 Develop Technical Designs	30 days	Tue 4/17/07	Tue 5/29/07	CGI-AMS, COUNTY
63	2.4.2.4 Develop Software and Conduct Unit Tests	35 days	Wed 5/30/07	Wed 7/18/07	CGI-AMS, COUNTY
64	2.4.2.5 Plan and Execute System Test	28 days	Thu 7/19/07	Mon 8/27/07	CGI-AMS, COUNTY
65	2.4.2.6 Package and Deliver Software for Client Iteration Test	4 days	Tue 8/28/07	Fri 8/31/07	CGI-AMS, COUNTY
66	***2.4.2.7 CGI-AMS Deliverable: Application Software Modifications - Iteration II***	*0 days*	*Fri 8/31/07*	*Fri 8/31/07*	*CGI-AMS*
67	***2.4.2.8 County Obligation: Application Software Modifications - Iteration II***	*0 days*	*Fri 8/31/07*	*Fri 8/31/07*	*COUNTY*
68	2.4.2.9 Client Iteration Test - Iteration II	30 days	Tue 9/4/07	Tue 10/16/07	COUNTY
69	***2.4.2.10 County Obligation: Client Iteration Test - Iteration II***	*0 days*	*Tue 10/16/07*	*Tue 10/16/07*	*COUNTY*
70	**2.4.3 Application Software Modifications - Iteration III**	**172 days**	**Mon 4/9/07**	**Thu 12/13/07**	
71	2.4.3.1 Develop Functional Designs	30 days	Mon 4/9/07	Fri 5/18/07	CGI-AMS, COUNTY
72	***2.4.3.2 CGI-AMS Deliverable: Software Modifications Functional Designs - Iteration III***	*0 days*	*Fri 5/18/07*	*Fri 5/18/07*	*CGI-AMS*
73	2.4.3.3 Develop Technical Designs	22 days	Thu 7/19/07	Fri 8/17/07	CGI-AMS, COUNTY
74	2.4.3.4 Develop Software and Conduct Unit Tests	24 days	Mon 8/20/07	Fri 9/21/07	CGI-AMS, COUNTY
75	2.4.3.5 Plan and Execute System Test	21 days	Mon 9/24/07	Tue 10/23/07	CGI-AMS, COUNTY
76	2.4.3.6 Package and Deliver Software for Client Iteration Test	4 days	Wed 10/24/07	Mon 10/29/07	CGI-AMS, COUNTY
77	***2.4.3.7 CGI-AMS Deliverable: Application Software Modifications - Iteration III***	*0 days*	*Mon 10/29/07*	*Mon 10/29/07*	*CGI-AMS*
78	***2.4.3.8 County Obligation: Application Software Modifications - Iteration III***	*0 days*	*Mon 10/29/07*	*Mon 10/29/07*	*COUNTY*
79	2.4.3.9 Client Iteration Test - Iteration III	30 days	Tue 10/30/07	Thu 12/13/07	COUNTY
80	***2.4.3.10 County Obligation: Client Iteration Test - Iteration III***	*0 days*	*Thu 12/13/07*	*Thu 12/13/07*	*COUNTY*
81	**2.4.4 System Interfaces**	**100 days**	**Thu 3/1/07**	**Fri 7/20/07**	



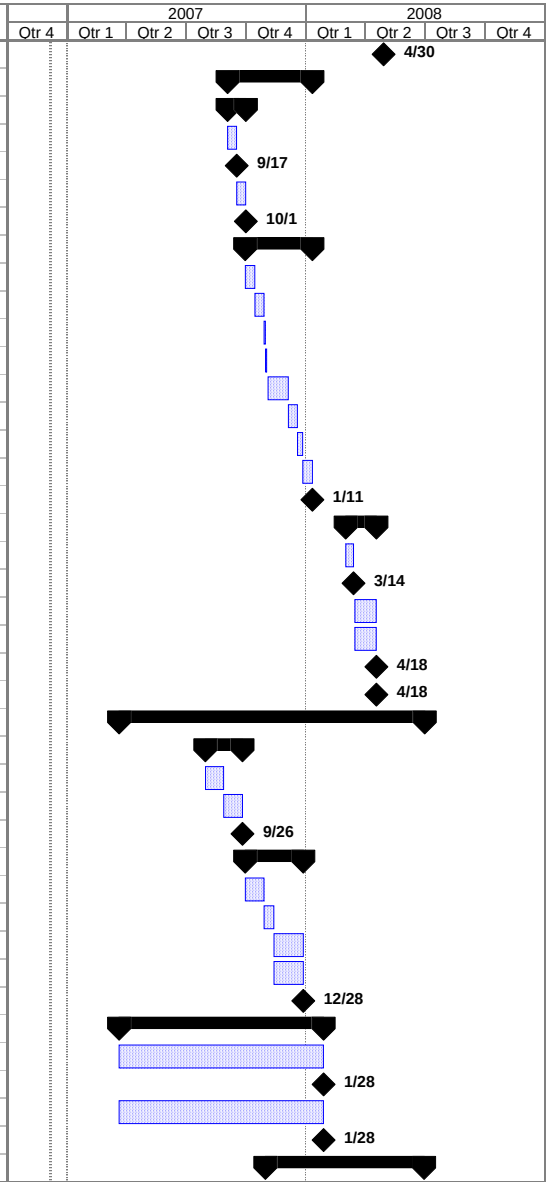
ID	Task Name	Duration	Start	Finish	Responsiblity
82	**2.4.4.1 Inbound eCAPS Interface Design and Development**	**100 days**	**Thu 3/1/07**	**Fri 7/20/07**	
83	2.4.4.1.1 Develop Inbound eCAPS Interface Designs - Mapping & Transformation	30 days	Thu 3/1/07	Wed 4/11/07	COUNTY
84	2.4.4.1.2 Review Inbound eCAPS Interface Designs	5 days	Thu 4/12/07	Wed 4/18/07	COUNTY
85	2.4.4.1.3 Approve Inbound eCAPS Interface Designs	5 days	Thu 4/19/07	Wed 4/25/07	COUNTY
86	***2.4.4.1.4 County Obligation: Inbound Interface Designs***	*0 days*	*Wed 4/25/07*	*Wed 4/25/07*	*COUNTY*
87	2.4.4.1.5 Develop and Unit Test Inbound Interfaces Programs	50 days	Thu 4/26/07	Fri 7/6/07	COUNTY
88	2.4.4.1.6 System Test Inbound Interfaces Programs	10 days	Mon 7/9/07	Fri 7/20/07	COUNTY
89	***2.4.4.1.7 County Obligation: Inbound Interface Software***	*0 days*	*Fri 7/20/07*	*Fri 7/20/07*	*COUNTY*
90	**2.4.4.2 Outbound eCAPS Interface Design and Development**	**100 days**	**Thu 3/1/07**	**Fri 7/20/07**	
91	2.4.4.2.1 Develop Outbound eCAPS Interface Designs - Mapping & Transformation	30 days	Thu 3/1/07	Wed 4/11/07	COUNTY
92	2.4.4.2.2 Review Outbound eCAPS Interface Designs	5 days	Thu 4/12/07	Wed 4/18/07	COUNTY
93	2.4.4.2.3 Approve Outbound eCAPS Interface Designs	5 days	Thu 4/19/07	Wed 4/25/07	COUNTY
94	***2.4.4.2.4 County Obligation: Outbound Interface Designs***	*0 days*	*Wed 4/25/07*	*Wed 4/25/07*	*COUNTY*
95	2.4.4.2.5 Develop and Unit Test Outbound Interfaces Programs	50 days	Thu 4/26/07	Fri 7/6/07	COUNTY
96	2.4.4.2.6 System Test Outbound Interfaces Programs	10 days	Mon 7/9/07	Fri 7/20/07	COUNTY
97	***2.4.4.2.7 County Obligation: Outbound Interface Software***	*0 days*	*Fri 7/20/07*	*Fri 7/20/07*	*COUNTY*
98	**2.4.5 Data Conversion**	**251 days**	**Thu 3/1/07**	**Fri 2/29/08**	
99	**2.4.5.1 FAS Replacement Conversion Plan**	**22 days**	**Thu 3/1/07**	**Fri 3/30/07**	
100	2.4.5.1.1 Develop Detailed Conversion Plan	10 days	Thu 3/1/07	Wed 3/14/07	CGI-AMS
101	2.4.5.1.2 Review Conversion Plan	5 days	Thu 3/15/07	Wed 3/21/07	COUNTY
102	2.4.5.1.3 Update Conversion Plan	2 days	Thu 3/22/07	Fri 3/23/07	CGI-AMS
103	2.4.5.1.4 Approve Conversion Plan	5 days	Mon 3/26/07	Fri 3/30/07	COUNTY
104	***2.4.5.1.5 County Obligation: Assist With Detailed Conversion Plan***	*0 days*	*Fri 3/30/07*	*Fri 3/30/07*	*COUNTY*
105	***2.4.5.1.6 CGI-AMS Deliverable: Detailed Conversion Plan***	*0 days*	*Fri 3/30/07*	*Fri 3/30/07*	*CGI-AMS*
106	**2.4.5.2 FAS Replacement Data Cleansing Plan**	**15 days**	**Thu 3/1/07**	**Wed 3/21/07**	
107	2.4.5.2.1 Develop Detailed Data Cleansing Plan	15 days	Thu 3/1/07	Wed 3/21/07	COUNTY
108	***2.4.5.2.2 County Obligation: Detailed FAS Replacement Data Cleansing Plans***	*0 days*	*Wed 3/21/07*	*Wed 3/21/07*	*COUNTY*
109	**2.4.5.3 Conversion Design, Development and Load**	**229 days**	**Mon 4/2/07**	**Fri 2/29/08**	
110	2.4.5.3.1 Develop Data Conversion Designs - Mapping and Transformation	65 days	Mon 4/2/07	Mon 7/2/07	CGI-AMS
111	2.4.5.3.2 Review Data Conversion Designs	10 days	Tue 7/3/07	Tue 7/17/07	COUNTY
112	2.4.5.3.3 Approve Data Conversion Designs	5 days	Wed 7/18/07	Tue 7/24/07	COUNTY
113	***2.4.5.3.4 County Obligation: Field mappings and legacy system extracts***	*0 days*	*Tue 7/24/07*	*Tue 7/24/07*	*COUNTY*
114	***2.4.5.3.5 County Obligation: Data Conversion Designs***	*0 days*	*Tue 7/24/07*	*Tue 7/24/07*	*COUNTY*
115	***2.4.5.3.6 CGI-AMS Deliverables: Data Conversion Designs***	*0 days*	*Tue 7/24/07*	*Tue 7/24/07*	*CGI-AMS*
116	2.4.5.3.7 Develop & Unit Test Data Conversion Programs	99 days	Wed 7/25/07	Mon 12/17/07	CGI-AMS
117	2.4.5.3.8 Review Conversion Test Results	15 days	Tue 12/18/07	Wed 1/9/08	COUNTY
118	2.4.5.3.9 Assist in Loading Data (Manual Load)	20 days	Thu 1/10/08	Thu 2/7/08	CGI-AMS
119	2.4.5.3.10 Load Data in Conversion Staging Application	10 days	Fri 2/8/08	Fri 2/22/08	CGI-AMS
120	2.4.5.3.11 Approve Conversion Software	5 days	Mon 2/25/08	Fri 2/29/08	COUNTY
121	***2.4.5.3.12 County Obligation: Data Conversion Software***	*0 days*	*Fri 2/29/08*	*Fri 2/29/08*	*COUNTY*
122	***2.4.5.3.13 CGI-AMS Deliverables: Data Conversion Software***	*0 days*	*Fri 2/29/08*	*Fri 2/29/08*	*CGI-AMS*



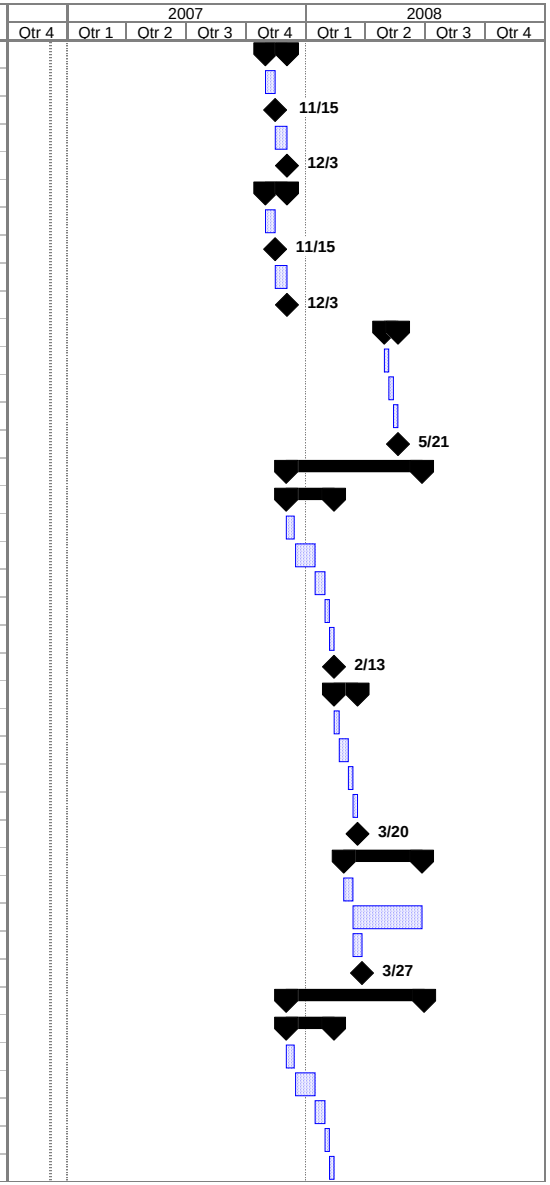
ID	Task Name	Duration	Start	Finish	Responsiblity
123	**2.4.6 Reports & Forms**	**355 days**	**Tue 1/2/07**	**Fri 5/30/08**	
124	2.4.6.1 Develop Functional Designs for Reports & Forms	312 days	Tue 1/2/07	Mon 3/31/08	COUNTY
125	2.4.6.2 Develop Technical Designs for Reports & Forms	314 days	Wed 1/31/07	Wed 4/30/08	COUNTY
126	2.4.6.3 Develop & Test Reports & Forms Software	315 days	Thu 3/1/07	Fri 5/30/08	COUNTY
127	***2.4.6.4 County Obligation: Reports Software***	*0 days*	*Fri 5/30/08*	*Fri 5/30/08*	*COUNTY*
128	**2.4.6.5 eCAPS Data Warehouse**	**107 days**	**Thu 3/8/07**	**Tue 8/7/07**	
129	2.4.6.5.1 Define Cognos Packages	15 days	Thu 3/8/07	Wed 3/28/07	COUNTY
130	2.4.6.5.2 Create Cognos Packages	15 days	Thu 3/29/07	Wed 4/18/07	COUNTY
131	2.4.6.5.3 Support Creation of Cognos Packages	15 days	Thu 3/29/07	Wed 4/18/07	CGI-AMS
132	2.4.6.5.4 Develop ETL Designs and Update Data Model	35 days	Thu 4/19/07	Thu 6/7/07	COUNTY
133	2.4.6.5.5 Support Development of ETL Designs & Update Data Model	35 days	Fri 4/20/07	Fri 6/8/07	CGI-AMS
134	2.4.6.5.6 Develop and Test ETL Software to Update Data Model	40 days	Mon 6/11/07	Mon 8/6/07	COUNTY
135	2.4.6.5.7 Support Development & Testing of ETL Software to Update Data Model	40 days	Tue 6/12/07	Tue 8/7/07	CGI-AMS
136	***2.4.6.5.8 County Obligation: Develop Cognos Packages, and update ETL & DW***	*0 days*	*Tue 8/7/07*	*Tue 8/7/07*	*COUNTY*
137	**2.5 Software Testing**	**163 days**	**Tue 9/4/07**	**Wed 4/30/08**	
138	**2.5.1 Integrated System Test**	**70 days**	**Mon 10/1/07**	**Mon 1/14/08**	
139	2.5.1.1 Develop Integrated System Test Plan & Scripts	15 days	Mon 10/1/07	Mon 10/22/07	CGI-AMS
140	2.5.1.2 Review Integrated System Test Plan & Scripts	5 days	Tue 10/23/07	Mon 10/29/07	COUNTY
141	2.5.1.3 Update Integrated System Test Plan & Scripts	5 days	Tue 10/30/07	Mon 11/5/07	CGI-AMS
142	2.5.1.4 Approve Integrated System Test Plan & Scripts	5 days	Tue 11/6/07	Tue 11/13/07	COUNTY
143	***2.5.1.5 CGI-AMS Deliverable: Integrated System Test Plan & Scripts***	***0 days***	***Tue 11/13/07***	***Tue 11/13/07***	*CGI-AMS*
144	2.5.1.6 Execute Integrated System Test	25 days	Wed 11/14/07	Thu 12/20/07	CGI-AMS
145	2.5.1.7 Review Integrated System Test Results	5 days	Fri 12/21/07	Fri 12/28/07	COUNTY
146	2.5.1.8 Correct Integrated System Test Issues	5 days	Mon 12/31/07	Mon 1/7/08	CGI-AMS
147	2.5.1.9 Approve Integrated System Test Results	5 days	Tue 1/8/08	Mon 1/14/08	COUNTY
148	***2.5.1.10 CGI-AMS Deliverable: Integrated System Test Plan and Results***	***0 days***	***Mon 1/14/08***	***Mon 1/14/08***	*CGI-AMS*
149	**2.5.2 Acceptance Test Environment Setup**	**20 days**	**Mon 12/3/07**	**Mon 12/31/07**	
150	2.5.2.1 Install and configure User Acceptance Test/Practice Environment	10 days	Mon 12/3/07	Fri 12/14/07	COUNTY
151	***2.5.2.2 County Obligation: Install Acceptance Test Environment***	*0 days*	*Fri 12/14/07*	*Fri 12/14/07*	*COUNTY*
152	2.5.2.3 Install AMS Advantage 3 & Third Party Tools in User Acceptance Test/Practice Environment	10 days	Mon 12/17/07	Mon 12/31/07	COUNTY
153	***2.5.2.4 County Obligation: AMS Advantage 3, Third Party Tools Installation***	*0 days*	*Mon 12/31/07*	*Mon 12/31/07*	*COUNTY*
154	**2.5.3 User Acceptance Test**	**83 days**	**Wed 1/2/08**	**Wed 4/30/08**	
155	2.5.3.1 Develop User Acceptance Test Plan & Scripts	30 days	Wed 1/2/08	Wed 2/13/08	COUNTY
156	***2.5.3.2 County Obligation: User Acceptance Test Plan & Scripts***	*0 days*	*Wed 2/13/08*	*Wed 2/13/08*	*COUNTY*
157	2.5.3.3 Execute & Document User Acceptance Test Results	40 days	Thu 2/14/08	Thu 4/10/08	COUNTY
158	2.5.3.4 Support User Acceptance Test	40 days	Thu 2/14/08	Thu 4/10/08	CGI-AMS
159	2.5.3.5 Review & Approve User Acceptance Test Results	8 days	Fri 4/11/08	Tue 4/22/08	COUNTY
160	***2.5.3.6 County Obligation: User Acceptance Test Results***	*0 days*	*Tue 4/22/08*	*Tue 4/22/08*	*COUNTY*
161	***2.5.3.7 CGI-AMS Deliverable: January 2008 User Acceptance Test Support***	*0 days*	*Thu 1/31/08*	*Thu 1/31/08*	*CGI-AMS*
162	***2.5.3.8 CGI-AMS Deliverable: February 2008 User Acceptance Test Support***	*0 days*	*Fri 2/29/08*	*Fri 2/29/08*	*CGI-AMS*
163	***2.5.3.9 CGI-AMS Deliverable: March 2008 User Acceptance Test Support***	*0 days*	*Mon 3/31/08*	*Mon 3/31/08*	*CGI-AMS*



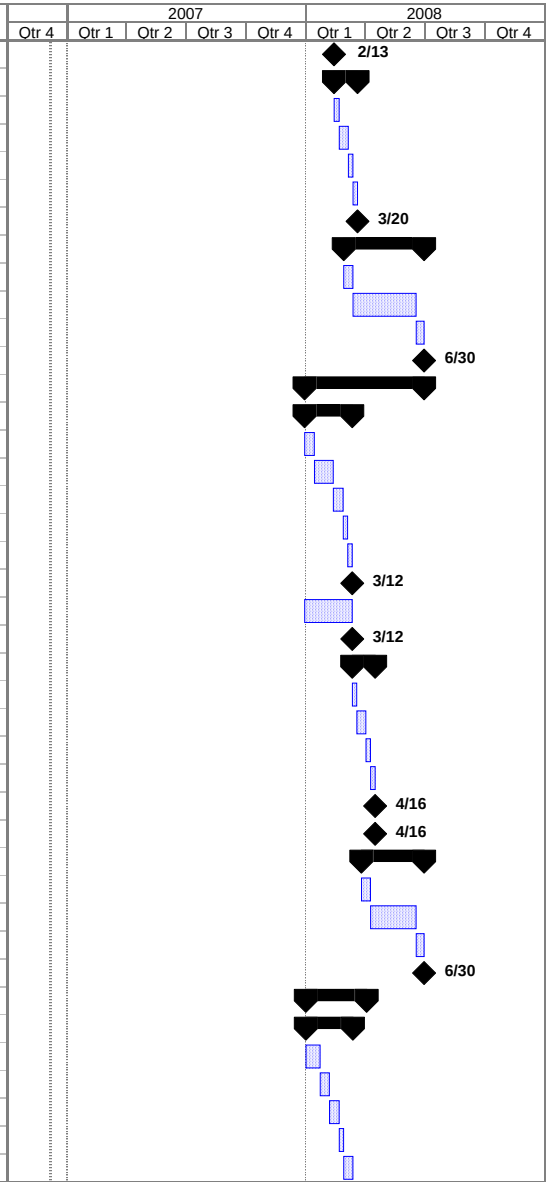
ID	Task Name	Duration	Start	Finish	Responsiblity
164	***2.5.3.10 CGI-AMS Deliverable: April 2008 User Acceptance Test Support***	*0 days*	*Wed 4/30/08*	*Wed 4/30/08*	*CGI-AMS*
165	**2.5.4 Performance Test & Stress Test**	**88 days**	**Tue 9/4/07**	**Fri 1/11/08**	
166	**2.5.4.1 Performance Test Environment Setup**	**20 days**	**Tue 9/4/07**	**Mon 10/1/07**	
167	2.5.4.1.1 Install and configure Performance Test Environment	10 days	Tue 9/4/07	Mon 9/17/07	COUNTY
168	***2.5.4.1.2 County Obligation: Install Performance Test Environment***	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
169	2.5.4.1.3 Install AMS Advantage 3 & Third Party Tools in Performance Test Environment	10 days	Tue 9/18/07	Mon 10/1/07	COUNTY
170	***2.5.4.1.4 County Obligation: AMS Advantage 3, Third Party Tools Installation***	*0 days*	*Mon 10/1/07*	*Mon 10/1/07*	*COUNTY*
171	**2.5.4.2 Performance Test & Stress Test**	**69 days**	**Mon 10/1/07**	**Fri 1/11/08**	
172	2.5.4.2.1 Develop Performance Test Plan & Scripts	10 days	Mon 10/1/07	Mon 10/15/07	CGI-AMS
173	2.5.4.2.2 Review Performance Test Plan & Scripts	10 days	Tue 10/16/07	Mon 10/29/07	COUNTY
174	2.5.4.2.3 Update Performance Test Plan & Scripts	2 days	Tue 10/30/07	Wed 10/31/07	CGI-AMS
175	2.5.4.2.4 Approve Performance Test Plan & Scripts	2 days	Thu 11/1/07	Fri 11/2/07	COUNTY
176	2.5.4.2.5 Execute Performance Test	20 days	Mon 11/5/07	Wed 12/5/07	CGI-AMS
177	2.5.4.2.6 Review Performance Test Results	10 days	Thu 12/6/07	Wed 12/19/07	COUNTY
178	2.5.4.2.7 Correct Performance Test Issues	5 days	Thu 12/20/07	Thu 12/27/07	CGI-AMS
179	2.5.4.2.8 Approve Performance Test Results	10 days	Fri 12/28/07	Fri 1/11/08	COUNTY
180	***2.5.4.2.9 CGI-AMS Deliverable: Performance Test Plan and Results***	*0 days*	*Fri 1/11/08*	*Fri 1/11/08*	*CGI-AMS*
181	**2.5.5 Regression Test**	**35 days**	**Mon 3/3/08**	**Fri 4/18/08**	
182	2.5.5.1 Develop Regression Test Plan & Scripts	10 days	Mon 3/3/08	Fri 3/14/08	COUNTY
183	***2.5.5.2 County Obligation: Regression Test Plan & Scripts***	*0 days*	*Fri 3/14/08*	*Fri 3/14/08*	*COUNTY*
184	2.5.5.3 Execute & Document Regression Test Results	25 days	Mon 3/17/08	Fri 4/18/08	COUNTY
185	2.5.5.4 Support & Address Regression Test Issues	25 days	Mon 3/17/08	Fri 4/18/08	CGI-AMS
186	***2.5.5.5 County Obligation: Regression Test Results***	*0 days*	*Fri 4/18/08*	*Fri 4/18/08*	*COUNTY*
187	***2.5.5.6 CGI-AMS Deliverable: Completed Regression Test Support***	*0 days*	*Fri 4/18/08*	*Fri 4/18/08*	*CGI-AMS*
188	**2.6 Preparation for Implementation**	**322 days**	**Thu 3/22/07**	**Tue 7/1/08**	
189	**2.6.1 Internal Control Plans**	**40 days**	**Wed 8/1/07**	**Wed 9/26/07**	
190	2.6.1.1 Review County Internal Control Plans	20 days	Wed 8/1/07	Tue 8/28/07	COUNTY
191	2.6.1.2 Update County Internal Control Plans	20 days	Wed 8/29/07	Wed 9/26/07	COUNTY
192	***2.6.1.3 County Obligation: Internal Control Plan Documentation Updates***	*0 days*	*Wed 9/26/07*	*Wed 9/26/07*	*COUNTY*
193	**2.6.2 Security and Workflow Set-Up (Proc, Inv, TC, EM, AR, AP, RM)**	**60 days**	**Mon 10/1/07**	**Fri 12/28/07**	
194	2.6.2.1 Define Security and Workflow Rules	20 days	Mon 10/1/07	Mon 10/29/07	COUNTY
195	2.6.2.2 Review and approve Security & Workflow Rules	10 days	Tue 10/30/07	Tue 11/13/07	COUNTY
196	2.6.2.3 Configure Security and Workflow Tables/Settings	30 days	Wed 11/14/07	Fri 12/28/07	COUNTY
197	2.6.2.4 Support Security and Workflow Tables/Settings	30 days	Wed 11/14/07	Fri 12/28/07	CGI-AMS
198	***2.6.2.5 County Obligation: Configured Security & Workflow Tables***	*0 days*	*Fri 12/28/07*	*Fri 12/28/07*	*COUNTY*
199	**2.6.3 Data Cleansing & Legacy Systems Conversion Preparation**	**213 days**	**Thu 3/22/07**	**Mon 1/28/08**	
200	2.6.3.1 Implement Data Cleansing Plan (procedures + software)	213 days	Thu 3/22/07	Mon 1/28/08	COUNTY
201	***2.6.3.2 County Obligation: Data Cleansing Procedures & Software***	*0 days*	*Mon 1/28/08*	*Mon 1/28/08*	*COUNTY*
202	2.6.3.3 Support Data Cleansing Preparation	213 days	Thu 3/22/07	Mon 1/28/08	CGI-AMS
203	***2.6.3.4 CGI-AMS Deliverable: Completed Data Cleansing Preparation***	*0 days*	*Mon 1/28/08*	*Mon 1/28/08*	*CGI-AMS*
204	**2.6.4 Knowledge Transfer & Training**	**165 days**	**Thu 11/1/07**	**Mon 6/30/08**	



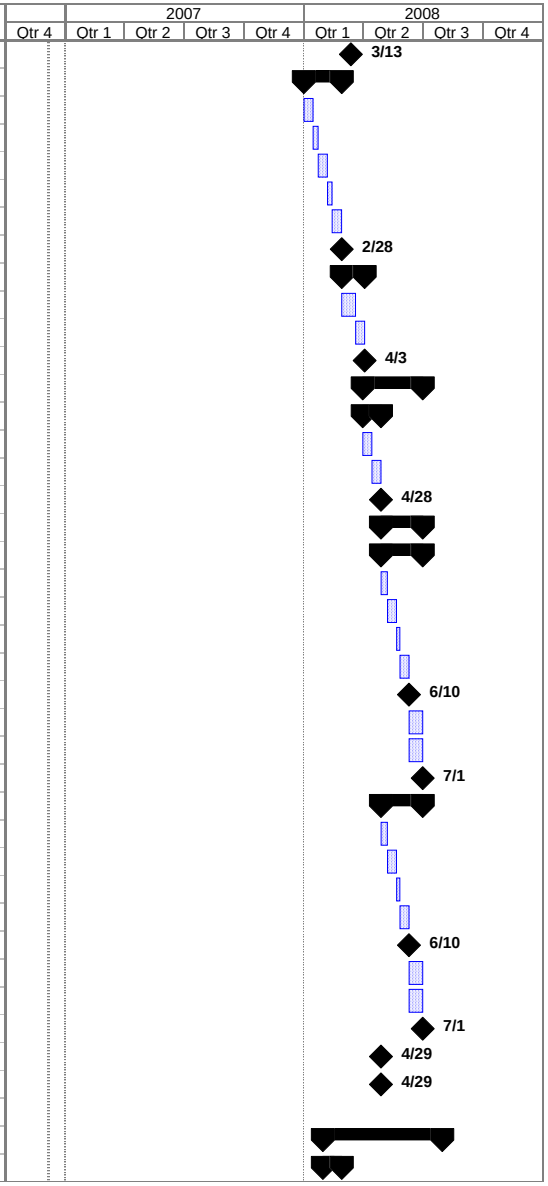
ID	Task Name	Duration	Start	Finish	Responsiblity
205	**2.6.4.1 Training Environment Setup**	**20 days**	**Thu 11/1/07**	**Mon 12/3/07**	
206	2.6.4.1.1 Install and configure User Training Environment	10 days	Thu 11/1/07	Thu 11/15/07	COUNTY
207	***2.6.4.1.2 County Obligation: Training Environment***	*0 days*	*Thu 11/15/07*	*Thu 11/15/07*	*COUNTY*
208	2.6.4.1.3 Install AMS Advantage 3 & Third Party Tools in Training Environment	10 days	Fri 11/16/07	Mon 12/3/07	COUNTY
209	***2.6.4.1.4 County Obligation: AMS Advantage 3, Third Party Tools Installation***	*0 days*	*Mon 12/3/07*	*Mon 12/3/07*	*COUNTY*
210	**2.6.4.2 Learning Environment Setup**	**20 days**	**Thu 11/1/07**	**Mon 12/3/07**	
211	2.6.4.2.1 Install and configure Learning Environment	10 days	Thu 11/1/07	Thu 11/15/07	COUNTY
212	***2.6.4.2.2 County Obligation: Learning Environment***	*0 days*	*Thu 11/15/07*	*Thu 11/15/07*	*COUNTY*
213	2.6.4.2.3 Install AMS Advantage 3 & Third Party Tools in Learning Environment	10 days	Fri 11/16/07	Mon 12/3/07	COUNTY
214	***2.6.4.2.4 County Obligation: AMS Advantage 3, Third Party Tools Installation***	*0 days*	*Mon 12/3/07*	*Mon 12/3/07*	*COUNTY*
215	**2.6.4.3 System Administration Training**	**15 days**	**Thu 5/1/08**	**Wed 5/21/08**	
216	2.6.4.3.1 Prepare Materials / Schedule System Administration Training	5 days	Thu 5/1/08	Wed 5/7/08	COUNTY
217	2.6.4.3.2 Conduct System Administration Training	5 days	Thu 5/8/08	Wed 5/14/08	COUNTY
218	2.6.4.3.3 Review & Approve System Administration Training	5 days	Thu 5/15/08	Wed 5/21/08	COUNTY
219	***2.6.4.3.4 County Obligation: System Administration Training***	*0 days*	*Wed 5/21/08*	*Wed 5/21/08*	*COUNTY*
220	**2.6.4.4 Procurement, Inventory, Fixed Asset Training**	**145 days**	**Mon 12/3/07**	**Fri 6/27/08**	
221	**2.6.4.4.1 Develop End User Training Plan and Materials**	**50 days**	**Mon 12/3/07**	**Wed 2/13/08**	
222	2.6.4.4.1.1 Develop Detailed Plan	10 days	Mon 12/3/07	Fri 12/14/07	COUNTY
223	2.6.4.4.1.2 Tailor AMS Advantage 3 Training Materials (Power & End Users)	20 days	Mon 12/17/07	Tue 1/15/08	COUNTY
224	2.6.4.4.1.3 Review End User Training Plan & Materials	10 days	Wed 1/16/08	Wed 1/30/08	COUNTY
225	2.6.4.4.1.4 Update End User Training Plan & Materials	5 days	Thu 1/31/08	Wed 2/6/08	COUNTY
226	2.6.4.4.1.5 Approve End User Training Plan & Materials	5 days	Thu 2/7/08	Wed 2/13/08	COUNTY
227	***2.6.4.4.1.6 County Obligation: End User Training Plan and Materials***	*0 days*	*Wed 2/13/08*	*Wed 2/13/08*	*COUNTY*
228	**2.6.4.4.2 Train Trainers**	**25 days**	**Thu 2/14/08**	**Thu 3/20/08**	
229	2.6.4.4.2.1 Finalize Logistics and Attendees	5 days	Thu 2/14/08	Thu 2/21/08	COUNTY
230	2.6.4.4.2.2 Conduct Trainer Training	10 days	Fri 2/22/08	Thu 3/6/08	CGI-AMS/ COUNTY
231	2.6.4.4.2.3 Conduct Trainer Training Assessment	5 days	Fri 3/7/08	Thu 3/13/08	COUNTY
232	2.6.4.4.2.4 Review & Approve Trainer Training	5 days	Fri 3/14/08	Thu 3/20/08	COUNTY
233	***2.6.4.4.2.5 County Obligation: Trainer Training***	*0 days*	*Thu 3/20/08*	*Thu 3/20/08*	*COUNTY*
234	**2.6.4.4.3 Train End Users**	**85 days**	**Fri 2/29/08**	**Fri 6/27/08**	
235	2.6.4.4.3.1 Finalize Logistics and Attendees	10 days	Fri 2/29/08	Thu 3/13/08	COUNTY
236	2.6.4.4.3.2 Conduct End User Training (County)	75 days	Fri 3/14/08	Fri 6/27/08	COUNTY
237	2.6.4.4.3.3 Conduct Training Assessment	10 days	Fri 3/14/08	Thu 3/27/08	COUNTY
238	***2.6.4.4.3.4 County Obligation: Proc & Inv End User Training***	*0 days*	*Thu 3/27/08*	*Thu 3/27/08*	*COUNTY*
239	**2.6.4.5 ESS & Time Entry Training**	**146 days**	**Mon 12/3/07**	**Mon 6/30/08**	
240	**2.6.4.5.1 Develop End User Training Plan and Materials**	**50 days**	**Mon 12/3/07**	**Wed 2/13/08**	
241	2.6.4.5.1.1 Develop Detailed Plan	10 days	Mon 12/3/07	Fri 12/14/07	COUNTY
242	2.6.4.5.1.2 Tailor AMS Advantage 3 Training Materials (Power & End Users)	20 days	Mon 12/17/07	Tue 1/15/08	COUNTY
243	2.6.4.5.1.3 Review End User Training Plan & Materials	10 days	Wed 1/16/08	Wed 1/30/08	COUNTY
244	2.6.4.5.1.4 Update End User Training Plan & Materials	5 days	Thu 1/31/08	Wed 2/6/08	COUNTY
245	2.6.4.5.1.5 Approve End User Training Plan & Materials	5 days	Thu 2/7/08	Wed 2/13/08	COUNTY



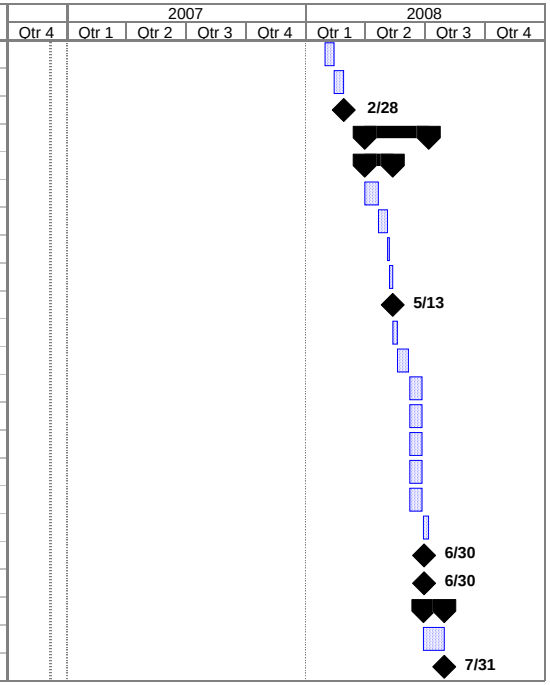
ID	Task Name	Duration	Start	Finish	Responsiblity
246	***2.6.4.5.1.6 County Obligation: End User Training Plan and Materials***	*0 days*	*Wed 2/13/08*	*Wed 2/13/08*	*COUNTY*
247	**2.6.4.5.2 Train Trainers**	**25 days**	**Thu 2/14/08**	**Thu 3/20/08**	
248	2.6.4.5.2.1 Finalize Logistics and Attendees	5 days	Thu 2/14/08	Thu 2/21/08	COUNTY
249	2.6.4.5.2.2 Conduct Trainer Training	10 days	Fri 2/22/08	Thu 3/6/08	CGI-AMS/ COUNTY
250	2.6.4.5.2.3 Conduct Trainer Training Assessment	5 days	Fri 3/7/08	Thu 3/13/08	COUNTY
251	2.6.4.5.2.4 Review & Approve Trainer Training	5 days	Fri 3/14/08	Thu 3/20/08	COUNTY
252	***2.6.4.5.2.5 County Obligation: Trainer Training***	*0 days*	*Thu 3/20/08*	*Thu 3/20/08*	*COUNTY*
253	**2.6.4.5.3 Train End Users**	**86 days**	**Fri 2/29/08**	**Mon 6/30/08**	
254	2.6.4.5.3.1 Finalize Logistics and Attendees	10 days	Fri 2/29/08	Thu 3/13/08	COUNTY
255	2.6.4.5.3.2 Conduct End User Training (County)	68 days	Fri 3/14/08	Wed 6/18/08	COUNTY
256	2.6.4.5.3.3 Conduct Training Assessment	8 days	Thu 6/19/08	Mon 6/30/08	COUNTY
257	***2.6.4.5.3.4 County Obligation: ESS & Time Entry End User Training***	*0 days*	*Mon 6/30/08*	*Mon 6/30/08*	*COUNTY*
258	**2.6.4.6 CA, AP, AR Training**	**127 days**	**Mon 12/31/07**	**Mon 6/30/08**	
259	**2.6.4.6.1 Develop End User Training Plan and Materials**	**50 days**	**Mon 12/31/07**	**Wed 3/12/08**	
260	2.6.4.6.1.1 Develop Detailed Plan	10 days	Mon 12/31/07	Mon 1/14/08	COUNTY
261	2.6.4.6.1.2 Tailor AMS Advantage 3 Training Materials (Power & End Users)	20 days	Tue 1/15/08	Tue 2/12/08	COUNTY
262	2.6.4.6.1.3 Review End User Training Plan & Materials	10 days	Wed 2/13/08	Wed 2/27/08	COUNTY
263	2.6.4.6.1.4 Update End User Training Plan & Materials	5 days	Thu 2/28/08	Wed 3/5/08	COUNTY
264	2.6.4.6.1.5 Approve End User Training Plan & Materials	5 days	Thu 3/6/08	Wed 3/12/08	COUNTY
265	***2.6.4.6.1.6 County Obligation: End User Training Plan and Materials***	*0 days*	*Wed 3/12/08*	*Wed 3/12/08*	*COUNTY*
266	2.6.4.6.1.7 Support End User Training Plan and Materials	50 days	Mon 12/31/07	Wed 3/12/08	CGI-AMS
267	***2.6.4.6.1.8 CGI-AMS Deliverable: Support End User Training Plan and Materials***	*0 days*	*Wed 3/12/08*	*Wed 3/12/08*	*CGI-AMS*
268	**2.6.4.6.2 Train Trainers**	**25 days**	**Thu 3/13/08**	**Wed 4/16/08**	
269	2.6.4.6.2.1 Finalize Logistics and Attendees	5 days	Thu 3/13/08	Wed 3/19/08	COUNTY
270	2.6.4.6.2.2 Conduct Trainer Training	10 days	Thu 3/20/08	Wed 4/2/08	CGI-AMS/ COUNTY
271	2.6.4.6.2.3 Conduct Trainer Training Assessment	5 days	Thu 4/3/08	Wed 4/9/08	COUNTY
272	2.6.4.6.2.4 Review & Approve Trainer Training	5 days	Thu 4/10/08	Wed 4/16/08	COUNTY
273	***2.6.4.6.2.5 County Obligation: Trainer Training***	*0 days*	*Wed 4/16/08*	*Wed 4/16/08*	*COUNTY*
274	***2.6.4.6.2.6 CGI-AMS Deliverable: Trainer Training***	*0 days*	*Wed 4/16/08*	*Wed 4/16/08*	*CGI-AMS*
275	**2.6.4.6.3 Train End Users**	**67 days**	**Thu 3/27/08**	**Mon 6/30/08**	
276	2.6.4.6.3.1 Finalize Logistics and Attendees	10 days	Thu 3/27/08	Wed 4/9/08	COUNTY
277	2.6.4.6.3.2 Conduct End User Training (County)	49 days	Thu 4/10/08	Wed 6/18/08	COUNTY
278	2.6.4.6.3.3 Conduct Training Assessment	8 days	Thu 6/19/08	Mon 6/30/08	COUNTY
279	***2.6.4.6.3.4 County Obligation: CA, AP, AR End User Training***	*0 days*	*Mon 6/30/08*	*Mon 6/30/08*	*COUNTY*
280	**2.6.5 eCAPS Documentation**	**65 days**	**Wed 1/2/08**	**Thu 4/3/08**	
281	**2.6.5.1 Users' Documentation**	**50 days**	**Wed 1/2/08**	**Thu 3/13/08**	
282	2.6.5.1.1 Update Online Users' Documentation	15 days	Wed 1/2/08	Wed 1/23/08	CGI-AMS
283	2.6.5.1.2 Prepare Updates/Addendum to Baseline Users' Guides	10 days	Thu 1/24/08	Wed 2/6/08	CGI-AMS
284	2.6.5.1.3 Review Updated Users' Documentation	10 days	Thu 2/7/08	Thu 2/21/08	COUNTY
285	2.6.5.1.4 Update Users' Documentation	5 days	Fri 2/22/08	Thu 2/28/08	CGI-AMS
286	2.6.5.1.5 Approve Updated Users' Documentation	10 days	Fri 2/29/08	Thu 3/13/08	COUNTY



ID	Task Name	Duration	Start	Finish	Responsiblity
287	***2.6.5.1.6 CGI-AMS Deliverable: AMS Advantage User Documentation***	*0 days*	*Thu 3/13/08*	*Thu 3/13/08*	*CGI-AMS*
288	**2.6.5.2 System/Operations Documentation**	**40 days**	**Wed 1/2/08**	**Thu 2/28/08**	
289	2.6.5.2.1 Update Online System Documentation	10 days	Wed 1/2/08	Tue 1/15/08	CGI-AMS
290	2.6.5.2.2 Prepare Updates/Addendum to System/Operations Documentation	5 days	Wed 1/16/08	Wed 1/23/08	CGI-AMS
291	2.6.5.2.3 Review Updated System/Operations Documentation	10 days	Thu 1/24/08	Wed 2/6/08	COUNTY
292	2.6.5.2.4 Update System/Operations Documentation	5 days	Thu 2/7/08	Wed 2/13/08	CGI-AMS
293	2.6.5.2.5 Approve Updated System/Operations Documentation	10 days	Thu 2/14/08	Thu 2/28/08	COUNTY
294	***2.6.5.2.6 CGI-AMS Deliverable: AMS Advantage System/Operations Documentation***	*0 days*	*Thu 2/28/08*	*Thu 2/28/08*	*CGI-AMS*
295	**2.6.5.3 Operations Documentation**	**25 days**	**Fri 2/29/08**	**Thu 4/3/08**	
296	2.6.5.3.1 Prepare Updates to County Operations Documentation	15 days	Fri 2/29/08	Thu 3/20/08	COUNTY
297	2.6.5.3.2 Review & Approve County Operations Documentation	10 days	Fri 3/21/08	Thu 4/3/08	COUNTY
298	***2.6.5.3.3 County Obligation: Operations Documentation Updates***	*0 days*	*Thu 4/3/08*	*Thu 4/3/08*	*COUNTY*
299	**2.6.6 Transition Management**	**65 days**	**Tue 4/1/08**	**Tue 7/1/08**	
300	**2.6.6.1 Departmental Rollout**	**20 days**	**Tue 4/1/08**	**Mon 4/28/08**	
301	2.6.6.1.1 Prepare Rollout Support Plan	10 days	Tue 4/1/08	Mon 4/14/08	COUNTY
302	2.6.6.1.2 Establish Help Desk Support	10 days	Tue 4/15/08	Mon 4/28/08	COUNTY
303	***2.6.6.1.3 County Obligation: Departmental Rollout Plan***	*0 days*	*Mon 4/28/08*	*Mon 4/28/08*	*COUNTY*
304	**2.6.6.2 Change Management**	**45 days**	**Tue 4/29/08**	**Tue 7/1/08**	
305	**2.6.6.2.1 Operational/Technical Readiness Assessment**	**45 days**	**Tue 4/29/08**	**Tue 7/1/08**	
306	2.6.6.2.1.1 Prepare Operational Readiness Checklist	8 days	Tue 4/29/08	Thu 5/8/08	COUNTY
307	2.6.6.2.1.2 Review Operational Readiness Checklist	10 days	Fri 5/9/08	Thu 5/22/08	COUNTY
308	2.6.6.2.1.3 Update Operational Readiness Checklist	2 days	Fri 5/23/08	Tue 5/27/08	COUNTY
309	2.6.6.2.1.4 Approve Operational Readiness Checklist	10 days	Wed 5/28/08	Tue 6/10/08	COUNTY
310	***2.6.6.2.1.5 County Obligation: Operational Readiness Checklist***	*0 days*	*Tue 6/10/08*	*Tue 6/10/08*	*COUNTY*
311	2.6.6.2.1.6 Conduct Operational Readiness Assessment	15 days	Wed 6/11/08	Tue 7/1/08	COUNTY
312	2.6.6.2.1.7 Support for Operational Readiness Assessment	15 days	Wed 6/11/08	Tue 7/1/08	CGI-AMS
313	***2.6.6.2.1.8 County Obligation: Operational Readiness Assessment***	*0 days*	*Tue 7/1/08*	*Tue 7/1/08*	*COUNTY*
314	**2.6.6.2.2 Implementation/End-User Readiness Assessment**	**45 days**	**Tue 4/29/08**	**Tue 7/1/08**	
315	2.6.6.2.2.1 Prepare Implementation Readiness Checklist	8 days	Tue 4/29/08	Thu 5/8/08	COUNTY
316	2.6.6.2.2.2 Review Implementation Readiness Checklist	10 days	Fri 5/9/08	Thu 5/22/08	COUNTY
317	2.6.6.2.2.3 Update Implementation Readiness Checklist	2 days	Fri 5/23/08	Tue 5/27/08	COUNTY
318	2.6.6.2.2.4 Approve Implementation Readiness Checklist	10 days	Wed 5/28/08	Tue 6/10/08	COUNTY
319	***2.6.6.2.2.5 County Obligation: Implementation Readiness Checklist***	*0 days*	*Tue 6/10/08*	*Tue 6/10/08*	*COUNTY*
320	2.6.6.2.2.6 Conduct Implementation Readiness Assessment	15 days	Wed 6/11/08	Tue 7/1/08	COUNTY
321	2.6.6.2.2.7 Support for Implementation Readiness Assessment	15 days	Wed 6/11/08	Tue 7/1/08	CGI-AMS
322	***2.6.6.2.2.8 County Obligation: Implementation Readiness Assessment***	*0 days*	*Tue 7/1/08*	*Tue 7/1/08*	*COUNTY*
323	**2.6.6.2.3 Provide Division Outreach / Change Management**	**0 days**	**Tue 4/29/08**	**Tue 4/29/08**	
324	***2.6.6.2.3.1 County Obligation: Provide Division Outreach / Change Management***	*0 days*	*Tue 4/29/08*	*Tue 4/29/08*	*COUNTY*
325					
326	**3 ACHIEVE PHASE**	**128 days**	**Thu 1/31/08**	**Thu 7/31/08**	
327	**3.1 Production Environment Setup**	**20 days**	**Thu 1/31/08**	**Thu 2/28/08**	



ID	Task Name	Duration	Start	Finish	Responsiblity
328	3.1.1 Migrate modifications to Production Environment	10 days	Thu 1/31/08	Wed 2/13/08	COUNTY
329	3.1.2 Verify code in Production	10 days	Thu 2/14/08	Thu 2/28/08	COUNTY
330	***3.1.3 County Obligation: Migrate Modifications to Production***	*0 days*	*Thu 2/28/08*	*Thu 2/28/08*	*COUNTY*
331	**3.2 Production Cutover**	**68 days**	**Tue 4/1/08**	**Mon 7/7/08**	
332	**3.2.1 Production Cutover Script**	**31 days**	**Tue 4/1/08**	**Tue 5/13/08**	
333	3.2.1.1 Draft Production Cutover Script	15 days	Tue 4/1/08	Mon 4/21/08	CGI-AMS
334	3.2.1.2 Review Production Cutover Script	10 days	Tue 4/22/08	Mon 5/5/08	COUNTY
335	3.2.1.3 Update Production Cutover Script	3 days	Tue 5/6/08	Thu 5/8/08	CGI-AMS
336	3.2.1.4 Approve Production Cutover Script	3 days	Fri 5/9/08	Tue 5/13/08	COUNTY
337	***3.2.1.5 CGI-AMS Deliverable: Production Cutover Script***	*0 days*	*Tue 5/13/08*	*Tue 5/13/08*	*CGI-AMS*
338	3.2.2 Execute Cutover Rehearsal / Mock Conversion	5 days	Wed 5/14/08	Tue 5/20/08	CGI-AMS, COUNTY
339	3.2.3 Perform Additional Data Cleansing as Needed	12 days	Wed 5/21/08	Fri 6/6/08	COUNTY
340	3.2.4 Execute Production Data Conversion	15 days	Mon 6/9/08	Fri 6/27/08	COUNTY
341	3.2.5 Execute Production Cutover	15 days	Mon 6/9/08	Fri 6/27/08	COUNTY
342	3.2.6 Execute Cutover to New Operational Procedures	15 days	Mon 6/9/08	Fri 6/27/08	COUNTY
343	3.2.7 Implement Updated Business Processes	15 days	Mon 6/9/08	Fri 6/27/08	COUNTY
344	3.2.8 Technical support for Production Cutover	15 days	Mon 6/9/08	Fri 6/27/08	CGI-AMS
345	3.2.9 Hand-Off Operations to Client Support Staff	5 days	Mon 6/30/08	Mon 7/7/08	CGI-AMS
346	***3.2.10 CGI-AMS Deliverable: Production Cutover Complete***	*0 days*	*Mon 6/30/08*	*Mon 6/30/08*	*CGI-AMS*
347	***3.2.11 Production Cutover (Live Production Operations)***	*0 days*	*Mon 6/30/08*	*Mon 6/30/08*	*COUNTY*
348	**3.3 Post-Implementation Support (Proc, Inv, TC, EM, AR, AP, RM)**	**23 days**	**Mon 6/30/08**	**Thu 7/31/08**	
349	3.3.1 Post-implementation Support Month 1 - July 2008	23 days	Mon 6/30/08	Thu 7/31/08	CGI-AMS
350	***3.3.2 CGI-AMS Deliverables: Monthly Post-Implementation Support - Month 1***	*0 days*	*Thu 7/31/08*	*Thu 7/31/08*	*CGI-AMS*



(This Page Intentionally Left Blank)

Appendix C-7 – Business Requirements

(This Page Intentionally Left Blank)

Appendix C-7 - Business Requirements

Summary of FAS Replacement Business Requirements

Module	# Requirements
Accounts Payable	23
Accounts Receivable	80
Expenditure Management	80
Revenue Management	18
Time Collections	13
Miscellaneous Requirements	39
Total	**253**

(This Page Intentionally Left Blank)

Appendix C-7 - Business Requirements

FAS Replacement Requirements

Final Disposition:

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Modification = Software modification using built-in Advantage Design Studio toolset (Versata)
Java Customization = Customization of application software infrastructure required
BP Change = Changes required to County business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

Reference Number	Business Requirements	Final Disposition	Comments
	ACCOUNTS PAYABLE REQUIREMENTS		
AP 1	Create, Post, and Approve cancellation (CL) of encumbrance against EN, ME, and DE documents	Baseline	DPW staff is already canceling GAED, GAEBL and CNTR documents in eCAPS directly as needed.
AP 2	Cancel IV billing for erroneous billing	Baseline	DPW staff is already canceling the IFTA, ITARV, and ITAEX internal voucher documents in eCAPS as needed.
AP 3	Cancel PQ, DPO, PM and DM	Baseline	Purchase orders are cancelled in eCAPS by discarding the accepted purchase order document from the Document Catalog. This requirement has been addressed and prototyped by the Materials Management (MM) team. See MM prototype script PO.003. (Note: discarding an accepted document will create a cancellation draft.)
AP 4	Report used to reconcile encumbrance balance	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AP 5	Create, Post, Approve encumbered funds, Encumbrance (EN), Miscellaneous Encumbrance (ME), and Department Expenditures (DE)	Baseline	DPW staff is already entering GAEBL, GAED, CNTR encumbrance documents in eCAPS.
AP 6	Report used to review summary balances of As-Needed Contracts	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AP 7	Report used to review detail transaction listing of As-Needed Contracts	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.

Reference Number	Business Requirements	Final Disposition	Comments
AP 8	Aging reports used to resolve unpaid problem invoices, for example, No Receiving, and Match Errors	Report	These reports reflect the match status of invoices--may be met with a match report.
AP 9	Report used to total number of transactions interfaced from FAS to eCAPS and track document status of CNTR, GAEBL, GAED, GAX, and PFY	Report	This report will no longer be required once the FAS is retired.
AP 10	Report used to review daily activity of approved, pending and rejected transactions interfaced from FAS to eCAPS	Report	This report will no longer be required once the FAS is retired.
AP 11	Create, Post, and Approve change (increase / decrease, CZ) of encumbrance against EN, ME, and DE documents	Baseline	DPW staff is already entering encumbrance modifications in eCAPS using modifying GAED documents.
AP 12	Create, Post, and Approve change (increase / decrease / cancellation) of DSO balance	Baseline	DPW staff is already entering DSO documents in eCAPS.
AP 13	APS reports being used for data entry into FAS by summarizing utility bills by PCA / OCA / etc. Can this be interfaced to eCAPS?	3rd Party Tool	No current interface to FAS - will continue to manually enter data in both systems until APS is retired or replaced.
AP 14	Cancel PQ, DPO, PM and DM at year end as part of year end cancellation of encumbrance balance no longer needed	Baseline	The annual purchase order rollover/lapse process should accommodate this requirement.
AP 15	Create, Post, and Approve Payment Cancellation (VX) against VO	Baseline	Payments are cancelled in eCAPS by discarding the most recent version of the payment request document, which reopens the purchase order. If a check has already been issued to the vendor, then a check cancellation would need to be entered first.
AP 16	Create, Post, and Approve Payment Cancellation (VX) against PV	Baseline	Payments are cancelled in eCAPS by discarding the most recent version of the payment request document, which reopens the purchase order. If a check has already been issued to the vendor, then a check cancellation would need to be entered first.

Reference Number	Business Requirements	Final Disposition	Comments
AP 17	Reports used to monitor and resolve unpaid problem invoices, for example, No Post, Invalid PO, etc.	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS. These reports would have to be derived from IN documents that have been rejected in the system with a problem such as not referencing a correct Purchase Order. Reference Document field will be used to identify problem invoices. AP will develop a coding scheme.
AP 20	Create, Post, and Approve Internal Voucher (IV) against DSO or direct billing	Baseline	DPW staff is already entering IFTA, ITARV, ITAEX documents in eCAPS to meet this requirement.
AP 22	APS reports being used for data entry into FAS by summarizing utility bills by PCA / OCA / etc.	3rd Party Tool	No current interface to FAS - will continue to manually enter data in both systems until APS is retired and replaced, or until an interface is written between APS and eCAPS. Incorporating all APS functionality within eCAPS is also an option that will be explored.
AP 23	Create, Post, Invoice (VN) against purchase orders DP, PQ, PM and DM	Baseline	An invoice is entered using an Invoice (IN) document in eCAPS. Invoices were prototyped by the Materials Management (MM) team in prototype script REC-001.
AP 24	Create, Post, Approve Payment Voucher (VO) against EN, ME, and DE	Baseline	DPW staff is already entering GAX and PFY documents in eCAPS to meet this requirement.
AP 25	Create, Post, Approve Payment Voucher (PV) against DP, PQ, PM and DM	Baseline	Payment requests in eCAPS can be created manually using a PRC document or automatically using a PRM document. The payment of purchase orders was prototyped by the Materials Management (MM) team in prototype scripts REC001, REC005, and REC006.
AP 27	Web based application developed to help vendors view their invoice payment history 24x7 on web	3rd Party Tool	DPW's ITD is currently in the process of modifying the IPSI interface to look up eCAPS. This is an internal DPW task.
ACCOUNTS RECEIVABLE REQUIREMENTS			
AR 28	Update and Inquiry FAS	Adv Studio Modification	Fixed rates for different types of service are updated on the A/R Product maintenance screen. These rates are used on a manual invoice, MA. The usage units are manually input; there is no automatic association with a PCA number, this will have to be manually input as well. In eCAPS rates can be maintained on BILLR and the RE can reference the Billing Rate ID.

Reference Number	Business Requirements	Final Disposition	Comments
AR 29	Adjustments to invoices-increase, decrease, cancellation, correction	Baseline	All actions that can be performed on eCAPS RE's.
AR 30	Inquiry FAS	Report	FAS provides the capability to execute SQL queries against the database. There is some drag and drop functionality to simplify querying, but it is not possible to join tables using this tool unless actual SQL statements are typed in. Many users in the Fiscal Division use this screen; The COGNOS reporting tool may be sufficient to meet this requirement.
AR 32	Accumulate charges to projects and bill monthly	Baseline	In eCAPS all charges attributable to a project can be accumulated through regular expenditure documents and project charge documents. Once accumulated eCAPS can do automatic billing at a prescribed frequency using the automatic reimbursement functionality. *Instead of project charge documents, DPW would like actual expenditure documents to be created for all project charges: this has been written up in Issue DPW-EM015 for the EM requirements.*
AR 33	Create system generated AR, accumulate charges to projects and bill monthly	Baseline	Same as Requirement 32.
AR 34	Create system generated AR, accumulate charges to projects within a project group and generate bill by project group monthly. This purpose allows for grouping multiple PCAs in one invoice	Java Customization	Currently in eCAPS, all projects that are under the same customer and billing profile are grouped together on the invoice. In order to group projects together for the invoice, drawdown group functionality from Advantage 3.7 will be ported back to the eCAPS application, and slightly modified to work for LA County.

Reference Number	Business Requirements	Final Disposition	Comments
AR 35	Create system generated AR and accumulate charges to TS projects, adding fixed routine maintenance charge, service descriptions and bill monthly	Baseline	Traffic signal billing requires billing several different cities based on the location of the traffic light. Each traffic light is set up as a job. There is a regular maintenance charge for each traffic light that is specified on the bill type maintenance screen. This is usually a fixed dollar value. If there was any maintenance or repair work that was done to the traffic light there will be separate charges for these i.e. labor, equipment etc. All accumulated charges will be billed out automatically to the different buyers (cities, county). In eCAPS traffic lights can be set up as projects and all costs associated with the projects can be billed according to the funding profile set up for the associated major project. Different traffic lights (projects) can be grouped together on a single invoice to a customer by having all these projects use the same billing profile (procedural).
AR 36	Update and Inquiry FAS	Baseline	This screen is similar to the Billing Profile page in eCAPS and is used to specify billing attributes such as frequency.
AR 37	Calculate 3% liability insurance and add it to automatic City billing. Indicator is on the vendor maintenance table	Adv Studio Modification	There is no feature to automatically calculate a percentage fee automatically on a receivable, unless the finance charge feature is used.
AR 38	Update and Inquiry FAS	Baseline	This screen is used to specify the run type of a billing run. In FAS, billings can be run in trial mode or in an actual post mode. In eCAPs automatic billing can also be run in report mode.
AR 39	Prepare journal voucher to "bill" transfer expenditure and revenue from one division to another	Baseline	Can be done in eCAPS using the internal transfer documents for expenses and JVCTs for revenue.

Reference Number	Business Requirements	Final Disposition	Comments
AR 40	Accumulate charges to projects, transfer deposits on jobs to revenue in amount of charges (revenue recognition), and generate a bill for the difference	Baseline	This represents the billing of projects which have received an advance. The advance when received credits collected deposit, a liability account. As charges are accumulated to a project, revenue will be recognized on a regular basis (monthly) to the extent of the expenditure, reducing the collected deposit. Once the project expenditures exceed the collected deposit, a bill is generated for the difference. This is met in eCAPS by the automatic project billing and the revenue recognition option.
AR 41	Calculate charges utilizing A / R Product Maintenance Table to populate unit price on AR entry	Baseline	In eCAPS this represents the billing rate that is applied to a project and can be entered on the Billing Rate table and referenced on the RE document with the number of units that need to be billed.
AR 42	Process chargeback entries to post expenditure for permit fees to projects in order to capture and bill via automatic billing process	Java Customization	Processing Chargebacks require the setting up of specific rates and the calculation of the chargeback amount and creating documents to post these charges.
AR 43	Report captures customer invoice history including payment and adjustment activity	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 44	Generate common table report listing projects with various project categories for billing purposes. Also used for monitoring to ensure that projects set up as billable by division are followed up and set up appropriately for billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 45	Submit Credit Memos to TTC to reflect collection of invoice previously referred or written off	Baseline	In eCAPS the Write Off (WO) Document can be cancelled. This will update the Customer Table Account as well.
AR 46	Set up and update of customer numbers and information for billing	Baseline	In eCAPs this is done in the VCUST and BILLR tables.
AR 47	Inquiry FAS	Report	Pending financial information can be found in the eCAPS document tables. Further analysis will be conducted to determine if the report needs to be developed using COGNOS.
AR 48	Inquiry FAS	Baseline	Similar to the eCAPS Document Catalog.
AR 49	Prepare of Dunning Notices for past due customers, monthly	Report	A report can be produced to be sent for a group of invoices instead of sending one for each of the overdue invoices in the group.

Reference Number	Business Requirements	Final Disposition	Comments
AR 50	Update and Inquiry in FAS to request the printing of dunning notices	Baseline	eCAPS Dunning Messages are defined on the Dunning Message table, and the issuance of those messages is defined on the Collection Cycle table.
AR 51	Inquiry FAS	Report	Pending financial information can be found in the eCAPS document tables. Further analysis will be conducted to determine if the report needs to be developed using COGNOS.
AR 52	Automatic Billing Recap Report used in automatic billing process	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 53	Manual Detail Recap Report used in automatic billing process	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 54	Services rendered to other county departments used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 55	Services rendered to other county departments used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 56	Manual Detail billing Report used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 57	Providers with Delinquent Accounts - detail	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 58	Provider with Delinquent Accounts - summary	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 59	Labor Detail by Provider by Job for B&S Jobs only used in B&S billing process	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 60	Manual Detail Billing Report Capital / Cap Projects used in OCD billing	Adv Studio Modification	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 61	Manual Detail Billing Report Capital / Cap Projects used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 62	Manual Detail Billing Report Capital / Cap Projects used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 63	Manual Detail Billing Report Capital / Cap Projects used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 64	Manual Detail Billing Report Capital / Cap Projects used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.

Reference Number	Business Requirements	Final Disposition	Comments
AR 65	Manual Detail Billing Report Capital / Cap Projects used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 66	Recap of Manual Billing used in OCD billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 67	LACDA Disaster Services Detail Report-to prepare LACDA worksheet	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 68	LACDA Disaster Services Detail Report-to prepare LACDA worksheet	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 69	Disaster Services Detail Report-provide information similar to the RINV but has labor detail breakdown by regular time and overtime	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 70	Summary of Disaster Services-to prepare FEMA invoices (HMGP) / billing to CAO	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 71	Inquiry FAS	Baseline	Available online in eCAPS.
AR 72	Material Detail by Project by Vehicle / Equipment Number used in IV billing	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 73	Facility Project Management Fund 211(Rev & Exp) used in billing for FPM	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 74	Building & Safety Labor Summary used in B&S billing process	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 75	Nonstandard Detail Billing Report (TS / HWY)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 76	Nonstandard Billing Summary Report. Used by Exp Mgt to transfer revenue to each program	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 77	Invoice Processed (monthly) used in automatic invoice process	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 78	Invoice Processed (year to date) used in automatic invoice process	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 79	Accumulate charges in projects and bill monthly to OCD	Baseline	This requirement represents DPW billing to other departments in the County for services. The internal transfer function is currently done manually. In FAS Internal Voucher (IV) documents are entered to record this. DPW is also doing these billings in eCAPS using IFTs (entering documents in both FAS and eCAPS).

Reference Number	Business Requirements	Final Disposition	Comments
AR 80	Prepare Aging Report of past due invoices monthly and on demand used by Customer Services / Collections, SA, Billing, and various divisions to follow up on delinquent invoices	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 81	Update of Invoice Hold Maintenance Table to remove selected invoices from the dunning notice	Baseline	Can use fields such as Dispute Flag on the invoice that can be used to hold an invoice for a dunning notice.
AR 82	Refer delinquent invoices to TTC for collection	Baseline	Departments will enter a Collection Referral (CL) document in eCAPS which will be sent to TTC for collection. The CL will refer the delinquent invoice.
AR 83	Submit delinquent invoices to TTC for write-off	Baseline	The departments will submit Write Off (WO) documents that can be sent to TTC.
AR 84	Process Special Accounting manual invoices for deposit to manually create an AR to reflect billing for deposit	Baseline	In FAS, an invoice is created to reflect billing for a collected deposit, but no accounting event is associated with this. In eCAPS an invoice can be entered specifically for collected deposit with the event type (AR20) which will post a debit to a deposit receivable and a credit to billed deposit. Later, when the deposit is actually collected with a DP an event type (AR21) will be used which will post a debit to cash and a credit to collected deposit.
AR 85	Create manual AR for billing various types of services (B&S, Accidents, Construction service cuts)	Baseline	Use the RE in eCAPS for manual billing; the rates for the different services can be entered on the BILLR table.
AR 86	Create manual AR for monthly billing for misc and recurring charges. Example: Rents and Leases, Solid Waste, misc	Baseline	This is the recurring fee that needs to be billed monthly. In eCAPS a recurring RE can be set up to handle these billings.
AR 87	Inquiry FAS	Report	Projects will be established on the eCAPS Project page. showing Month and YTD expenditures.
AR 88	Update and Inquiry FAS	Java Customization	This is where DPW specifies the date range for which to select expenses to bill. Date ranges can be selected on a project by project basis, and expenses can be re-billed through entries on this table. The capability to re-bill expenses was built into FAS as a custom modification.

Reference Number	Business Requirements	Final Disposition	Comments
AR 89	Update projects for billing and Inquiry FAS	Baseline	This is similar to the funding profile and funding line set up in eCAPS to determine how the project should be billed, the revenue source, and the frequency of billing.
AR 90	Inquiry FAS	Baseline	This inquiry shows budgets, revenues, and expenses by project. Use of project Budget Structure 36 was discussed, which does not include a revenue budget. The team briefly discussed the possibility of adding a revenue line to this budget structure. eCAPS has several Project Budget Inquiry screens. Additional analysis is required in this area.
AR 91	Update and Inquiry FAS	Baseline	Project information is established on the eCAPS project pages such as (Major Program, Program, Phase, Program Period, etc.)
AR 92	Update and Inquiry FAS	Baseline	Project information is established on the eCAPS project pages such as (Major Program, Program, Phase, Program Period, etc.)
AR 93	Set up projects for both manual and automatic billing	Baseline	eCAPS carries most of the project billing attributes that were discussed, However prototyping will indicate if there are any additional ones that are needed for billing,
AR 94	Billing Report-w/o T&S used in automatic billing process	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 95	Billing Report-TS Only used in automatic billing process	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 96	Inquiry FAS	Report	This FAS tool allows users to search for revenue transactions through various search criteria. Searches from the data warehouse, which is updated nightly, would be sufficient to meet this requirement. Further analysis will be conducted to determine if a report needs to be developed using COGNOS.
AR 97	Process Special Accounting manual invoices-SA to create an AR entry to reflect billing for services	Baseline	These manual invoices are characterized by special rates, a focus on governmental agencies as customers, and the invoices are typically printed on demand. In eCAPS the rates can be maintained on the BILLR table. If it is required that these documents be identified separately within the accounting journal, a clone of the RE can be created.
AR 98	Generated by TTC used in the reconciliation of TTC scan payments	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.

Reference Number	Business Requirements	Final Disposition	Comments
AR 99	Used to reconcile to TTC scanned payments	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 100	Update and Inquiry in C111FAS used to update rate information for billing reports used in OCD billing	Java Customization	A table in FAS is used to store lump sum billing rates by fiscal year. Actual costs incurred are re-billed at rates specified in this reference table.
AR 101	Inquiry FAS	Baseline	Customer information is stored in the eCAPS Vendor/Customer (VCUST) page, and customer financial information can be retrieved from the online Accounting Journal.
AR 102	Update Web-information to bill by project group and to report information by project group	Baseline	The users update the information to allow them to bill projects under project group in a web-based application, which will be maintained. All PCA's are linked to a project group. The user can also report information by project group.
AR 103	Generate Web Crunch / Creep Report	Report	Item 103 and 104 go hand in hand and based on the option chosen by DPW one of these issues will go away. It was decided to leave this requirement open for now and will be addressed later.
AR 104	Generate FEMA Eligible Report	Report	The report is based on the Web FEMA Set Up (Requirement 105) which has been identified as Custom.

Reference Number	Business Requirements	Final Disposition	Comments
AR 105	Update Web-information to reflect rate calculation and billing information	3rd Party Tool	Web FEMA set-up: An internal DPW created web based page that pulls the actual costing data from FAS for a user entered project and then allows the users to specify the FEMA specified rates. FEMA has different specifications for different projects. The data is stored on a separate table and is used to generate reports based on which manual billing is done. Earlier FEMA used to be billed directly but the process now is to bill CAO who in turn bills FEMA. Internal transfer documents are used to accomplish this. Depending on the Funds involved in the billing either ITIRV/ITARV (for Inter Fund Revenue transfer) or IFT (Intra Fund Transfer) are entered in eCAPS. Web based reports are printed and sent to FEMA. In eCAPS the costs that get billed out are the costs that are accumulated to the project (using either the standard rates or actual pay allocation for labor costs). The eCAPS currently does not have the ability to post costs using one rate and bill at a different rate. Would need to have a rate to store separate FEMA specific billing rates that would then be used for labor units and other usage units and get billed out. Web based reports are printed and sent to CAO.
AR 106	Access information from the report on the Web	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
AR 107	Update Web-information used to generate billing report showing breakdown of S&EB and indirect for CP07 & CP08, billing to OCD	Adv Studio Modification	This is an extension of Requirement 100. Rates are manually broken down and stored on the web, and are printed on billing reports.
AR 108	Update Web-information used to populate work location on automatic invoices	Baseline	FAS fields are not long enough (40 bytes total) to store extended project descriptions and locations, so the descriptions are stored on the web. This information prints on the invoice to provide customer details. In eCAPS there any fields available on the eCAPS project setup tables that can be used to store descriptions and locations. This requirement will be prototyped. Location will be included on Timesheet and interfaced on LBEQ

Reference Number	Business Requirements	Final Disposition	Comments
EXPENDITURE MANAGEMENT REQUIREMENTS			
EM 113	DPW has several budget units within the General Fund. eCAPS expenditures are recorded at the division / unit level and there is no indication of which budget unit is affected	Baseline	It may be possible to use different department codes (or Appr Unit) to divide budgets in the general fund. A decision needs to be made for this requirement with General Accounting (John Naimo) as to which COA field can be used..
EM 115	Interface costed and reference info to MMS	3rd Party Tool	Refer to interface meeting minutes for more details on MMS interface.
EM 151	Designates jobs as planned jobs, routine jobs or unplanned jobs (Flag on job numbers)	Baseline	The Project Roll up indicator of Type or Group (department specific) can be used to designate this.
EM 152	Transfer current year charges from one Project to another Project maintaining all Chart of Account coding	Java Customization	DPW has a need to transfer labor, equipment and materials costs from one project to another project while keeping the original accounting stream that was entered on the original expenditure transaction. Costs should be transferred for activity within a specified period indicating a service date range. It was determined that the above project to project transfer requirement is for all costs incurred in a specified period and is different from expenditure correction done for time reported incorrectly to one project instead of another. During prototyping the usage of eCAPS cost allocation process to transfer costs will be explored.
EM 153	Transfer prior year charges from one Project to another Project maintaining all Chart of Account coding	Java Customization	This requirement is very similar to 152, except the scenario involves transferring costs from the prior year to the new year. This should not be a problem within eCAPS since projects are fiscal year independent. eCAPS project tables are not keyed by fiscal year. As long as the project budgets and effective dates permit, costs can be moved from one project to another across years.
EM 154	Expenditures and Revenues by Major Projects (BJPR003)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
EM 155	Labor and Paid / Unpaid Employee Benefits for Direct Projects (BLDR085) - Report captures expenditures under G/L Acct No. 4933, 4932, 4611)	Report	Currently in eCAPS paid and unpaid benefits are not calculated separately. (Requirement 170). Once in the system, further analysis will be conducted to determine if the report can be developed using COGNOS.

Reference Number	Business Requirements	Final Disposition	Comments
EM 156	Record number of tests per test to Project, Unit, and specified object (of test)	Adv Studio Modification	The number of tests associated with lab charges is captured on the FAS Internal Charge input window. The entire chargeback process is described in the example provided below under Requirement 157.
EM 157	Record charges to Projects for tests performed (number of tests multiplied by the test rate) and record revenue back to the Internal Service Fund (ISF) (offset charges made to the Materials Lab cost center / Project)	Adv Studio Modification	Chargeback codes and rates are stored in FAS tables that are used to calculate expense chargeback amounts. Direct job charges are recorded to the special fund associated with the direct project using a CB document. The CB also reimburses the ISF and a clearing 'Z' job set up for the cost center (as revenue). The CB documents are currently interfaced to eCAPS through JVCT documents nightly. Functionality needs to be added to eCAPS to store chargeback codes and rates, and to allow employees to record their tests.
EM 158	Establish rates per test by Fiscal Year with effective start and end dates	Adv Studio Modification	Rates associated with charge codes are keyed by fiscal year and stored in the Charge Item window within FAS. An overview of the entire chargeback process is described above in Requirement 157.
EM 159	Reverse chargeback usage using original chargeback rate	Java Customization	Chargeback codes should have an effective start and end date in order to effectively reverse the chargeback if the rate has changed within the year. This functionality does not currently exist within FAS, so DPW staff establishes new charge codes for new rates. It was noted that prior year reversals are not performed. If a customization is made to eCAPS to accommodate chargebacks, then effective dating functionality should be included as well.

Reference Number	Business Requirements	Final Disposition	Comments
EM 160	Collect costs to pool job(s) and allocate to 100 base jobs	Baseline	Public Works currently has the need and the capability to allocate to an unlimited number of projects. Although eCAPS is also capable of allocating to an unlimited number of lines there may be performance issues with very large documents. Kevin followed up with the technical team on this item, and determined that a maximum of 250 document lines is recommended. Some allocations in FAS are designed to post revenue to the pool accounts while posting expenses to the base accounts. This will be achieved in eCAPS using the Chargeback option in Cost Allocation; this will be prototyped. Allocations are currently performed using fixed percentages in FAS, but DPW is interested in exploring the use of direct and in-stream, and statistical allocation methods that are in eCAPS.
EM 161	Run cost allocation in the 13th period for 12th period charges	Baseline	It is possible to run cost allocation in eCAPS for activity in the 12th accounting period while posting the allocations to the 13th period.
EM 162	Run cost allocation for 13th period charges (does a 14th period exists in eCAPS?)	Baseline	It is possible to run cost allocation in eCAPS for activity in the 13th accounting period while posting the allocations to the 14th period. It is possible to have up to 99 accounting periods in eCAPS, so there should be no problem establishing a 14th period.
EM 163	Run cost allocation for the prior closed accounting period; ensure ability exists to run cost allocation for any prior period as long as cost allocation has not run yet	Java Customization	Cost allocation can be run for any closed accounting period in eCAPS. The issue of how to exclude postings made from the previous monthly cost allocation run (which were posted in the following month) from the next month's run was discussed. A possible solution (and what is currently done in DPW) is to use an unused COA element to tag the base records, so these can be excluded from the pool in the next run.
EM 164	Process cost allocation where Pool Project and Base Projects are in different funds; ensure correct accounting transactions are used	Baseline	Cost allocation can be run to allocate costs to base projects and inherit the fund from the base records. The chargeback option in Cost Allocation will be used to post revenue to the pool while posting an expense to the base.

Reference Number	Business Requirements	Final Disposition	Comments
EM 165	Collect cost (expense) to Pool Project and allocate to an unlimited set of Base Projects using predefined percentages; cost should allocate down to the following Chart of Account Codes: Fund, Project, Unit, and Object (should be on same document; ensure there is no limitation on the number of lines in the document)	Adv Studio Modification	In eCAPS there is the ability to allocate to an unlimited set of base projects using predefined percentages. Research is required to assess potential performance issues stemming from large documents (DPW can have up to 2500 allocation rows on a single document). eCAPS also provides the ability to allocate down to Fund, Project, Unit and Object while posting to the values inherited from the pool record.
EM 166	Process 2nd and 3rd step cost allocations	Baseline	The eCAPS system supports the capability to allocate to multiple series and steps.
EM 167	Allocate revenue from pool Project to base Projects	Baseline	The eCAPS system is capable of allocating pooled revenue to base revenues.
EM 168	Process cost allocation where Pool Project and Base Projects are in the same fund, but have different programs; ensure correct accounting transactions are used	Baseline	The eCAPS system is capable of allocating costs from the same fund to multiple programs (and funds).
EM 169	Allocate Pool Project charges to a predefined set of Chart of Account Codes (Fund, Project, Unit, and Object) (Used during year end closing only)	Baseline	The eCAPS cost allocation process may be run at year end just as it is run on a monthly basis. It is possible to specify certain pools and bases for which to allocate using any chart of account element in the system as selection criteria.
EM 170	Establish Paid Employee Benefit Rate for the Department (one rate for entire Department, not same EB rate for all Units) by Fiscal Year with effective start and end dates	Adv Studio Modification	eCAPS has benefit rates defined for employee class; it allows for 2 EB rates to be defined for each class: for subvened and non subvened departments. eCAPS does not currently have the capability to store paid and unpaid benefit rates separately, It also does not have effective dates for the rates.
EM 171	Establish Unpaid Employee Benefit Rate for the Department by Fiscal Year with effective start and end dates	Adv Studio Modification	eCAPS has benefit rates defined for employee class; it allows for 2 EB rates to be defined for each class: for subvened and non subvened departments. eCAPS does not currently have the capability to store paid and unpaid benefit rates separately, It also does not have effective dates for the rates.

Reference Number	Business Requirements	Final Disposition	Comments
EM 172	Establish equipment class table	Adv Studio Modification	Equipment classes are established in FAS. Two types of classes exist – one that charges based on mile usage (classes 1-10) and one that charges based on hours (classes 11-125). eCAPS currently has a way to associate rates with equipment class (STNR); however the rates are not maintained by effective dates.
EM 173	Establish equipment rates by equipment classes by Fiscal Year with effective start and end dates	Adv Studio Modification	Equipment classes are established in FAS. Two types of classes exist – one that charges based on mile usage (classes 1-10) and one that charges based on hours (classes 11-125). eCAPS currently has a way to associate rates with equipment class (STNR); however the rates are not maintained by effective dates.
EM 174	Ensure System Equipment Meter Reading is updated as equipment usage is entered into the system	Report	Initial equipment readings will be converted using an LBEQ document. Subsequent usage will also be recorded using LBEQ documents, stored on LBED, and reported against using reporting tools.
EM 175	Establish equipment rates by hours or by miles	Baseline	The equipment rates can be expressed for any unit as long as the usage is expressed in the same unit.
EM 176	Track number of units reported to each piece of equipment	Report	Equipment usage is recorded by employees in one of two ways – the timesheet or through the equipment usage window. In ECAPS the LBEQ is for labor time entry as well as for equipment usage. However there is no way of reporting equipment usage and associating it with an employee ID.
EM 177	Record charges to Projects for equipment usage based on number of units and Equipment system rates, and record revenue back to the ISF to offset charges made to the Equipment Cost Center	Java Customization	Related to Requirement 172.
EM 179	Inquiry Meter Reading, Usage Dates, Usage Quantity, Fiscal Year, Unit, Project, Object, and Task Order by Equipment Number	Report	All the information except Meter Reading can be entered on the LBEQ document for Equipment Usage.

Reference Number	Business Requirements	Final Disposition	Comments
EM 180	Enter equipment usage (in hours or by miles) per equipment (separate window from the Timesheet) with the following Chart of Account information: Equipment Number, Service Date, Number of Miles or Hours used, and charging Project, Unit, Task Order, and Meter Reading.	Baseline	All the information except Meter Reading can be entered on the LBEQ document for Equipment Usage.
EM 181	Correct equipment units or equipment number and reverse applicable accounting transaction with correct rates	Java Customization	eCAPS can cost equipment based on the usage entered and the rates on the STNR and these costs can be posted to the direct projects (including reversals). However, the functionality to post revenue to ISF at the same time that the costs are posted to these projects has to be custom.
EM 182	Ensure system has an edit function to prevent Equipment usage from being charged against labor related Projects (these are FAS PCAs starting with JOB used to record variation time such as holiday, sick, etc.)	Java Customization	Both these scenarios 182 and 183 are duplicates as they are covered in the Time Collection requirements. See TC requirements 247, 248, and 249.
EM 183	Establish Hour Types and corresponding Projects for Sick, Holiday, Jury Duty, etc.	Baseline	Both these scenarios 182 and 183 are duplicates as they are covered in the Time Collection requirements. See TC requirements 247, 248, and 249.
EM 184	Captures Material Issues, Issue Document, Quantity Issued, Markup Amount, Unit Cost, and Transaction Amount (FSMI001)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
EM 185	Captures Materials Returned, Material Return Document No., Issue Document, GL Acct, Quantity Returned, Markup Amount, Unit Cost, and Transaction Amount (FSMR001)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
EM 186	Track number of gallons issued	Baseline	An available eCAPS field can be used to track fuel usage that is interfaced from the Automated Fuel System.

Reference Number	Business Requirements	Final Disposition	Comments
EM 187	Establish fuel rates, fuel handling rates, user use fuel tax rate per gallon by fiscal year with effective start and end date (Is the FleetFocus going to be kept?)	Adv Studio Modification	Currently the fuel handling rate, and fuel tax rate information are hard coded in the interface program that creates the Fuel Usage (FU) documents in FAS. DPW would like a rate table where the fuel rate, fuel handling rate, and the fuel tax rate could be entered and stored. The information needs to be stored with effective dates to facilitate reversals, although reversals are seldom done.
EM 188	Fuel Issue documents are interfaced to the system and charged to Projects and the ISF is reimbursed for charges posted to Projects	3rd Party Tool	Fuel usage interfaced over from AFS to FAS.
EM 189	Summary of Charge Item Code by Month by G/L Acct 9922 by Transaction Codes 617 - Chargeback Expense, and 622 - Chargeback Road Permits (GCBR026)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
EM 190	Deputy Director Report capturing Working Budget, Pre Encumbrance, Encumbrance, Current / YTD Expenditure, Available Budget By Division OCA / Program / Obj Lvl 2 / Obj Lvl 3 / PCA (GFMR059)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
EM 191	Department Overhead Charges under Indirect PCAs in Fund B04, excluding Project Group J5000 & J5100 for Cost Allocation (GFMR111A) - Report captures Expenditures (G/L Acct. No. 9922 & 9924) and Revenue (G/L Acct. No. 9931)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
EM 192	Department Overhead Charges Summary for Indirect PCAs in Fund B04, excluding Project Group J5000 & J5100 for Cost Allocation (GFMR112A) - Report captures Expenditures (G/L Acct. No. 9922 & 9924) and Revenue (G/L Acct. No. 9931)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
EM 193	Indirect Cost Rate Analysis for Equipment Rate - Report reflects expenses to Direct / Indirect PCAs, Revenue to ISF, equipment usage reported, & Actual / System equipment rates (GISR003)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
EM 194	Indirect Expenditures by Project Group, Object Level 2, and Object Level 3 for Indirect Cost Proposal (ICP) rates (GLDR061)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.

Reference Number	Business Requirements	Final Disposition	Comments
EM 195	Projects that are inactivated should prevent all transactions from processing	Baseline	When a project is marked inactive no further processing should occur against it. It was clarified that if a project is marked inactive no further expenses should be charged however that should not prevent from recording revenues against it. Projects can be inactivated on the Project page in eCAPS. By setting up Project Stages we can define what transactions can be used or not used for each stage – will be worked through during the prototyping session.
EM 196	Interface work orders, which are entered MMS for repair or maintenance of the infrastructure, to eCAPS as projects	3rd Party Tool	Refer to interface meeting minutes for more details on MMS interface.
EM 197	Interface work orders, which are set up in FleetFocus for repair or maintenance of the equipment, to eCAPS as projects	3rd Party Tool	Refer to interface meeting minutes for more details on MMS interface.
EM 198	Manually record charges to a Project and other Chart of Account Codes (JVA or JVCT)	Baseline	Project charges can be recorded in eCAPS using either journal voucher or Charge (CH) documents. Note that CH documents do not post to the accounting journal, only to the cost accounting journal as project charges.
EM 199	Manually record charges to a Project and other Chart of Account Codes (JVA or JVCT) in 13th accounting period	Baseline	Project charges can be recorded in eCAPS using either journal voucher or Charge (CH) documents in the 13th period. Note that CH documents do not post to the accounting journal, only to the cost accounting journal as project charges.
EM 200	Manually record charges to a Project and other Chart of Account Codes (JVA or JVCT) in 14th accounting period	Baseline	Project charges can be recorded in eCAPS using either journal voucher or Charge (CH) documents in the 14th period. Note that CH documents do not post to the accounting journal, only to the cost accounting journal as project charges.
EM 201	Salaries and Wages and Employee Benefits are paid by ISF. When Timesheets are posted, charge Projects based on labor hours, salary rate and apply applicable Employee Benefits and Overheads, and record revenue back to the ISF to the applicable offset Projects	Java Customization	The functionality to record revenue to the ISF fund and applicable offset projects at the same time that costs are recorded to the direct projects does not exist in eCAPS.

Reference Number	Business Requirements	Final Disposition	Comments
EM 202	Reverse labor transactions based on Report of Timesheet Corrections using applicable rates	Java Customization	Currently in eCAPS in the Labor Costing reversals will be done only for 'standard projects. All the hours that were originally costed will be reversed at the at the old rate; however the correct hours will be costed at the rate that is current. DPW would like the reversals (which means that the delta hours negative or positive) should be costed at the old rates as well. This will be done using the effective dates modification identified in EMXX and the standard costing job modification identified in EM014.
EM 203	Issue materials with applicable Material Handling Rate	Baseline	Material handling rate established on a window. Currently the handling rate is set to 31%. These requirements are related to the inventory management team and are being covered by that team. Leanne explained that currently in FAS they had a batch program that updated the handling rate as it was stored at the stock item level. In eCAPS as well the handling rate is entered for each stock item. Since the handling rate is the same for all the stock items (31% this year) DPW would like this to be stored at the warehouse level instead of the stock item level.
EM 204	Establish Material Handling Rate for all commodities	Baseline	Material handling rate established on a window. Currently the handling rate is set to 31%. These requirements are related to the inventory management team and are being covered by that team. Leanne explained that currently in FAS they had a batch program that updated the handling rate as it was stored at the stock item level. In eCAPS as well the handling rate is entered for each stock item. Since the handling rate is the same for all the stock items (31% this year) DPW would like this to be stored at the warehouse level instead of the stock item level.
EM 205	Establish overhead rates for Department, Division, Section, and Infrastructure Mapping Overhead (IMO is charged to all units except for certain divisions) by Fiscal Year with effective start and end dates (which will allow rate changes in the middle of the fiscal year)	Adv Studio Modification	Overhead rates in eCAPS do not have effective dates.

Reference Number	Business Requirements	Final Disposition	Comments
EM 206	Establish overhead rates by Unit and Fiscal Year with effective start and end dates (which will allow rate changes in the middle of the fiscal year)	Adv Studio Modification	Overhead rates in eCAPS do not have effective dates.
EM 207	Apply overhead rates to direct Projects based on labor hours and Unit	Java Customization	eCAPS batch process for calculating the different overhead buckets is based on labor costs (excluding employee benefits)
EM 208	Plan End Date (Project Effective End Date in eCAPS) should prevent labor, equipment, materials, chargebacks, and encumbrances from being posted against projects past the Plan End Date	Adv Studio Modification	All the financial transactions that reference projects, edit against the Project End Date, with overridable error.
EM 209	Verify if all elements of PCA, PCA Detail, Project, Project Group, etc. are met by eCAPS Project	Java Customization	Map all the PCA fields to Project fields in eCAPS. Leanne explained that there were a few fields that were missing in eCAPS. Once they had a comprehensive list they will get it to CGI.
EM 210	Convert All FAS PCAs to eCAPS Projects (+ / - 100,000 PCAs), along with inference and/or rollup info (i.e., Fund & Program will infer as Fund & Function; Project Group may be converted as Major Project; etc.)	3rd Party Tool	This is a conversion issue related to converting all the PCA information from FAS to Project related information in eCAPS.
EM 211	Project should be able to infer Fund, and Function	Adv Studio Modification	Project currently infers Activity and Function in eCAPS. Fund needs to be inferred as well. The Fund needs to be added to the Project Inference (PROJINF) page and the Common Accounting Routine needs to be modified to infer Fund.
EM 212	Interface current salary rates from payroll system for each employee with effective start and end dates (maintain history in a table)	3rd Party Tool	This is an interface from payroll to FAS where the salary rates are stored with effective dates. A new line is inserted if the rate changes. Azam explained while salary rate is not used for costing it is sent over to MMS/MRO as the information is used there for estimation. eCAPS does Actual Salary Allocation without calculating an Actual Rate first based on CWPAY and hours worked.
EM 213	Track number of hours worked by hour type such as regular earnings, over-time, jury duty, etc.	Baseline	In eCAPS Overtime can be captured separately in the time sheet (LBEQ). Separate indirect projects will need to be set up for Jury Duty etc.
EM 214	Return Materials with the same unit price and markup as they were issued - Reversal of material issues (effective dates?)	Baseline	eCAPS uses the original cost of issue and markup for returns. The reversing document will reference the Issuing Document and therefore will use the rate that was effective at the time of issue.

Reference Number	Business Requirements	Final Disposition	Comments
EM 215	Ensure system has an edit function to prevent equipment usage exceeding the threshold numbers of miles or hours per record (e.g., no more than 24 hours / day or 1,500 miles / day)	Adv Studio Modification	No edits exist on LBEQ where equipment/labor usage is entered to limit usage units; this should be considered as part of the TC requirements.
EM 220	Extract all detailed accounting information by various selection criteria for various cost analyses and fee studies	Baseline	All data for costed information is on the Labor and Equipment Data table (LBED) which can be used as a basis for inquiries.
EM 50.00	Support the Department of Public Works Internal Service Fund (ISF), a proprietary fund established for the purpose of centralizing the expenditures for salaries and wages, services and supplies, and fixed assets and equipment. The ISF is established with contributions and working capital advances of cash, inventory, and equipment from the major Special Funds.	Baseline	The ISF fund can be set up in eCAPS with the appropriate balance.
EM 52.00	Provide working capital advances for expenses needed for DPW operations attributable to a Special Fund.	Baseline	At the start of the year the ISF fund is funded by other funds, A journal voucher will be entered at the start of the year to record the transfer.
EM 53.00	Accommodate split-funding, in which the ISF may act as a clearing fund to facilitate the encumbrance and expense process as the payment is funded in multiple Special Funds via cost accounting codes on PV lines.	Baseline	eCAPS will allow the encumbrance and expenditures to be done in the ISF fund. If these expenditures are to be transferred to the Special Funds, an internal transfer of the expenditures can be done.
EM 69.00	Associate expenditures for Services and Supplies, Other Charges, and Intragovernmental transfers to a specific Special Fund (direct job) or direct jobs after it goes through the ISF Distribution.	Baseline	The Internal Transfer documents in eCAPS can transfer expenditure from one fund to another (or recognize it as revenue for the seller).
EM 71.00	Allow Residual Equity Transfers where the initial disbursements for equipment in the automotive fleet are recorded in the ISF and then the expense is recovered from the Special Funds.	Baseline	The transfers from the ISF to special funds can be done using a JVCT.
EM 42.00	Interface with Automated Fuel System for tracking the following fuel usage variables:	3rd Party Tool	Interface from AFS to FAS. Same as requirement 188.
EM 42.01	Vehicle Number	3rd Party Tool	Interface from AFS to FAS. Same as requirement 188.
EM 42.02	Date	3rd Party Tool	Interface from AFS to FAS. Same as requirement 188.
EM 42.03	Chart of Accounts Structure	3rd Party Tool	Interface from AFS to FAS. Same as requirement 188.

Reference Number	Business Requirements	Final Disposition	Comments
EM 42.04	Amount Pumped	3rd Party Tool	Interface from AFS to FAS. Same as requirement 188.
EM 42.05	Employee validated by employee number	3rd Party Tool	Interface from AFS to FAS. Same as requirement 188.
EM 42.06	Job	3rd Party Tool	Interface from AFS to FAS. Same as requirement 188.
EM 42.07	Billable Status	3rd Party Tool	Interface from AFS to FAS. Same as requirement 188.
	REVENUE MANAGEMENT REQUIREMENTS		
RM 224	Ability to provide aging of deposits by user defined categories and criteria	Baseline	In eCAPS, the original deposit made by TTC will come in without a project number, and DPW will reclassify this as deferred revenue and code a project (using a JVCT). As revenue is recognized, the deferred revenue will be drawn down. The information to create the aging report will then be in eCAPS.
RM 225	Ability to generate automatic refund document when TTC scan payments exceed amount of invoice	Java Customization	Related to 242 and 243. eCAPS can automatically create refunds if the Refund Option is set on the Systems Options page or on the Billing Profile page. Additional research is needed in the area of OCR scanning.
RM 226	Ability to recognize revenue using the automated billing system	Java Customization	
RM 227	Ability to identify deposits by depositor and other user-defined detail (for example, Project Number)	Baseline	Related to 228, 234, 237 and 240. Will be prototyped. Money received in trust will be reclassified into deferred revenue accounts in eCAPS using JVCT documents. All of the accounting information including Project Number and Customer Number can be entered on the JVCT. The GDTR54 A and B reports are summary and detail reports for deferred revenue. It was determined that the GDTR54E report is no longer an eCAPS requirement.
RM 228	Ability to identify and reclassify deposits received from A/C and other depts	Baseline	Related to 227, 234, 237 and 240. Will be prototyped. Money received in trust will be reclassified into a specific BSA in eCAPS using JVCT documents. All of the accounting information including Customer Name can be entered on the JVCT. The GDTR54 ~~A-~~C and-D reports are summary and detail reports for trusts. It was determined that the GDTR54E report is no longer an eCAPS requirement.

Reference Number	Business Requirements	Final Disposition	Comments
RM 229	Ability to liquidate $1.00 invoice and apply the remaining revenue to the Vendor / Customer's account	Baseline	The payments received for using the County dumps do not reference an invoice except for the portion that is charged for the liquidation of solid waste ($1 per instance). When the payment is made, it references the $1 invoice, but the payment amount is much larger (since it includes the payment which has not come in through an invoice). As a result, the invoice appears overpaid because the payment is entered to reference the customer. This requirement will be analyzed further during prototyping to determine how the RE (Invoice) and the JVCT (for the cash receipt) should interact. It is possible in eCAPS to record payment from the same vendor on 2 lines, one referencing an invoice and another not.
RM 230	Ability to liquidate invoices - Accounts Receivable is posted in eCAPS - This process is not currently done in eCAPS and should be deleted since it does not apply.	3rd Party Tool	Once FAS is replaced by eCAPS, invoices will be entered directly in eCAPS and invoices will be relieved when referenced on the deposit. At the time of cutover from FAS to eCAPS, invoices in FAS will be established in eCAPS. This is a conversion task.
RM 231	Ability to liquidate invoices - Accounts Receivable is not posted in eCAPS	3rd Party Tool	Once FAS is replaced by eCAPS, invoices will be entered directly in eCAPS and invoices will be relieved when referenced on the deposit. At the time of cutover from FAS to eCAPS, invoices in FAS will be established in eCAPS. This is a conversion task.
RM 232	Ability to manually recognize revenue	Baseline	Revenue can be manually recognized using a JVCT document in eCAPS.
RM 233	Ability to generate a report to capture all NSF checks with detailed information	Baseline	During prototyping, use of the NSF flag to mark deposit checks as non-sufficient funds will be explored. Once the NSF flag is set, reports can be developed to list the NSF transactions.
RM 234	Ability to reclassify clearing accounts to trust, deferred revenue and/or revenue. Currently in FAS, clearing accounts are recorded under BSA 7700 and later on reclassified under different obj level 3s.	Baseline	Related to 227, 228, 237 and 240. Will be prototyped. Money received in trust clearing accounts will be reclassified into deferred revenue, revenue and trust accounts with specific BSA in eCAPS using JVCT documents. All of the accounting information including Project Number, Customer Number and BSA can be entered on the JVCT. The GDTR54 A-D reports are summary and detail reports for trusts and deferred revenue. It was determined that the GDTR54E report is no longer an eCAPS requirement.

Reference Number	Business Requirements	Final Disposition	Comments
RM 235	Ability to reconcile deposit report against Cashier's daily deposit log	Report	Issue DPW-RM001 exists to discuss how the TTC interface will place the DP number on the corresponding JVCT.
RM 236	Ability to refund trust deposits and revenues referencing the detailed information such as Vendor / Customer Number and Project Number	Baseline	This is already done in eCAPS using RF and TWR documents, so there is no need to prototype.
RM 237	Ability to generate report for trust and deferred revenue and maintain detailed history of deposit transactions for user-specified periods (five sorts--A to E)	Report	Related to 227, 228, 234 and 240. Will be prototyped. Money received in trust will be reclassified into deferred revenue accounts in eCAPS using JVCT documents. All of the accounting information including Project Number can be entered on the JVCT, but a field needs to be identified for storing the Level 3 Object (possibly Sub-BSA). The GDTR54 A-D reports are summary and detail reports for trusts and deferred revenue. It was determined that the GDTR54E report is no longer an eCAPS requirement.
RM 239	Ability to capture all trust account and deferred revenue balances - Sub Balance Sheet Account	3rd Party Tool	Balance sheet account balances were converted to eCAPS during Phase I but only at a high level without detail. All Trust Deposits are recorded in BSA 7772 but no object level 3 and no Vendor/Customer Number. Deferred Revenue is posted excluding details like Project/Vendor/Revenue Source. Will need to "reconvert" or add details to existing records in eCAPS, based on FAS. Conversion Strategy needs to be updated.
RM 240	Ability to identify deposits by depositor and other user-defined detail. Duplicate of RM 227, so can be deleted.	Baseline	Related to 227, 228, 234 and 237. Will be prototyped. Money received in trust will be reclassified into deferred revenue accounts in eCAPS using JVCT documents. All of the accounting information including Project Number can be entered on the JVCT, but a field needs to be identified for storing the Level 3 Object (possibly Sub-BSA). The GDTR54 A-D reports are summary and detail reports for trusts and deferred revenue. It was determined that the GDTR54E report is no longer an eCAPS requirement.

Reference Number	Business Requirements	Final Disposition	Comments
RM 242	Ability to liquidate scanned payments received by TTC	Baseline	Related to 225 and 243. eCAPS can automatically create refunds if the Refund Option is set on the Systems Options page or on the Billing Profile page. Additional research is needed in the area of OCR scanning. This is related to 225 and 245 but not the same. When payments are received by TTC they are scanned and the funds are deposited into a trust account (Fund BSA V68 7599). FAS interface generates IR documents to automatically liquidate invoices. JVCT documents will liquidate invoices in eCAPS.
RM 243	Generate automatic refunds when TTC scan payments exceed amount of the invoice	Adv Studio Modification	Do not want the overpayment to hit an operational fund. Duplicate of Requirement 224. eCAPS can automatically create refunds if the Refund Option is set on the Systems Options page or on the Billing Profile page. Additional research is needed in the area of OCR scanning.
TIME COLLECTIONS REQUIREMENTS			
TC 109	Report performance units along with timesheet charging details. Method of storage should allow the units to be reported back out again with the costed records to the same level of detail they were reported (by job, task, date, and employee #)	Adv Studio Modification	Mark clarified that P&P unit was Performance & Productive units and are tracked by the DPW workers on their timesheets as these are used for budgeting. An example of a P&P unit is the number of potholes a road crew repaired in a given day. There is a separate page on the timesheet for the DPW staff to enter this information. The information entered on the timesheet is then used to budget for the next year. The users can enter the number of units budgeted against each program for the following year. In addition DPW would like the ability to forecast on the performance against the budget.
TC 111	Allows input of number of units to be budgeted against a program	3rd Party Tool	Related to Requirement 109.
TC 112	Uses number of units budgeted and calculates dollars needed for program using P&P standards (not currently available in FAS)	3rd Party Tool	Related to Requirement 109. Data downloads and Excel spreadsheets can be used to compare P&P units entered on timesheets to P&P units budgeted outside of eCAPS.
TC 216	Enter equipment usage by equipment number (Project) by service date by Project, Unit, and Task Order	Adv Studio Modification	This is covered as part of TC requirements, and has been deferred to the hr implementation.

Reference Number	Business Requirements	Final Disposition	Comments
TC 217	Record exception time such as sick, holiday, jury duty, etc.	Baseline	This is covered as part of TC requirements.
TC 218	Enter labor hours by service date by Project, Unit, and Task Order	Adv Studio Modification	Available in LBEQ; need to ensure that this will be handled in the TC.
TC 245	Create employees for the following scenarios: Crew Leader Administration Exempt Administration Covered Public Works Laborer	Baseline	Need to make sure that this requirement is communicated to the Time Collection team.
TC 246	Overtime Policy	Baseline	Policy decision was made.
TC 247	A supervisor/employee records time on a timecard for Unpaid Family Leave without Health Benefits.(074) Note: works different for Public Works	Baseline	Need to make sure that this requirement is communicated to the Time Collection team.
TC 248	A supervisor/employee records time on a timecard for Unpaid Family Leave with Health Benefits.(076) Note: works different for Public Works	Baseline	Need to make sure that this requirement is communicated to the Time Collection team.
TC 249	A supervisor/employee records time on a timecard for Family Leave Benefit Tracking (078) Note: works different for Public Works	Baseline	Need to make sure that this requirement is communicated to the Time Collection team.
TC 250	A Relief Dam Operator Standby records hours on a timecard (563) (Six hour max, Public Works)	Baseline	It is confirmed that this requirement has been addressed by the Time Collection team.
TC 251	Create Costing jobs for each non-standard hour type (i.e., JOBV, JOBS, etc.)	Java Customization	Need to make sure that this requirement is communicated to the Time Collection team.
MISCELLANEOUS REQUIREMENTS			
MISC 110	Report captures actual cost detail data by project	Report	The report requirements were discussed with the Accounts Receivable team. This online inquiry provides expenditure detail for jobs. The report is typically run monthly, but can be run any time with user-defined parameters such as date. The inquiry pulls data from various sources and has detail as well as summary sections. This is a complex inquiry that could likely be built using the COGNOS reporting tool. One day old data from the data warehouse would be sufficient to meet this requirement.

Reference Number	Business Requirements	Final Disposition	Comments
MISC 116	Division Expenditures by OCA, Fund, Program, PCA	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 117	Division Expenditures by Section, OCA, Fund, Program, PCA	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 118	Division Expenditures by Fund, Program, OCA, PCA	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 119	Summary of Expenditure by Facility-Name	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 120	Listing of "F" PCAs with No Facility ID	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 121	Summary of Expenditure by Facility-Name by PCA	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 122	Deputy Director Report - Branch Working Budget to Preliminary Expenditure	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 123	Other Detail by Project by Object Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 124	Equipment Detail by Project by Object Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 125	Deputy Director Report - By Fund, OCA, Program, Obj Level 2, Obj Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 126	Material Detail by Project by Object Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 127	Deputy Director Report - By Fund by OCA	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 128	Expenditure by PCA,OCA,User Code 1	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 129	Project Expenditures by PCA, by Fund, by Prog,by Object Level 2, by OCA,by Object Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 130	Project Expenditures by Fund, by Prog, by PCA,by Object Level 2, by OCA,by Object Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 131	Expenditure by OCA, by User Code1, by Object Level 2	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 132	Expenditure by OCA, by User Code1, by Object Level 2 (Lower Level OCAs)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.

Reference Number	Business Requirements	Final Disposition	Comments
MISC 133	Deputy Director Report - By OCA by Obj Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 134	Deputy Director Report - By OCA by Section, Obj Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 135	Deputy Director Report - By OCA, Fund, Obj Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 136	Deputy Director Report - By OCA, Fund, Program, Obj Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 137	Deputy Director Report - By Section OCA, Fund, Program, Obj Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 138	Deputy Director Report - By Fund, OCA, Obj Level 3	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 139	Deputy Director Report - By General Fund Budget Units	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 140	Deputy Director Report - By General Fund Budget Units by OCA	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 141	Labor Detail, by PCA, by Fiscal Month, by Employee	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 142	Non Standard Time Worked by Selected Var / Bns Code by OCA by Employee (Var / Bns=701,702,703,704,705, and 731)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 143	Summary for Non Standard Time Worked (By Division OCA / Hour Type)	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 144	Road Maintenance Division -12 Program Study Productivity and Unit Cost Breakdown-Level 4	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 145	Road Maintenance Division -12 Program Study Productivity and Unit Cost Breakdown-By OCA	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 146	National Pollutant Discharge Elimination reporting and allocation system	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 147	OT w/ All Codes and Callback	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 148	OT w/o Callback	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.

Reference Number	Business Requirements	Final Disposition	Comments
MISC 149	Report captures actual cost detail data by project by organization	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 150	Report captures actual cost detail data by project for multiple Projects	Report	Further analysis will be conducted to determine if the report can be developed using COGNOS.
MISC 223	Interface costed and reference info to FleetFocus	3rd Party Tool	DPW would like to pass the costing and reference information to be interfaced over to FA. This interface is still being finalized by DPW. However, the file layout will be the same as that is sent over from FAS to update MMS.
MISC 224	Collect information against designated KPIs and report out against set targets	3rd Party Tool	Possible interface between eCAPS and COGNOS.

(This Page Intentionally Left Blank)

Appendix D-7 – Interfaces

(This Page Intentionally Left Blank)

Appendix D-7 - Interfaces

The interfaces listed below were analyzed by the DPW/CGI-AMS project team during Legacy Systems Analysis Envision Phase. Interfaces are marked as "retire" if they will no longer be required when FAS is replaced. Interfaces are marked as "replace" if new interfaces must be written between eCAPS and the legacy system once FAS is replaced.

Interfaces to Retire:	15
Inbound Interfaces to Develop:	4
Outbound interfaces to Develop:	7

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Disposition
All DPW Areas Interfaces							
FAS	DPW	FAS	Timesheet Documents	CWTAPPS	Output	All timesheets are interfaced over to CWTAPPS. Minimum Bi-Weekly – run multiple times depending on corrections. As part of FAS Replacement, time will be entered directly into the County's time collection system, which already interfaces timesheet data to CWTAPPS.	Retire
FAS	DPW	FAS	Helpdesk Asset Information	Helpdesk	Output	Information related to Fixed Assets is sent over to the Helpdesk system twice weekly. To be covered by the MM team.	Replace
eCAPS	A/C	eCAPS	General Ledger	FAS	Input	Contains all the documents originated in FAS. The inbound also confirms that documents sent to eCAPS via interfaces have been posted, and changes the status in FAS from INTR to POST. Interfaced daily. No longer need when FAS is replaced.	Retire
eCAPS	A/C	eCAPS	Budget Ledger	FAS	Input	Budget information is interfaced back from eCAPS to FAS daily. No longer need when FAS is replaced.	Retire
CWPAY	A/C	CWPAY	LCD (IPX)	FAS	Input	Employee salary/wages are interfaced back from CWPAY to FAS every pay period	Retire

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Disposition
Accounts Payable Interfaces							
FAS	DPW	FAS	GAED Documents	eCAPS	Output	General Encumbrance documents are interfaced to eCAPS daily. No longer need when FAS is replaced.	Retire
FAS	DPW	FAS	CNTR Documents	eCAPS	Output	Contract (encumbrance) documents are interfaced to eCAPS daily. No longer need when FAS is replaced.	Retire
FAS	DPW	FAS	GAEBL Documents	eCAPS	Output	Blanket Encumbrance documents are interfaced to eCAPS daily. No longer need when FAS is replaced.	Retire
FAS	DPW	FAS	GAX Documents	eCAPS	Output	Payment Voucher (current fiscal year) documents are interfaced to eCAPS daily. No longer need when FAS is replaced.	Retire
FAS	DPW	FAS	PFY Documents	eCAPS	Output	Payment Vouchers (prior year) documents are interfaced to eCAPS daily. No longer need when FAS is replaced.	Retire
FAS	DPW	FAS	Vendor invoice information	IPSI	Output	Invoice Payment Status Inquiry: This web based system reads FAS to provide the vendors the status of the payment of their invoice. The vendors enter the customer number and invoice number and the status is displayed. The system will need to be modified to read eCAPS for the data.	Replace
Accounts Receivable Interfaces							
TTC	TTC	TTC	Invoice Payments	FAS	Input	All invoice payments received at TTC are interfaced over to liquidate the corresponding Receivables daily	Replace
Expenditure Management Interfaces							
MMS/MRP	DPW	MMS/MRP	Work Order	FAS	Input	Interface work orders on demand, which are entered in MMS for repair or maintenance of the infrastructure, to eCAPS as projects	Replace
FA	DPW	FA	Work Order	FAS	Input	Interface work orders on demand, which are set up in Fleet Anywhere for repair or maintenance of the equipment, to eCAPS as projects	Replace

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Disposition
AFS	DPW	AFS	Fuel usage variables	FAS	Input	Interfaced monthly for tracking the following fuel usage variables: Vehicle Number, Date, Chart of Account Structure, Amount Pumped, Employee validated by employee number, Job, Billable status	Replace
FAS	DPW	FAS	Project Costed Information	MRO/MSS	Output	Interface costed and reference info to MMS daily	Replace
FAS	DPW	FAS	PCA Information	MRO/MSS	Output	PCA information to be overlaid in MRO daily	Replace
FAS	DPW	FAS	Employee Information	MRO/MSS	Output	Employee information to be overlaid in MRO monthly	Replace
FAS	DPW	FAS	Vehicle Information	MRO/MSS	Output	Vehicle information to be overlaid in MRO monthly	Replace
FAS	DPW	FAS	Costed and reference information	FA	Output	Interface costed information to Fleet Anywhere daily	Replace
FAS	DPW	FAS	PCA Information	FA	Output	Costed and reference info daily	Replace
FAS	DPW	FAS	FA Documents	eCAPS	Output	Fixed Assets (FA) documents are interfaced to eCAPS daily	Retire
FAS	DPW	FAS	FD Documents	eCAPS	Output	Asset Disposition (FD) documents are interfaced to eCAPS daily	Retire
FAS	DPW	FAS	FM Documents	eCAPS	Output	Asset Modification (FM) documents are interfaced to eCAPS daily	Retire
Revenue Management Interfaces							
FAS	DPW	FAS	JVCT Documents	eCAPS	Output	Summary Journal Voucher documents are interfaced to eCAPS daily. This interface affects Revenue and Expenditure Management.	Retire
FAS	DPW	FAS	RF Documents	eCAPS	Output	Refund documents are interfaced to eCAPS daily. No longer need when FAS is replaced.	Retire
FAS	DPW	FAS	TWR Documents	eCAPS	Output	Trust Refund documents are interfaced to eCAPS daily. No longer need when FAS is replaced.	Retire

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Disposition
Various Web Interfaces							
Various	DPW	Various	Cost Allocation-Retire Expense Accruals-Retire Equipment Costing-Retire FEMA Billing-Replace NPDES Reporting-Replace Proj Grp Billing-Retire Vendor Invoice Inq (IPSI) - Replace GASB34 - Replace	DPW Intranet	Output	DPW has several web-based systems interfacing with FAS. Some will be replaced and some will be retired.	Varies

Appendix E-7 – Conversions

(This Page Intentionally Left Blank)

Appendix E-7 – Conversions

The Department of Public Works has data that will need to be converted into eCAPS. The legacy data will fall into one of two categories, reference data or historical data. The volume and complexity of data to be brought over will determine if the data is automatically converted or manually entered into eCAPS. Roles and responsibilities for conversion are outlined in the context diagram attached to this Statement of Work.

1. Historical Data

Data that is active or open. Open items were created and posted in the legacy FAS system, but not closed, e.g. billed revenue, but not collected.

a. Equipment Usage

The inception to date equipment usage will be converted and stored on the Labor and Equipment Data table (LBED).

b. Project Expenditures

The inception to date project expenditures will be brought into eCAPS to update the project budget tables.

c. Project Revenues

The inception to date project revenues will be brought into eCAPS to update the project budget tables.

d. Billable Project Deposits

Deposit balances (deferred revenue) on billable projects must be brought into eCAPS.

e. Receivables

All open receivables in FAS will be automatically converted to eCAPS using the RE document.

f. Trust Account Balances

Trust Account balances, represented by Object Level 3 codes in FAS will be converted to new balance sheet accounts in eCAPS, and balances converted by customer.

2. Reference Data

Data used for validation on transactions.

a. Chart of Account Tables

Most of the Chart of Accounts tables have been set up for DPW in eCAPS as part of the Phase I conversion effort except a few COA tables such as Task, Departmental Object, Appropriation Unit, Function, and BSA for Trust Balances.

b. Project Costing and Project Funding Setup

FAS project functionality was not converted to eCAPS in Phase I; this will comprise the major part of the conversion effort.

c. Usage Costing

In order to support usage (labor, equipment, chargebacks) costing, the Standard Rate and Overhead Rate tables will be loaded to eCAPS with DPW specific rates.

d. Accounts Receivable

DPW Customer information has only been partially set up in eCAPS. Customer data will be loaded into the Vendor Customer table.

e. Cost Allocation

The source data for cost allocation is in a web based application used by DPW for cost allocation. The spreadsheets developed in Phase I will be used to load the data into the Cost Allocation tables.

A list of conversion elements and the anticipated conversion method is depicted in Exhibit E-7-1.

Exhibit E-7-1 Conversions and Anticipated Conversion Method

	Conversion	Conversion Method
1.	Department Object Category Table	Manual
2.	Department Object Class	Manual
3.	Department Object Group Table	Manual
4.	Department Object Type Table	Manual
5.	Department Object Table	Semi Automated
6.	Task Table	Semi Automated
7.	Function Table	Semi Automated
8.	Balance Sheet table to include entries for Object Level 3 codes	Manual

	Conversion	Conversion Method
9.	Trust Account Balances (by BSA by customer)	Semi Automated
10.	Major Project Group table	Semi Automated
11.	Major Project Type table	Semi Automated
12.	Major Project table	Automated/Semi Automated
13.	Project Period table	Automated/Semi Automated
14.	Project Group table	Semi Automated
15.	Project Type table	Semi Automated
16.	Project table (for manually billed/no bill)	Semi Automated
17.	Project Inference table	Automated/Semi Automated
18.	Project State reporting table	Automated/Semi Automated
19.	State Reporting Vendor table	Automated/Semi Automated
20.	Project Text	Automated/Semi Automated
21.	Project table (for auto billed)	Automated/Semi Automated
22.	Funding tables (funding profile, funding priority, funding line)	Automated/Semi Automated
23.	Project Budget tables	Semi Automated
24.	Reimbursement Budget tables	Automated
25.	Labor Systems Option table	Manual
26.	Departmental Costing table	Manual
27.	Seller Line table	Automated
28.	Seller Line Inference table	Automated
29.	Overhead Seller Line table	Manual
30.	Equipment (TC)	Semi Automated
31.	Equipment Class (TC)	Semi Automated
32.	Fund Revenue Source table	Manual
33.	Project Deposit Table	Semi Automated
34.	VCUST table	Semi Automated
35.	Collection Agency Agreement (COLLA)	Manual
36.	Adjustment Reason (ADJR)	Manual
37.	Dunning Message (DNGM)	Manual
38.	Collection Control (COLLC)	Manual
39.	Billing Instruction (BINST)	Manual
40.	Billing Profile table	Semi Automated
41.	Billing Rate table	Semi Automated
42.	Customer Accounts table	Semi Automated

	Conversion	Conversion Method
43.	Standard Rate table	Semi Automated
44.	Overhead Rate table	Semi Automated
45.	Cost Allocation Control table	Semi Automated
46.	Cost Allocation Series table	Semi Automated
47.	Cost Allocation Step table	Semi Automated
48.	Cost Allocation Pool Base Setup table	Semi Automated
49.	Cost Allocation Pool Base Distribution table	Semi Automated
50.	Statistical Unit table	Semi Automated
51.	Convert Project Expenditures	Semi Automated
52.	Convert Project Revenues	Semi Automated
53.	Convert Inception to Date Equipment Usage	Semi Automated
54.	Convert balance invoice amounts (Receivables)	Semi Automated
55.	Convert Balance Sheet Balances	Automated
56.	Convert Employee Information (ESMT)	Automated
57.	Convert Department Details (DEPTD)	Automated
58.	Convert Stock Items and Inventory Balances	Automated

Appendix F-7 – Reports

(This Page Intentionally Left Blank)

Appendix F-7 - Reports

Summary of Legacy Systems-FAS Replacement Reports

This inculdes all requirements with a vendor response of 'R' and all requirements in a reporting and/or query section.

Module	Tab ID	# Reports
Budget/Fund Mgt	Budget	9
Fiscal/Divisions	Fiscal-Div	140
Payroll	Payroll	45
pwfinsys	pwfinsys	102
Total		**296**

(This Page Intentionally Left Blank)

Appendix F-7 - Reports

Budget/Fund Mgt Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
BFM	FSCO002B	Commitment Encumbrance Status by Fund		Med	Monthly		None			
BFM	FSPBR001	Road Fund Strategic Plan Category Recap by Division		High	Monthly		None			
BFM	FSPBR002	Flood Fund Strategic Plan Category Recap by Division		High	Monthly		None			
BFM	GBDR008	Fund/Program Budget to Actual		High	Monthly		Fund			
BFM	GFMR059B	Deputy Director Report – by Section OCA/ Prog/Obj Lvl 2/ Obj Lvl 3/PCA		Very High	Monthly		OCA, Prog, Obj level 2			
BFM	GFMR089	Project Expenditures (GL Account: 9922 & 9924) by Fund by Obj Lvl 1, by Prog, by PCA, by Obj Lvl 3		Very High	Monthly		GL Accounts 9922 & 9924			
BFM	GFMRDTL	Pre-Encum/ Encum and Exp by OCA/Fund/ Obj Level 2		Very High	Monthly		OCA/Fund/ Obj Level 2			
BFM	GRSR092	State Report: Exp by Provider/Sub Reporting Category		High	Monthly		Provider/ Sub Reporting Category			
BFM	GRSR097	State Report: Non-Road Exp & Amount Billed for Non-Road Work		Med	Monthly		??			
Count	**9**									

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
ALL	FAS Inquiry		Report showing Monthly and YTD Financial information by project (BP87) (AR005)		On Demand	Low				
ALL	Inquiry	Inquiry	RINV Report - RINV001		On Demand	High			Data Warehouse	Cognos
ALL	Web - RINV	RINV	Report captures actual cost detail data by project Web – RINV (BP110)		On Demand	High			Data Warehouse/ Application	Java
AP	EDS7060	Encumbrance Balance Reconciliation	Report used to reconcile encumbrance balance (BR4)	High	On Demand	Low			Data Warehouse	Cognos
AP	FSAACCRUAL		Expense Accrual Translation table							
AP	FSCO004	Unmatched or Incomplete Match Invoices (FSCO004)	FSCO004 and FSCO005 Crystal Report – Aging reports used to resolve unpaid problem invoices, for example, No Receiving, and Match Errors. The data is available on Matcl Summary table. (REQ 8)			Medium			Data Warehouse	Cognos
AP	FSCO005	Invoices with Matching Errors (FSCO005)	FSCO004 and FSCO005 Crystal Report – Aging reports used to resolve unpaid problem invoices, for example, No Receiving, and Match Errors. The data is available on Matcl Summary table. (REQ 8)			Medium			Data Warehouse	Cognos
AP	FSECAP01		Accounts Payable – Document Status							

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
AP	No Post, Invalid PO		Reports used to monitor and resolve unpaid problem invoices, for example No Post, Invalid PO, etc. The invoices will be entered and stored on the document catalog table in a rejected or draft status (BP17)							
AR	Inquiry	Inquiry	Depict project expenditure and revenue activity by specified month and/or year (currently have this functionality) This requirement could also be met using a Cognos report. (AR001)			Medium			Data Warehouse	Cognos
AR	Billexcept2		Billable Project Group /PCA Bill date Exception Report – Billable PCAs w/o Billing Period	Low	Monthly	Low	Project Group on web, billing method bill by project group auto, id PCAs not in project bill date		Data Warehouse	Cognos
AR	DPWBIL03		Billing Report w/o TS	Med	Monthly	High	Auto billable PCAs, billing method- bill by project		Application	Java
AR	DPWBIL04		Billing Report – TS only	Med	Monthly	High	Auto billable PCAs, billing method- bill by project, TS project category, various related bill types		Application	Java

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
AR	FSFEMA02	FEMA Eligible Report	FEMA Eligible Report (BP104) (AR013)	Med	On Demand	Medium	PCA, Project Group, web info	Existing reports will be modified.	Data Warehouse	Cognos
AR	FSFEMADSR	DSR Number Report	DSR Report (AR013)	Med	On Demand	Low	PCA, Project group, web info		Data Warehouse	Cognos
AR	FSFEMAEQ	FEMA Equipment Rate	FEMA Equipment Rate (AR013)	Med	On Demand	Low	PCA, Project group, web info	No change as is a dump of the table		
AR	FSFEMARATE	FEMA Rate Table	FEMA Rate (AR013)	Med	On Demand	Low	PCA, Project group, web info	No change as is a dump of the table		
AR	FSFEMSPER		FEMA/OES Reimburseable	Med	On Demand		PCAs for all project groups		Web-based FEMA system	Java
AR	FSPGR01		Project Group Billing Report	Low	Monthly	Medium	Project Group on web		Data Warehouse	Cognos
AR	GBLR008	Automatic Billing Recap	Automatic Billing Recap Report used in automatic billing process (BR52)	Med	Monthly	Medium	Billing method-Bill by project (auto bill PCAs)		Data Warehouse	Cognos
AR	GBLR011	Manual Billing Detail Recap	Manual Detail Recap (Report used in automatic billing process) (BR53)	High	Monthly	Medium	Billing method-all others (manual bill PCAs)		Data Warehouse	Cognos
AR	GBLR012	Services rendered to other count departments by Fund, Department	Services rendered to other county departments used in OCD billing (BR54)	High	Monthly	Medium	DSO bill type		Data Warehouse	Cognos
AR	GBLR013	Services rendered to other count departments by DSO Number	Services rendered to other county departments used in OCD billing (BR55)	Med	Monthly	Medium	DSO bill type		Data Warehouse	Cognos
AR	GBLR014	Manual Detail Billing Report	Manual Detail billing Report used in OCD billing (BR56)	High	Monthly	High	DSO bill type		Data Warehouse	Cognos
AR	GBLR046	Providers with Delinquent Accounts - Detail	Providers with Delinquent Accounts – detail (BR57)	Med	Monthly	Low	Unpaid invoices, WO, RR, and BK		Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
AR	GBLR048	Summary of Providers with Delinquent Accounts	Provider with Delinquent Accounts – summary (BR58)	Med	Monthly	Low	Unpaid invoices, WO, RR, and BK		Data Warehouse	Cognos
AR	GBLR050		Customer Invoice History			Low			Data Warehouse	Cognos
AR	GBLR070-9213	Building & Safety Billing Detail – Labor Only	Labor Detail by Provider by Job for B&S Jobs only used in B&S billing process (BR59)	Med	Monthly	High	Bill type 9213		Data Warehouse	Cognos
AR	GBLR070-CP02	Manual Detail Billing Report – Capital Projects	Manual Detail Billing Report Capital / Cap Projects used in OCD billing (BR60)	Med	Monthly	Medium	Bill type CP02		Data Warehouse	Cognos
AR	GBLR070-CP04	Manual Detail Billing Report – Capital Projects	Manual Detail Billing Report Capital / Cap Projects used in OCD billing (BR61)	High	Monthly	Medium	Bill type CP04		Data Warehouse	Cognos
AR	GBLR070-CP05	Manual Detail Billing Report – Capital Projects	Manual Detail Billing Report Capital / Cap Projects used in OCD billing (BR62)	High	Monthly	Medium	Bill type CP05		Data Warehouse	Cognos
AR	GBLR070-CP06	Manual Detail Billing Report – Capital Projects	Manual Detail Billing Report Capital / Cap Projects used in OCD billing (BR63)	High	Monthly	Medium	Bill type CP06		Data Warehouse	Cognos
AR	GBLR070-CP07	Manual Detail Billing Report – Capital Projects	Manual Detail Billing Report Capital / Cap Projects used in OCD billing (BR64)	Med	Monthly	Medium	Bill type CP07		Data Warehouse	Cognos
AR	GBLR070-CP08	Manual Detail Billing Report – Capital Projects	Manual Detail Billing Report Capital / Cap Projects used in OCD billing(BR65)	Low	Monthly	Medium	Bill type CP08		Data Warehouse	Cognos
AR	GBLR071.001	Manual Detail Billing Recap	Recap of Manual Billing used in OCD billing (BR66)	Med	Monthly	Low	Fund 221 all CP bill types		Data Warehouse	Cognos
AR	GBLR130	LACDA Disaster Services Detail Report	LACDA Disaster Services Detail Report-to prepare LACDA worksheet (BR67)	Med	Monthly	High	Project Group LACDA		Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
AR	GBLR131	LACDA Disaster Services Detail Report including Labor Detail	Disaster Services Detail Report-provide information similar to the RINV but has labor detail breakdown by regular time and overtime (BR68)	Med	Monthly	Low	Project Group LACDA		Data Warehouse	Cognos
AR	GDSR004	Disaster Services Detail Report	Disaster Services Detail Report-provide information similar to the RINV but has labor detail breakdown by regular time and overtime (BR69)	Med	On Demand	High	PCA, Project group		Data Warehouse	Cognos
AR	GDSR005	Disaster Services Summary Report	Summary of Disaster Services-to prepare FEMA invoices (HMGP) / billing to CAO (BR70)	Med	Monthly	Low	Project group, project category FP		Data Warehouse	Cognos
AR	GFMR022	Material Detail by Project by Vehicle / Equipment Number	Material Detail by Project by Vehicle / Equipment Number used in IV billing (BR72)	High	Monthly	Medium	PCA, Fuel Issues Obj lvl 3 4991		Data Warehouse	Cognos
AR	GFPM001M	Facility Project Management Fund 211	Facility Project Management Fund 211(Rev & Exp) used in billing for FPM (BR73)	Med	Monthly	Medium	PCAs fund 221		Data Warehouse	Cognos
AR	GNBR003-9213	Building & Safety Labor Summary	Building & Safety Labor Summary used in B&S billing process (BR74)	Med	Monthly	Low	Bill type 9213		Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
AR	Group Inquiry	Project Group Inquiry	Project Group Inquiry	Low	On Demand	Medium	PCAs for project Group on web, billing – bill by project group auto, vendor code exception between web and Project Bill type mainten-ance			
AR	GTLR001	Nonstandard Detail Billing Report	Nonstandard Detail Billing Report (TS / HWY) (BR75)	High	Monthly	Medium	Project category TS, various related bill types		Data Warehouse	Cognos
AR	GTLR002	Nonstandard Billing Summary Report	Nonstandard Billing Summary Report Used by Exp Mgt to transfer revenue to each program (BR76)	High	Monthly	Medium	Project category TS, various related bill types		Data Warehouse	Cognos
AR	GZCR001	Monthly Invoice Processed	Invoice Processed (monthly) used in automatic invoice process (BR77)	High	Monthly	Low	Both manual and automatic billings		Data Warehouse	Cognos
AR	GZCR001A	Year to Date Invoice Processed	Invoice Processed (year to date) used in automatic invoice process (BR78)	High	Monthly	Low	Both manual and automatic billings		Data Warehouse	Cognos
AR	Inquiry	On-Line Inquiry	Inquiry FAS- Revenue Transaction Analyzer (BR96)	Low	On Demand	Low			Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
AR	Inquiry	eCAPS Online Doc Inquiry	Inquiry FAS Document Financial Detail Inquiry (BR 47)		On Demand	Low Data can be viewed online via a search		Financial information by document can be found in the eCAPS online Accounting Journal.	Application	Java
AR	Inquiry	Financial Transaction Detail	Inquiry FAS Financial Transaction Detail Inquiry (BR51)		On Demand	Low Data can be viewed online via a search		Financial information by document can be found in the eCAPS online Accounting Journal.	Application	Java
AR	PROOF	Project Group Billing Proof Report	Billing Report-w/o TS used in automatic billing process (BR94)	Low	Monthly		Project group on web, billing method bill by project group auto		Application	Java
AR	PROOF-T&L		Billing Report-TS Only used in automatic billing process (BR95)		Monthly				Application	Java
AR	Query	Query	Inquiry AR FAS SQL Query DB (BR30)		On Demand	Medium				
AR	USERCD1CL	User Code 1 Class Maintenance	User Code 1 Class Maintenance			Low				

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
AR	Vendor Exception Report		Billable Project Group/PCA Vendor Code Exception Report	Low	On Demand	Low	PCAs for all project group on web, billing method – bill by project group auto, vendor code exception between web and Project Bill type mainten-ance		Data Warehouse	Cognos
AR	Web GBLR046	Providers with delinquent accounts	Access information from the report or the Web (BR106)	Med	Monthly & On Demand	Low		See PW15		
AR		TTC Scan Transactions Generated Report	Used to reconcile to TTC scanned payments TTC Scan Transactions Generated Report (BR99)	Low	Daily	Low	Invoice Reliever and RF Documents generated by scan process		Interface File & Application	Java
AR		Variance Report	Project Group Billing – Variance Report	Low	Monthly	Medium	Project Group on web, billing method bill by project group auto		Application	Java
AR		COGNOS-Customer Invoice History Report	Report captures customer invoice history including payment and adjustment activity (BR 43)	Med	On Demand	Low	Customer no., invoice, adj, RR, and WO.	Could be the same as GBLR050 (PW114)	Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
AR			Generate common table report listing projects with various project categories for billing purposes. Also used for monitoring to ensure that projects set up as billable by division are followed up and set up appropriately for billing-Common Table Report –Project (BR44)	Med	On Demand and Monthly	Medium	Various project elements ex: PCA and project category		Data Warehouse	Cognos
AR		Invoice Aging Report	Prepare Aging Report of past due invoices monthly and on demand used by Customer Services / Collections, SA, Billing, and various divisions to follow up on delinquent invoices (BR80)	Med	Monthly and On Demand	Low	Unpaid invoices		Data Warehouse	Cognos
AR		Notice of past Due invoices	Prepare Dunning Notices for past due customers (BP49) (AR002)		Monthly	Medium		Sample Notice Provided		
AR/TTC			Generated by TTC used in the reconciliation of TTC scan payments TTC Payments (6901 collection report) and Unidentified TTC Payments (6900 collection reports) (BR98)	Low	Daily	Low			Interface File & Application	Java

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
Divisions	GBDR015	Division Expenditures by OCA/Fund/ Program/PCA	Division Expenditures by OCA, Fund, Program, PCA (BP116)	Very High	Monthly/ On demand	Medium	Fiscal Month (From/ To)/ Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GBDR015B	Division Expenditures by Section/OCA/ Fund/ Program/PCA	Division Expenditures by Section, OCA, Fund, Program, PCA (BP117)	Very High	Monthly/ On demand	Medium	Fiscal Month (From/ To)/ Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GBDR016	Division Expenditures by Fund/Program/ OCA/PCA	Division Expenditures by Fund, Program, OCA, PCA (BP118)	Very High	Monthly/ On demand	Medium	Fiscal Month (From/ To)/ Fiscal Year/ All Fund		Data Warehouse	Cognos
Divisions	GEGR001	Summary of Expenditure by Facility	Summary of Expenditure by Facility-Name (BP119)	Med	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year (From/To)		Data Warehouse	Cognos
Divisions	GEGR001B	Listing of "F" PCAs with No Facility ID	Listing of "F" PCAs with No Facility ID (BP120)	High	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year (From/To)		Data Warehouse	Cognos
Divisions	GEGR002	Summary of Expenditure by Facility-Name by PCA	Summary of Expenditure by Facility-Name by PCA (BP121)	Very High	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year (From/To)		Data Warehouse	Cognos
Divisions	GFMR001	Deputy Director Report - Branch Working Budget to Preliminary Expenditure	Deputy Director Report - Branch Working Budget to Preliminary Expenditure (BP122)	Med	Monthly/ On demand	Medium	Fiscal Month (From/To)/ Fiscal Year/ All PCA		Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
Divisions	GFMR005	Other Detail by Project by Obj Lv 3	Other Detail by Project by Object Level 3 (BP123)	Very High	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year/ All PCA		Data Warehouse	Cognos
Divisions	GFMR006	Equipment Detail by Project by Obj Lvl 3	Equipment Detail by Project by Objec Level 3 (BP125)	Very High	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year/ All PCA		Data Warehouse	Cognos
Divisions	GFMR009	Material Detail by Project by Obj Lvl 3	Material Detail by Project by Object Level 3 (BP126)	Very High	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year/ All PCA		Data Warehouse	Cognos
Divisions	GFMR017	Deputy Director Report - By Fund by OCA	Deputy Director Report - By Fund by OCA (BP127)	High	Monthly/ On demand	Medium	Fiscal Month (From/To)/ Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GFMR020	Expenditure by PCA,OCA,User Code 1	Expenditure by PCA,OCA,User Code 1 (BP128)	Very High	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year/ Project No.		Data Warehouse	Cognos
Divisions	GFMR024	Project Expenditures by PCA/Fund/Prog/ Obj Lvl 2/OCA/Obj Lvl 3	Project Expenditures by PCA, by Fund, by Prog,by Object Level 2, by OCA,by Object Level 3 (BP129)	Very High	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year/ All PCA		Data Warehouse	Cognos
Divisions	GFMR024B	Project Expenditures by Fund/Prog/PCA/ Obj Lvl 2/OCA/Obj Lvl 3	Project Expenditures by Fund, by Prog, by PCA,by Object Level 2, by OCA,by Object Level 3 (BP130)	High	Monthly/ On demand	Low	Fiscal Month (From/To)/ Fiscal Year/ Prog. Title		Data Warehouse	Cognos
Divisions	GFMR060	Expenditure by OCA, by User Code1, by Obj Lvl 2	Expenditure by OCA, by User Code1, by Object Level 2 (BP131	High	Monthly/ On demand	Low	Fiscal Year/ Acct Period (From/ To)		Data Warehouse	Cognos
Divisions	GFMR060B		Expenditure by OCA, by User Code1, by Object Level 2 (Lower Level OCAs) (BP132)	Very High	Monthly/ On demand	Low	Fiscal Year/ Acct Period (From/ To)		Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
Divisions	GFMR202	Deputy Director Report - By OCA by Obj Level 3	Deputy Director Report - By OCA by Obj Level 3 (BP133)	High	Monthly/ On demand	Medium	Fiscal Month (From/To)/ Fiscal year/ All OCA		Data Warehouse	Cognos
Divisions	GFMR202B	Deputy Director Report - By OCA by Section, Obj Level 3	Deputy Director Report - By OCA by Section, Obj Level 3 (BP134)	High	Monthly/ On demand	Low	Fiscal Month (From/ To) /Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GFMR203	Deputy Director Report - By OCA, Fund, Obj Level 3	Deputy Director Report - By OCA, Fund, Obj Level 3 (BP135)	Very High	Monthly/ On demand	Medium	Fiscal Month (From/ To) /Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GFMR205	Deputy Director Report - By OCA, Fund, Program, Obj Level 3	Deputy Director Report - By OCA, Fund, Program, Obj Level 3 (BP136)	Very High	Monthly/ On demand	Low	Fiscal Month (From/ To) /Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GFMR205B	Deputy Director Report - By Section OCA, Fund, Program, Obj Level 3	Deputy Director Report - By Section OCA, Fund, Program, Obj Level 3 (BP137)	Very High	Monthly/ On demand	Low	Fiscal Month (From/ To) /Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GFMR207	Deputy Director Report - By Fund/ OCA/ Program/ Obj Lvl 2/ Obj Lvl 3	Deputy Director Report - By Fund, OCA, Program, Obj Level 2, Obj Level 3 (BP124)	Very High	Monthly/ On demand	Medium	Fiscal Month (From/To)/ Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GFMR217	Deputy Director Report - By Fund, OCA, Obj Level 3	Deputy Director Report - By Fund, OCA, Obj Level 3 (BP138)	Very High	Monthly/ On demand	Low	Fiscal Month (From/ To) /Fiscal Year/ All OCA By Division OCA / Program / Obj Lvl 3		Data Warehouse	Cognos
Divisions	GFMR218	Deputy Director Report - By General Fund Budget Units	Deputy Director Report - By General Fund Budget Units (BP139)	Low	Monthly/ On demand	Low	Fiscal Month (From/ To) /Fiscal Year/ All OCA		Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
Divisions	GFMR219	Deputy Director Report - By General Fund Budget Units by OCA	Deputy Director Report - By General Fund Budget Units by OCA (BP140)	Med	Monthly/ On demand	Low	Fiscal Month (From/ To) /Fiscal Year/ All OCA		Data Warehouse	Cognos
Divisions	GLDR097	Labor Detail, by PCA, by Fiscal Month by Employee	Labor Detail, by PCA, by Fiscal Month, by Employee (BP141)	Very High	Monthly/ On demand	Low	Fiscal Month (From/ To) /Fiscal Year		Data Warehouse	Cognos
Divisions	GLDR103		Non Standard Time Worked by Selected Var / Bns Code by OCA by Employee (Var / Bns=701,702,703,704,705, and 731) (BP142)	Very High	Monthly/ On demand	Low	From Date To Date		Data Warehouse	Cognos
Divisions	GLDR103A		Summary for Non Standard Time Worked (By Division OCA / Hour Type) (BP143)	High	Monthly/ On demand	Low	From Date To Date		Data Warehouse	Cognos
Divisions	GPPR010		Road Maintenance Division -12 Program Study Productivity and Unit Cost Breakdown-Level 4 (BP144)	Very High	Monthly/ On demand	Medium	Fiscal Month (From/ To) /Fiscal Year		Data Warehouse	Cognos
Divisions	GPPR012		Road Maintenance Division -12 Program Study Productivity and Unit Cost Breakdown-By OCA (BP145)	Very High	Monthly/ On demand	Medium	Fiscal Month (From/ To) /Fiscal Year		Data Warehouse	Cognos
Divisions	Web	RINVPLUS	Report captures actual cost detail data by project		On Demand	High	By Project with expenditure detail	Similar to RINV; different version	Data Warehouse	JAVA
Divisions	Web - NPDES Reports	Expenditures by NPDES Categories	National Pollutant Discharge Elimination reporting and allocation system (BP146)	Varies	Monthly/ On demand	Medium		Several Reports: GFMR051	Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
Divisions	Web - Overtime 1		OT w/ All Codes and Callback (BP147)	Med	On-Demand		OCA/ Division	Based on User Security	Data Warehouse	Cognos
Divisions	Web - Overtime 2		OT w/o Callback (BP148)	Med	On-Demand		OCA/ Division	Based on User Security	Data Warehouse	Cognos
Divisions	Web - RINV by OCA	RINV by OCA	Report captures actual cost detail data by project by organization (BP149)	Varies	On Demand	Medium			Data Warehouse	Cognos
Divisions	Web - RINV2	Web - RINV2	Report captures actual cost detail data by project for multiple Projects (BP150)	Varies	On Demand	Medium			Data Warehouse	Cognos
EM	BJPR002	List of PCA with encumbrance and expenditure balances	List of PCA with encumbrance and expenditure balances	Low	On Demand		By PCA or PCAs starting wit a specific letter			
EM	BJPR003	Expenditures and Revenues by Major Projects	Expenditures and Revenues by Major Projects (BR154)	Very High	Monthly		ISF; by Project Group, by PCA			
EM	BLDR083	Labor and Paid / Unpaid Employee Benefits for Direct Projects	Labor and Paid / Unpaid Employee Benefits for Direct Projects (BR155)	High	Monthly		Exp for G/L Accts 4933, 4932 & 4611			
EM	BLDR085	Labor and Employee Benefits for Direct Projects and Indirect Projects	Labor & Employee Benefits for Direct Projects and Indirect Projects	Med	Monthly		By OCA			
EM	DAD1-CAPS		Daily Accounting Distribution Report	Low	On Demand		Summary of documents posted daily	Needed to monitor Interna Service Fund on daily basis		

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
EM	FSCA001		Cost Allocation Proof Run	Very High	Monthly		Pool and Base distribu-tion by Fund, OCA, GL Acct, OL3, %, & amount	Actual cost allocation distribution before cost allocation posting	Application	Java
EM	FSCA002		Cost Allocation Post Run	Very High	Monthly		Pool and Base distribn by Fund, OCA, GL Acct, OL3, %, amount, and Doc #	Actual cost allocation with CA Doc # and T-codes	Application	Java
EM	FSCA003		Cost Allocation Proof Run Reconciliation	Low	Monthly		Cost Alloc Project Group by Pool PCA, Program, exp & rev	Pool summary of cost allocation distribution before posting	Application	Java
EM	FSCA004		Cost Allocation Post Run Reconciliation	Low	Monthly		Cost Alloc Project Group by Pool PCA, Program, exp & rev, and Doc #	Pool summary of cost allocation distribution after posting	Application	Java
EM	FSCA005		Cost Allocation Proof Run Summary by Fund by GL Account	Low	Monthly		Fund by Program by GL Acct by Debit & Credit Amt		Application	Java
EM	FSCA006		Cost Pool Charges by Month & Year-to-Date (Sorted by Division, Group, & Pool PCA)	Med	Monthly		Sorted by Division, Group, & Pool PCA		Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
EM	FSISF01	ISF Indirect Costing Report	Captures costing document summary by Objects	Med	Monthly		Details Costing Documents by Minor Objects			
EM	FSMI001A	Material Issues	Material Issues, Issue Document, Quantity Issued, Markup Amount, Unit Cost, and Transaction Amount (BR184)	Very High	Monthly	Low	BY FISCAL YEAR, FISCAL MONTH, DOC NO. AND AMT.		Data Warehouse	Cognos
EM	FSMR001A	Materials Returned	Materials Returned, Material Return Document No., Issue Document, GL Acct, Quantity Returned, Markup Amount, Unit Cost, and Transaction Amount (BR185)	Med	Monthly	Low	BY FISCAL YEAR, DOC NO. AND AMOUNT		Data Warehouse	Cognos
EM	GCBR026	Summary of Charge Item Code by G/L Acct 9922	Summary of Charge Item Code by Month by G/L Acct 9922 by Transaction Codes 617 - Chargeback Expense, and 622 - Chargeback Road Permits (BR189)	Med	Monthly	Low	G/L Acct 9922, T Codes 617 & 622		Data Warehouse	Cognos
EM	GFMR059	Deputy Director Report – By Division OCA / Program / Obj Lvl 2 / Obj Lvl 3 / PCA	Deputy Director Report capturing Working Budget, Pre Encumbrance, Encumbrance, Current / YTD Expenditure, Available Budget By Division OCA / Program / Obj Lvl 2 / Obj Lvl 3 / PCA (BR190)	Very High	Monthly	Monthly	By Division OCA / Program / Obj Lvl 2 / Obj Lvl 3 / PCA		Data Warehouse	Cognos
EM	GFMR093		Pool/Base Definitions		Monthly	Low			Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
EM	GFMR111A	Department Overhead Charges	Department Overhead Charges unde Indirect PCAs in Fund B04, excluding Project Group J5000 & J5100 for Cost Allocation (GFMR111A) - Report captures Expenditures (G/L Acct. No. 9922 & 9924) and Revenue (G/L Acct. No. 9931) (BR191)	High	Monthly	Low	Fund B04 by Project Group (excluding Proj Grp J5000 & J5100); G/L Accts 9922, 9924 & 9931; PCA Typ=I; Program IS51 & IS62		Data Warehouse	Cognos
EM	GFMR112A	Department Overhead Charges Summary	Department Overhead Charges Summary for Indirect PCAs in Fund B04, excluding Project Group J5000 & J5100 for Cost Allocation (GFMR112A) - Report captures Expenditures (G/L Acct. No. 9922 & 9924) and Revenue (G/L Acct. No. 9931) (BR192)	Low	Monthly	Medium	Fund B04 by Project Group (excluding Proj Grp J5000 & J5100); G/L Accts 9922, 9924 & 9931; PCA Typ=I; Program IS51 & IS62		Data Warehouse	Cognos
EM	GFMR113	Cost Allocation Charges	Cost Allocation charges by General Reporting Categories	High	Monthly		Project Groups J5000, J5100, J5110, J5050, J9001 (Cost Allocation Pool Project Groups) by GRC and revenue	Division use to analyze cost allocation charges		

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
EM	GISR003	Indirect Cost Rate Analysis - Equipment Rates	Indirect Cost Rate Analysis for Equipment Rate - Report reflects expenses to Direct / Indirect PCAs, Revenue to ISF, equipment usage reported, & Actual / System equipment rates (BR193)	High	Monthly	Medium	By Major Class, Minor Class, Project group.		Data Warehouse	Cognos
EM	GLDR061	Indirect Expenditures by Project Group, Object Level 2, and Object Level 3	Indirect Expenditures by Project Group, Object Level 2, and Object Level 3 for Indirect Cost Proposal (ICP) rates (BR194)	Very High	Monthly	Medium	By OCA, By Employee Name and Number		Data Warehouse	Cognos
EM	GLDR085	Loaded Rates by OCA by Employee	Provides breakdown of each employee's salary, applied employee benefits and applied overhead to determine the "fully loaded" rate per employee	High	Monthly		By employee			
EM	Inquiry		Equipment Usage Inquiry (EM016)			Medium		By equipment No.		
EM		Equipment Usage Inquiry	Equipment Usage Inquiry	Low	Ad Hoc					

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
EM			Cognos Report to list project cost breakdown for the user specified period. Report to also have the summary totals at the bottom. This will be used for cost analysis and fee studies. The report will potentially have parameters to allow the user to specify date ranges, accounting periods, projects, etc. The screens in eCAPS have the details but not the summary amounts.(EM007)		On Demand	Medium		See FAS inquiries: PYC Expenditure Transaction Analyzer, PYC Expenditure Analyzer, and Project Budget Control Inquiry	Data Warehouse	Cognos
RM	GDTR054A	Billable Project Deposits 2462 (Detail)	Ability to generate report for deferred revenue and maintain detailed history of deposit transactions for user-specified periods (BP237)	High	On Demand and Monthly	Medium			Data Warehouse	Cognos
RM	GDTR054B	Billable Project Deposits 2462 (Summary)	Ability to generate report for deferred revenue and maintain detailed history of deposit transactions for user-specified periods (BP237)	High	On Demand and Monthly	Medium			Data Warehouse	Cognos
RM	GDTR054C	Trust Deposits (Detail)	Ability to generate report for trust and maintain detailed history of deposit transactions for user-specified periods (BP237)	High	On Demand and Monthly	Medium			Data Warehouse	Cognos

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
RM	GDTR054D	Trust Deposits (Summary)	Ability to generate report for trust and maintain detailed history of deposit transactions for user-specified periods (BP237)	High	On Demand and Monthly	Medium			Data Warehouse	Cognos
RM	GDTR054F	Billable Project Deposits w/ Closed PCAs	Ability to generate report for deferred revenue and maintain detailed history of deposit transactions for user-specified periods (BP237)	High	Monthly and On Demand	Medium			Data Warehouse	Cognos
RM	MCD1	Reconciliation of deposits and revenue	Ability to reconcile deposit report against Cashier's daily deposit log (BP235)	High	On Demand and Monthly	Medium		By Month & Year-to-Date	Data Warehouse	Cognos
RM	Query	NSF Control Log	Report needed to list all JVCT documents that have a reason code indicating NSF (EM003)	High	Monthly & On Demand	Low		Many fields are manual input	Data Warehouse	Cognos
RM		Refund Log	Report needed to list all TWR, RF document Transactions	High	On Demand			Currently Created in Excel		
RM		Solid Waste Monthly Cash Balance report	Report 2 – Schedule 1: Cash Balance report for month that lists the collected amount and the period in which collected (RM003)	Low	Monthly	Low	Fund GD1	Currently created in Excel		
RM		Solid Waste Year to Date Invoice	Report 3 – Schedule 2: Year to Date Invoice Payments Received (RM003)	Low	Monthly	Low	Fund GD1	Currently created in Excel		
RM		Solid Waste Monthly Invoice Payment Status	Report 4 – Schedule 3: Invoice Payment Status (days late, zero payment, no resp) broken down for each month (RM003).	Low	Monthly	Low	Fund GD1	Currently created in Excel		

Appendix F-7 - Reports

Fiscal/Divisions Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
RM		Solid Waste Year to Date Invoice Payments Received	Report 5 – Schedule 4: Year to Date Invoice Payments Received. Same as schedule 2 except it is for YTD (RM003).	Low	Monthly	Low	Fund GD1	Currently created in Excel		
RM		Solid Waste Year to Date Invoice Payment Status	Report 6 – Schedule 5: Invoice Payment Status (days late, zero payment, no resp) broken down for each month. Same as schedule 3 except that is for YTD (RM003).	Low	Monthly	Low	Fund GD1	Currently created in Excel		
RM		Refund Warrant Cancellation	Report needed to list all TWR, RF document Transactions with a reason code	Low	On Demand			Currently Created in Excel		
RM		Solid Waste Customer Invoice Report	Solid Waste Management Fund Reports that are currently tracked and produced in Excel Report 1 – Lists the Customer Name and the details from the invoice and the amount and the date invoice paid and if any late fee was assessed.	Med	Monthly	Low	Fund GD1	Currently created in Excel		
Count	**140**									

Appendix F-7 - Reports

Payroll Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
PR	5361	SUPPLEMENTAL-UNDISTRIBUTED GENERATOR		High	Semi-Monthly		None			
PR	5362	SUPPLEMENTAL-UNDISTRIBUTED GENERATOR		Low	Semi-Monthly		None			
PR	5363	SUPPLEMENTAL-UNDISTRIBUTED GENERATOR		Low	Semi-Monthly		None			
PR	5365	ADJ SUPPLEMENTAL-UNDISTRIBUTED REVERSAL		Low	Semi-Monthly		None			
PR	5366	ADJ SUPPLEMENTAL-UNDISTRIBUTED REVERSAL		Low	Semi-Monthly		None			
PR	5368	ADJ SUPPLEMENTAL-UNDISTRIBUTED REPOSTING		Low	Semi-Monthly		None			
PR	5369	ADJ SUPPLEMENTAL-UNDISTRIBUTED REPOSTING		Low	Semi-Monthly		None			
PR	5411	ACTUALS GENERATOR ACTIVITY		Very High	Semi-Monthly		None			
PR	5412	ACTUALS GENERATOR ACTIVITY		Low	Semi-Monthly		None			
PR	5413	ACTUALS GENERATOR ACTIVITY		Low	Semi-Monthly		None			
PR	5414	ADJ ACTUALS GENERATOR REVERSAL ACTIVITY		High	Semi-Monthly		None			
PR	5415	ADJ ACTUALS GENERATOR REVERSAL ACTIVITY		Low	Semi-Monthly		None			
PR	5416	ADJ ACTUALS GENERATOR REVERSAL ACTIVITY		Low	Semi-Monthly		None			
PR	5417	ADJ ACTUALS GENERATOR REPOSTING ACTIVITY		Very High	Semi-Monthly		None			
PR	5418	ADJ ACTUALS GENERATOR REPOSTING ACTIVITY		Low	Semi-Monthly		None			
PR	5419	ADJ ACTUALS GENERATOR REPOSTING ACTIVITY		Low	Semi-Monthly		None			

Appendix F-7 - Reports

Payroll Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
PR	5433	SERVICE UNITS GENERATOR		Low	Semi-Monthly		None			
PR	5435	ADJ SERVICE UNITS REVERSAL		Low	Semi-Monthly		None			
PR	5436	ADJ SERVICE UNITS REVERSAL		Low	Semi-Monthly		None			
PR	5438	ADJ SERVICE UNITS REPOSTING		Low	Semi-Monthly		None			
PR	5439	ADJ SERVICE UNITS REPOSTING		Low	Semi-Monthly		None			
PR	5441	LABOR TRANSACTION SUMMARIZATION		Very High	Semi-Monthly		None			
PR	5444	ADJ LABOR TRANSACTION SUMMARIZATION		Very High	Semi-Monthly		None			
PR	Employee List	DPW Employees		Med	On-Demand		None			
PR	GLDR103J	Non standard Time Worked By Selected Var/Bns Code By OCA By Employee		High	On-Demand		Variance/Bonus Code = 701, 702, 703, 704, 705, 731 and 747			
PR	LDMR101	Summary Overtime Report by Division Over **xxx** Hours		Med	On-Demand		> xxx Hours	xxx= parameter entered for Max Hours		
PR	LDMR101-CA	Summary Overtime Report by Division Over **xxx** Hours		Med	On-Demand		> xxx Hours	xxx= parameter entered for Max Hours		
PR	LDMR101-CAB	Summary Overtime Report by Division Over **xxx** Hours		Med	On-Demand		> xxx Hours	xxx= parameter entered for Max Hours		

Appendix F-7 - Reports

Payroll Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
PR	LDR200	Timesheets by TKU (Time Keeping Unit)		Med	On-Demand		TKU	TKU entered on parameter		
PR	LDR340	Employees without Time		Low	On-Demand		None			
PR	LDR360	Employee Hours Variance Report		Med	On-Demand		None			
PR	LDR380	Hour Type Report		Med	On-Demand		All Codes			
PR	LDR380-018	Hour Type Report		Low	On-Demand		Exception/Hour Type = 018			
PR	LDR380-024	Hour Type Report		Low	On-Demand		Exception/Hour Type = 024			
PR	LDR380-024-043	Hour Type Report		Low	On-Demand		Exception/Hour Type = 024 & 043			
PR	LDR380-025	Hour Type Report		Low	On-Demand		Exception/Hour Type = 025			
PR	LDR380-033	Hour Type Report		Low	On-Demand		Exception/Hour Type = 033			
PR	LDR380-076-078	Hour Type Report		Low	On-Demand		Exception/Hour Type = 076 & 078			
PR	LDR380-150	Hour Type Report		Low	On-Demand		Exception/Hour Type = 150			
PR	LDR380-153-157	Hour Type Report		Med	On-Demand		Exception/Hour Type = 153 & 157			
PR	LDR380-531	Hour Type Report		Med	On-Demand		Exception/Hour Type = 531			
PR	LDR380-701-705	Hour Type Report		Med	On-Demand		Exception/Hour Type = 701 & 705			
PR	LDR380-705	Hour Type Report		Low	On-Demand		Exception/Hour Type = 705			

Appendix F-7 - Reports

Payroll Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
PR	LDR380-801	Hour Type Report		Low	On-Demand		Exception/Hour Type = 801			
PR	LDSR100	No Pay Absences		Med	On-Demand		None			
Count	**45**									

Appendix F-7 - Reports

pwfinsys Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
	BJPR002		Expenditure and Encumbrance Status by PCA							
	EDS7060G		Encumbrance Document Status							
	EDS7070		Encumbrance Document Status							
	FSCO001		eCAPS Change Order Visibility Report							
	FSECAPS01		Accounts Payable – Document Status							
	FSECAPS02		Journal Voucher – Document status							
	FSFEMA01		Accounting Progress and Final Accounting Report							
	FSFEMA02		FEMA Eligible report							
	FSGAED02		eCAPS GAED Interface							
	FSPR001		Pending Requisitions							
	FSREVS001		eCAPS Revenue Extract (R002, R003, R023, R024)							
	FSREVS001CP		Ecaps CP Revenue Extract (R002, R003, R023, R024)							
	GBLR070A-CP02		Manual Detail Billing Report – Capital/CAPS Projects (Detail)					Separate report fomat w/ export to Excel		
	GBLR070A-CP02		Manual Detail Billing Report – Capital/CAPS Projects (Summary)					Separate report fomat w/ export to Excel		

Appendix F-7 - Reports

pwfinsys Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
	GBLR070A-CP04		Manual Detail Billing Report – Capital/CAPS Projects (Detail)					Separate report fomat w/ export to Excel		
	GBLR070A-CP04		Manual Detail Billing Report – Capital/CAPS Projects (Summary)					Separate report fomat w/ export to Excel		
	GBLR070A-CP05		Manual Detail Billing Report – Capital/CAPS Projects (Detail)					Separate report fomat w/ export to Excel		
	GBLR070A-CP05		Manual Detail Billing Report – Capital/CAPS Projects (Summary)					Separate report fomat w/ export to Excel		
	GBLR070A-CP06		Manual Detail Billing Report – Capital/CAPS Projects (Detail)					Separate report fomat w/ export to Excel		
	GBLR070A-CP06		Manual Detail Billing Report – Capital/CAPS Projects (Summary)					Separate report fomat w/ export to Excel		
	GDSR006A		Expenditure Detail – by Project Group by Fund by PCA							
	GDSR006B		Expenditure Detail – by Project Group by Fund							
	GDSR006C		Expenditure Detail – by Project Group by Fund by Object level 2							
	GDSR006D		Expenditure Detail – by Project Group by Fund by Program							

Appendix F-7 - Reports

pwfinsys Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
	GDSR006E		Expenditure Detail – by Project Group by Fund by Program by PCA							
	GDSR006F		Expenditure Detail – by Project Group by OCA for Overtime (701,703,704, 747)							
	GDSR006G		Expenditure Detail – by Project Group by OCA By Fund							
	GDSR006H		Expenditure Detail – by Project Group by OCA by Object level 2							
	GDSR006I		Expenditure Detail – by Project Group by Fund by Object level 2							
	GDSR006J		Expenditure Detail – by Project Group by Fund for Overtime (701,703,704, 747)							
	GFMR050		NPDES % PRPJECT EXPENDITURES							
	GZZR091		Invoice Status by Vendor/PCA							
	LDMR100		Monthly Overtime Report – Hour Types 701, 703, 704, 705, 747							
	LDMR380		Hour Type Report – Exception Code							
	LDMR380-701		Hour Type Report - 701							
	LDR340		Employees without Time							
			Acceptance of Donated Infrastructure Asset Inquiry							
			Accounting Event by PCA							
			Automatic Billing – PCAs associated with ‘SA Doc’							
			Average Absenteeism rate per Day							

Appendix F-7 - Reports

pwfinsys Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
			Blanket purchase Order Report – Detail by BPO Number & Purchasing Department							
			Blanket purchase Order Report – Summary by BPO Number							
			Category Table Report							
			CCR Amount DOWNLOAD							
			CDBG Expenditure Report							
			Chargeback DOWNLOAD							
			Chargeback_PTS DOWNLOAD							
			CONTRACT PAYMENT DOWNLOAD							
			CONTRACT PAYMENT_PTS DOWNLOAD							
			Detail Infrastructure Asset payment by Network by Fund							
			DMS REPORTS							
			DPW program table Report							
			Employees without Time							
			EQUIPMENT DOWNLOAD							
			EQUIPMENT_PTS DOWNLOAD							
			Expenditure/ Revenue by Object Level 3 by Fiscal Year							
			FAMILY LEAVE – Tracking number of hours worked by employee							
			FAS Error Report							
			GDSR Extract							

Appendix F-7 - Reports

pwfinsys Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
			Infrastructure Asset payment by Fund							
			Infrastructure Contract Expense fact Sheet Inquiry							
			Invalid Program Report							
			Invoices - Detail							
			Invoices – Project List							
			Invoices - Summary							
			Invoices- DPW Use Only							
			ITEM HISTORY							
			Labor Corrections by Division							
			LABOR_MAIN DOWNLOAD							
			LABOR_MAIN_PTS DOWNLOAD							
			LABOR_SUBRPT DOWNLOAD							
			LABOR_SUBRPT_PTS DOWNLOAD							
			List of Outstanding FAS work requests							
			List of Outstanding Job Tickets							
			MATERIAL DOWNLOAD							
			MATERIAL_PTS DOWNLOAD							
			MISC DOWNLOAD							
			MISC_PTS DOWNLOAD							
			Narrative Authority Report							
			Non-Stock Orders by purchasing Dept.							

Appendix F-7 - Reports

pwfinsys Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
			NPDES State Reporting Categories							
			NPDES State Reporting Definition							
			Open POs by Buyer					**Dup of PW361**		
			Open POs by Vendor					**Dup of PW360**		
			Open Requisitions for Fixed Assets							
			Pending Purchase Order for ITD							
			Performance Category Table Report							
			Performance Program Group Table Report							
			Performance Program Translation Report							
			Program Group Table Report							
			Program Translation report							
			Project Group Billing - Project							
			Report Card by Division, Fund, Performance Category, and Program							
			Report Card by Fund, Performance Category, and Program							
			Report Card by Performance Category, Program and Division							
			Summary of FAS Error Report							
			Timesheet Adjustment Not Closed							

Appendix F-7 - Reports

pwfinsys Legacy Systems-FAS Reports

Area	FAS Report Reference	Report Name	Purpose/ Description	Volume	Frequency	Expected Complexity	Selection Criteria	Comments	Data Source	Java or COGNOS?
			Transfer In Pick List							
			Transfer Out Pick List							
			Warehouse Stock							
			Web User Security Report							
			Work Location Table							
Count	**102**									

(This Page Intentionally Left Blank)

Appendix G-7 – Business Processes

(This Page Intentionally Left Blank)

Appendix G-7 – Business Processes

Business Module / Area	Business Function
Accounts Payable	Encumbrances Expenditures
Accounts Receivable	Project Setup Customer Setup Manual Billing Collection Automatic Billing Billing/Revenue Inquiry
Expenditure Management	Project Setup Direct Expenditure Material Issue Costing Recording Usage for Labor and Equipment Standard Costing for Labor and Equipment Overhead Costing for Labor Cost Allocation Fuel Usage Expenditure Inquiry
Revenue Management	Cash Receipt Reclassification of Collected Deposits Automatic Relieving of Invoices Automatic Refund Billing/Revenue Inquiry
Time Collections	Timesheet entry Interface of Labor, Equipment, Work Units to Financial

Exclude other areas:

- Budget (budget prep, encumbrance approval, reporting/inquiry);
- Procurement (requisition, PO, receiving, inquiry);
- Inventory Management (materials issue, requisition, PO, receiving, inquiry);
- Asset Management (Capital Assets).

(This Page Intentionally Left Blank)

Appendix H-7 – System Performance and Transaction Volumes

No changes required to this Appendix for eCAPS Phase III – Subproject 7.

Please refer to Appendix H of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Appendix I-7 – Subproject Architecture and Schematic

(This Page Intentionally Left Blank)

1. Introduction

The County is currently in Phase II of its Accounting and Purchasing System (eCAPS) Project, a countywide implementation of the AMS Advantage® suite of products. Phase I encompassed the upgrade to AMS Advantage Financial Management Release 3. Phase II includes the implementation of the Materials Management functionality (Procurement Professional, Asset Management and Inventory Management) and Budget Preparation functionality. Phase II also includes the implementation of the Time Collection functionality of AMS Advantage HRM Management Release 3. This eCAPS Phase III Subproject 7 expands the use of eCAPS to the County of Los Angeles Department of Public Works (DPW) and implements additional functionality for eCAPS that will allow DPW to retire its existing Financial Accounting System (FAS).

All of the functionality and modules described thus far are part of the AMS Advantage solution family and follow the same technical architecture and infrastructure deployed during Phase I and Phase II.

This Appendix is based on the Technical Specifications deliverable developed during the eCAPS Phase II Legacy Systems Analysis Subproject 5. Best efforts were made by both the County and CGI-AMS during that Subproject to identify the factors that would require additional computing resources.

This Appendix will focus on the following areas for the AMS Advantage Financial Management components for Subproject 7.

- Describe the transaction volume analysis conducted during the eCAPS Phase II Legacy Systems Analysis subproject for validation during this Subproject 7 and input into hardware sizing and specifications to support Subproject 7;
- Provide a high-level overview of the current eCAPS technical infrastructure and County's network architecture to be augmented to support Subproject 7;
- Outline the <u>incremental</u> hardware and infrastructure resource requirements needed to support eCAPS Phase III - Subproject 7 implementation; and
- Document additional technical assumptions not already captured in Appendix M-7 (Subproject Assumptions).

This Appendix does not outline the expected transaction volumes, technical architecture, nor the incremental hardware resources required to support the Time Collection functionality rolled out during Subproject 2 or planned to be rolled out during Subproject 8. Please refer to Appendix I-6 (Subproject Architecture and Schematic) for Subproject 6 for the sizing requirements to support the rollout of Time Collection functionality to DPW.

This Appendix does not outline the expected reporting volumes, technical architecture, nor the incremental hardware resources required to support Cognos reporting requirements for this Subproject 7. This capacity planning exercise was conducted by

Cognos and the County's Chief Information Office as a parallel activity to eCAPS Phase II. The County is currently deploying additional capacity to support Cognos reporting as it relates to eCAPS subprojects.

Accordingly, the impact on the size of the eCAPS Financial Data Warehouse is unknown until a firmer understanding of reporting requirements is obtained by the County during the Create Phase of this Subproject 7 For the purpose of this Appendix, it is assumed that there may be upwards of a 25% increase in storage capacity to accommodate additional data to support additional reporting requirements.

2. Transaction Volume Analysis

The following table summarizes the analysis for DPW's data volume proposed under the new eCAPS environment and is followed by additional supporting information and assumptions. The volume analysis and related assumptions are based on the AMS Advantage Sizing Questionnaire completed by the County during Subproject 5.

AMS Advantage Financial Management	
Total Users: AMS Advantage Financial Management	1,344
Estimated Concurrent Users: AMS Advantage Financial Management	350
Estimated Documents per month: AMS Advantage Financial Management	31,500
Percent of Documents processed Online: AMS Advantage Financial Management	20%
Years of Data Maintained Online: AMS Advantage Financial Management	6
Peak number of Documents processed online	2,000
Peak number of Documents processed offline	100,000

There will be a total of 1,344 additional eCAPS users. CGI-AMS assumes that there will be no more than 350 additional concurrent users (26%) at DPW; a concurrent user is an eCAPS application user that is signed on to the eCAPS system and is actively performing work, which may include user interface (UI) navigation, think (review) time, data entry time, and submission of new requests (transactions).

378,000 medium/complex additional eCAPS transactions processed per year (1,500 per day based on a 21 days work month). This volume is assumed for business transactions with an additional assumption of 12.5 accounting lines per document. The peak number of document processed online in a day will be 2,000. The majority of the documents will be processed between 8-10 am and 2-3 pm.

The peak number of these documents processed during an eCAPS offline cycle will be 100,000. These high volume documents will not be scheduled for processing during the peak offline cycles for eCAPS, e.g., Welfare Auto Payments. Instead, these high volume documents will be scheduled for processing over the weekend or during the non-peak eCAPS offline cycles.

20% of the document type transactions will have an average of 1MB of attachments.

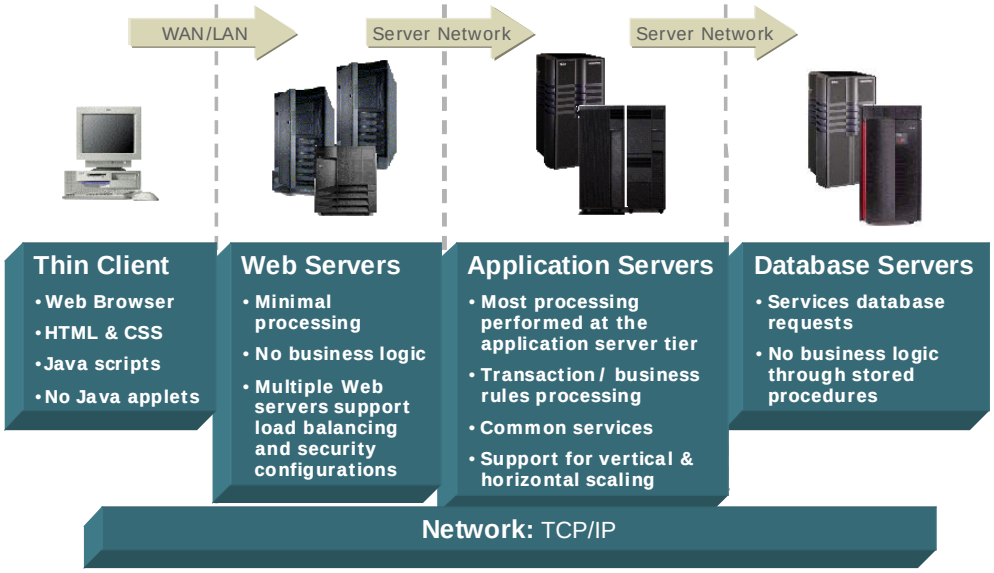
The following table lists the jobs that will likely increase the transaction volume and the batch cycle window:

Batch/Chain Jobs	Frequency	Comment
Expenditure Management/ Cost Accounting		
Fuel Interface to eCAPS	Monthly	IETFU (clone of IET) documents loaded
Cost Allocation Process	Monthly	CA and IETCA will be created
Reclassification	On request	Modification document for the original expense/charge document
Labor & Equipment Cost	Daily	On the daily run chargeback and equipment will be costed. On a monthly run, labor will also be costed. Therefore, the transactions volume will be much higher on the monthly run.
Fleet Management interface to eCAPS	Daily	Work Orders will be loaded
MRO Interface to eCAPS	Daily	Work Orders will be loaded
Account Receivable		
Reimbursement Selection	Daily	CH documents for Back End Split
Reimbursement Output	Monthly	RE documents will be created for auto billed projects
Auto Revenue Recognition	Monthly	New job - Mod JVCT will be created and loaded
Invoice creation	Daily	The volume of DPW invoices, will be putting an additional load on the Unix box that runs the job, as well as the Windows box that merges the dat files with the Adobe form
Generate Write Off	Daily	WO documents will be created
Generate Collection	Daily	CL documents will be created
Issue Payment for Unreserved Credit Balance	Weekly	GAX documents will be created
Revenue Management		
TTC Scan Interface	Daily	Creating DP and JVCT

3. Technical Architecture Overview

3.1 eCAPS Logical Architecture

The eCAPS technical architecture employs a multi-tiered architecture that separates presentation, business logic, database, and other services into logical components. eCAPS Phase III Subproject 7 will operate in the same eCAPS target environment. The following diagram defines this high-level logical technical architecture for eCAPS Phase III for illustration purposes only. A description of each tier and how they are currently deployed for eCAPS follows.



3.1.1 Thin Client

eCAPS leverages the thin client architecture of AMS Advantage with the client being a workstation that supports a compliant Web browser such as Microsoft Internet Explorer or Netscape Navigator. Clients consist of end users accessing eCAPS through the Intranet or via the VPN.

3.1.2 Web Servers

The AMS Advantage 3 solution for eCAPS supports two types of Web Servers: public access (Internet) and private access (Intranet). The users connect to eCAPS from their Web browser to the Web server. The public access Web servers will normally reside within a DMZ to securely isolate external Internet traffic from the County's internal networks.

Internal eCAPS users will access eCAPS functions through the private access Web server(s); it resides within the County's Intranet. IBM HTTP Server is used as the eCAPS Web servers. An incoming eCAPS request is routed to one of the eCAPS Intranet Web servers, as determined by the CISCO load-balancing

switch. The Web server performs minimal processing. It is primarily used to direct user requests to the appropriate application servers within the eCAPS IBM WebSphere domain.

3.1.3 Application Servers

The eCAPS application servers use the IBM WebSphere Advanced Edition and the AMS Advantage 3 Financial Management software for Financial and Materials Management, AMS Advantage 3 HRM Software for Time Collection and CGI-AMS Performance Budgeting for Budget Preparation. The application server represents the largest amount of processing when compared to the Web server and database server logical tiers. All transaction processing occurs at the application server level. While a single application server may be configured within a single server (LPAR), multiple “clones” (IBM WebSphere terminology for a “logical server”) may be configured to take advantage of all of the system resources (i.e., processor and memory) available within the server (LPAR). For Web/application production servers, a single eCAPS application instance will be installed. Certain non-production application servers may have multiple eCAPS application instances representing different versions such as in system test where one version may be in final system test while a new version is being prepared for system test. Additionally, there may be non-production application servers that may include multiple application instances of the same version but using different databases. For example, the training environment may have one application used for a particular training session while another application (same version) is being used to setup data for a different training session, requiring a different database.

3.1.4 Database Server

The Oracle 9i DBMS is used as the database server platform for eCAPS. There are separate database servers for production and non-production usage. The non-production database servers support all non-production uses, such as training, system testing, UAT and development. Additionally, there is a mirrored backup database server used for fail over processing to maintain system availability.

3.1.5 Other Servers

As part of the CGI-AMS solution, other servers are used to support other application functions including:

- Forms printing (Adobe Central Pro) – Adobe Central Pro is a forms processing server that provides services for merging eCAPS application data into pre-defined forms for distribution. The Adobe Output Designer is a Windows-based GUI tool used for developing and maintaining form designs used by eCAPS. The Adobe Central Pro server is deployed using

Windows 2003 Server. As part of a parallel Phase II activity, ISD is investigating the benefits of moving Adobe Central Pro to the AIX platform.

- Extract Transform Load (ETL) services through Pervasive Data Integrator (PDI) – PDI can support a wide variety of data formats, including the AMS Advantage XML standard. The PDI Integration Studio is windows-based and is licensed by developer. The PDI Engine is licensed by server and by multi-threaded capabilities. The County has implemented the multi-threaded AIX version for production and the AIX single server version for non-production environments for development and testing.

3.2 eCAPS Hardware, LPAR and Network Configuration

This section provides the hardware and configuration implemented for eCAPS. The implemented environment supports the processing requirements for Phase I as demonstrated through performance tests conducted during the implementation of eCAPS Phase I. The hardware configuration depicted reflects the current production and non-production environments implemented at Los Angeles County. This does not necessarily include any changes as implemented for Phase II Materials Management subproject as this subproject is still in progress.

The County has implemented eCAPS using two IBM pSeries 690 (p690) and one IBM P5 System (p5-595) AIX servers for the Intranet Web servers, application servers and database servers. The two IBM pSeries 690 ("p690") AIX servers, each configured with a 32-way (maximum of 32-way) configuration using the 1.9 GHz Power4+ chip and 128 GB of memory. AIX is IBM's brand of the Unix operating system. The one IBM P5 System (p5-595) is configured with 32-way (maximum of 64-way) using 1.65 GHz Power5 chip and 256 GB of memory.

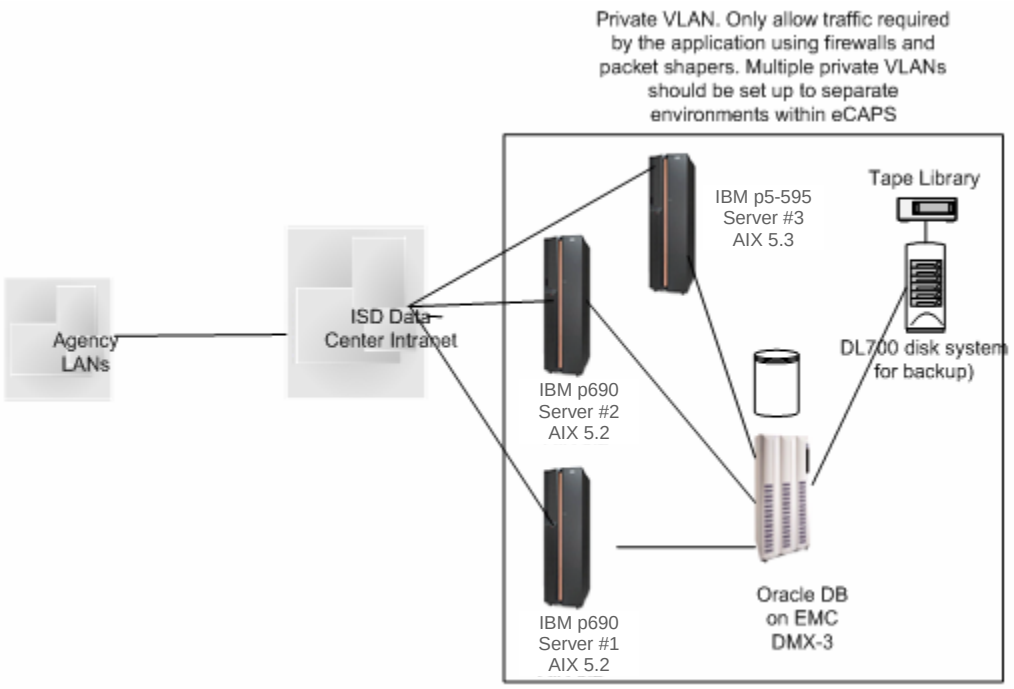
The p5 595 is the latest IBM eServer P5 Servers that support Server Virtualization through micro-partitioning and virtual I/O. The p5 595 has the same architecture and benefits as those outlined above for the p690, with the additional capability of micro-partitioning and virtual I/O when implemented with AIX 5.3. Micro-Partitioning allows a single processor to be shared by up to 10 partitions and supports up to 254 such partitions. Virtual I/O Supports the I/O needs of each LPAR without having to dedicate separate I/O slots for network connections and storage devices for each LPAR. This allows the County to boot and run the LPAR from Virtual SCSI devices and achieve network connections using the Virtual Ethernet and Shared Ethernet Adapter.

While eCAPS would represent multiple physical servers under a traditional configuration, only two physical servers are actually used for core processing (Intranet Web servers, application servers, and database servers). The p690 servers are configured with multiple LPARs to support multiple production application servers (fail over and load balancing) and multiple application instances (i.e., user acceptance test application, training applications, etc.) An LPAR behaves as though it is a physical server, complete with its own processors, memory, internal disk drives, and network

interface cards (NIC). Any excess processing capacity can be logically assigned to an LPAR as the need arises without physical intervention.

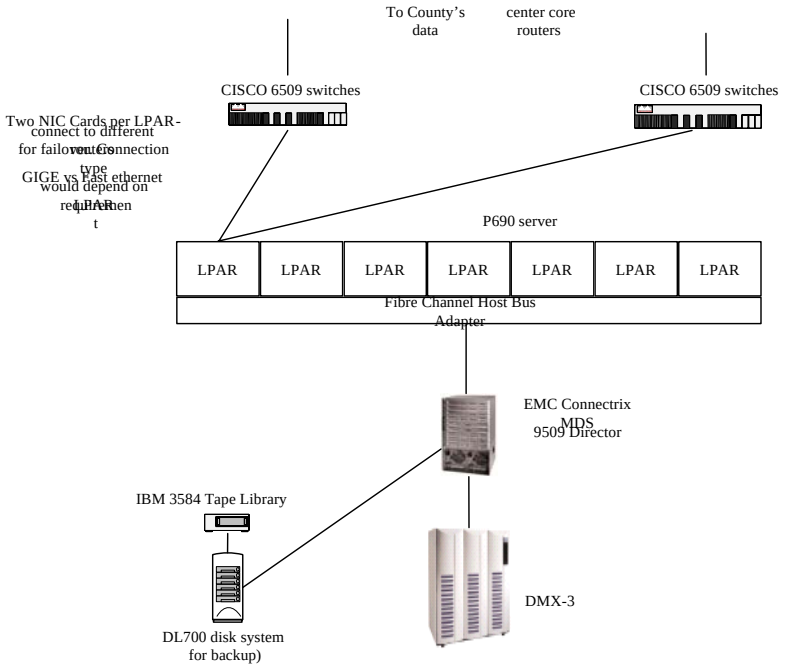
Non-Unix servers are used in the eCAPS production system configuration for specific tasks, such as Windows 2003 Servers to support form/print requests using Adobe Central Pro. Windows 2000 Servers are also used as part of the eCAPS non-production environment (e.g., for software version control management).

As depicted in the illustration below, the eCAPS servers are installed within a private VLAN. Users that access eCAPS from the agency LANs should pass through a firewall. The firewall is used to restrict network traffic to those required by eCAPS. The two p690 and one p5-595 servers contain multiple internal high-speed disk drives for system and application software files. These internal drives are not used to store eCAPS application data (i.e., the Oracle databases). eCAPS uses a storage area network (SAN) for supporting the eCAPS database. EMC Symmetrix storage systems (DMX-3) are used for the eCAPS SAN. eCAPS data will be backed up using Business Continuance Volumes (BCV's) from EMC and Tivoli Storage Manager (TSM) from IBM. The BCV backups are internal in the Symmetrix storage system. The TSM backups are stored on both EMC Clariion Disk Library 700 system and on tape in an IBM 3584 tape library using LTO-2 drives and media.



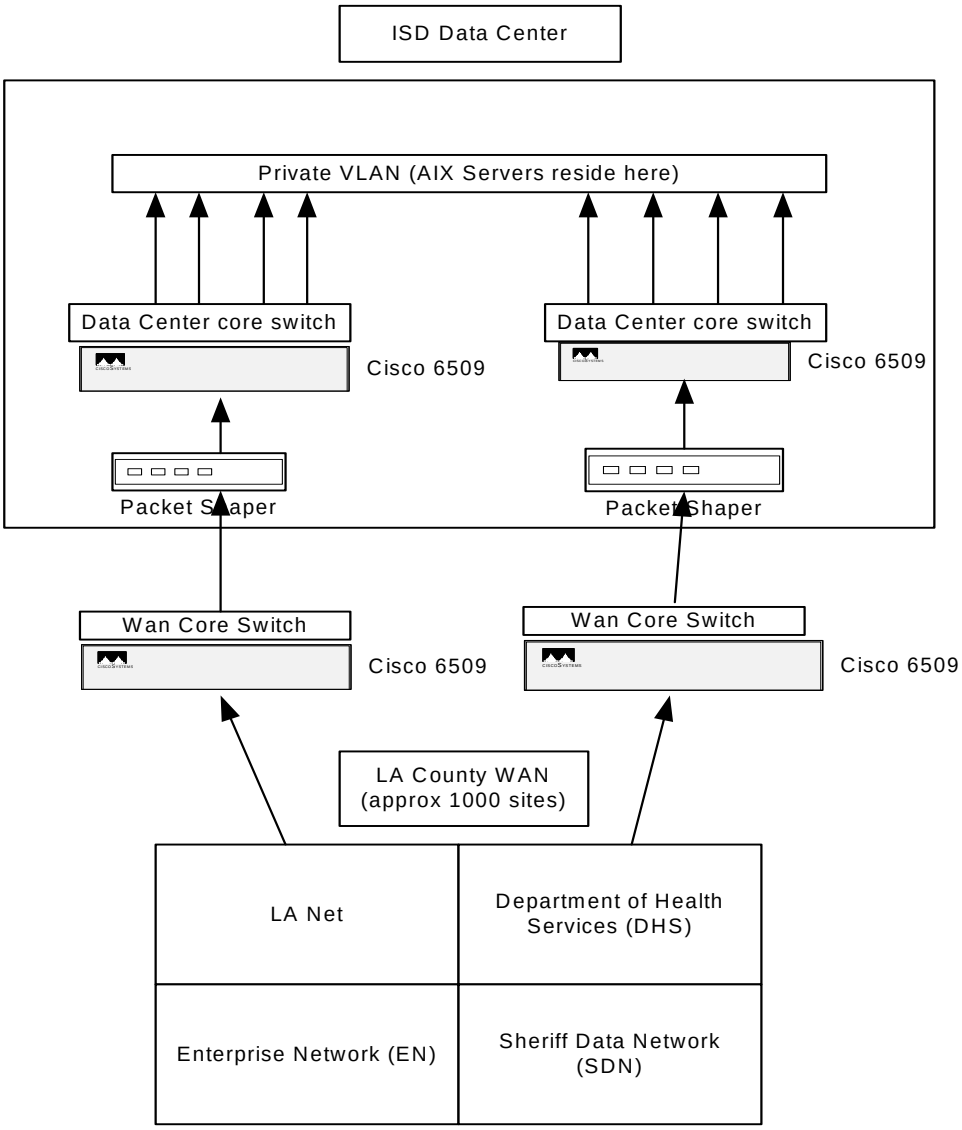
eCAPS leverages the Data Center's investment in state-of-the-art EMC storage area network (SAN) technology. This technology provides high-end performance, availability, and scalable capacity. EMC's advanced cache technology reduces cache queuing and storage system latency via advanced arbitration, buffering, and contention-eliminating

routines as well as concurrent multi-host support for a wide range of open systems and mainframe platforms and operating systems. Advanced Symmetrix high-availability features include full redundancy of data paths, disk, channel, global cache directors, and redundant power supplies with full system battery backup, continuous monitoring, and integrity checking and fault isolation. The eCAPS storage is connected to an EMC DMX-3. This architecture is depicted below.



3.3 Network Architecture

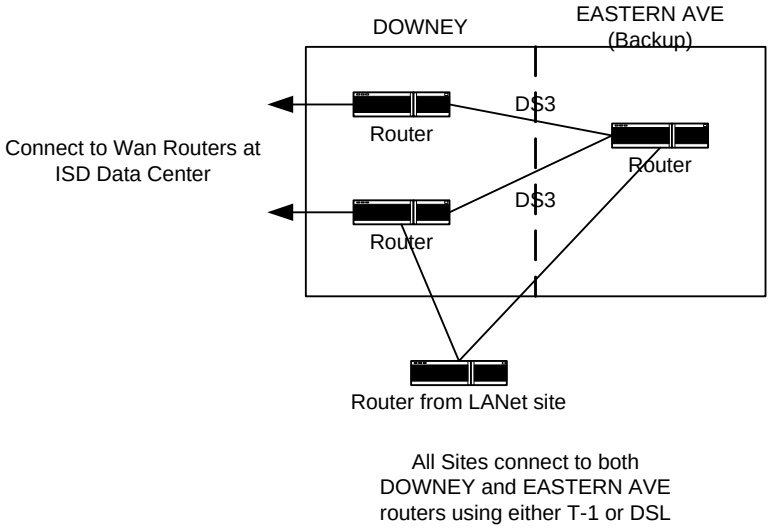
This section provides a high-level overview of the County's network structure and addresses the issue of placement of the hardware in the County's network setup. The diagram below displays the high-level view of the County's current network architecture.



The primary data center for the County is located in the City of Downey. The County WAN consists of four primary network sections. The LANet is the network maintained by the ISD and is directly connected to the data center via the CISCO WAN core switches. The Enterprise network, which consists of around 70 sites, is also directly connected to the data center via CISCO WAN core switches. The Enterprise network is a newer network as compared to the LANet. The Department of Health Services (DHS) and Sheriff's Department Network (SDN) are separate networks, which are connected into the ISD data center via an extranet router and the WAN core switches. The AIX servers for eCAPS reside on a Private VLAN set up for eCAPS within the data center, which is connected to the data center core switches.

3.3.1 LA Net

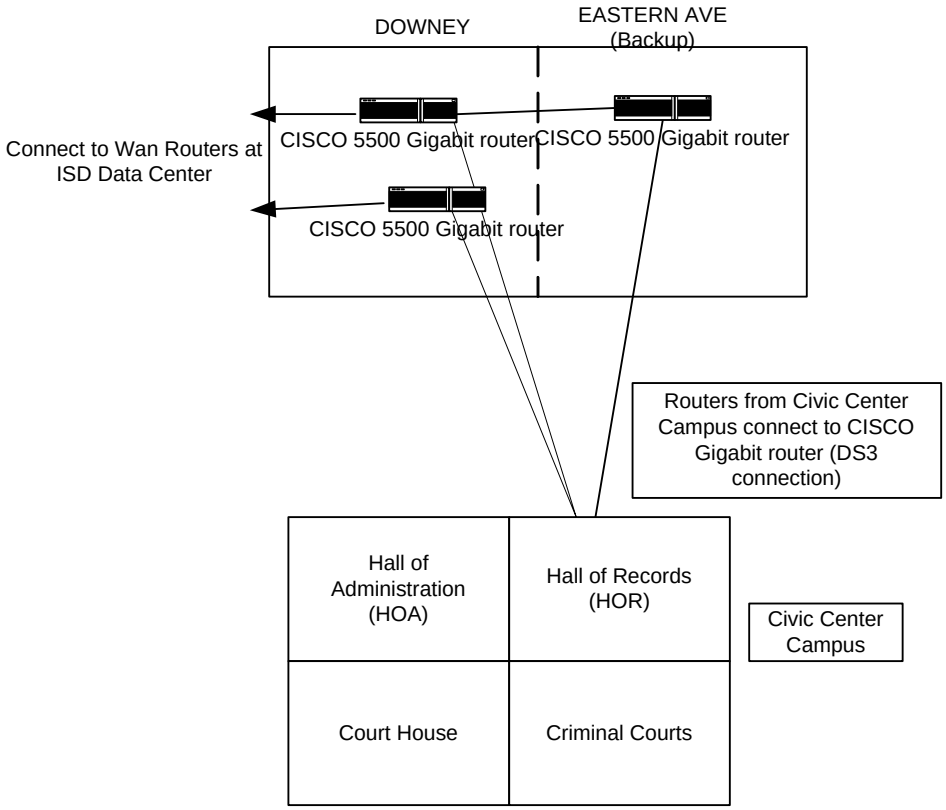
The diagram below depicts the configuration of the LANet network.



The routers from individual sites connect to routers at DOWNEY and a backup router at EASTERN Avenue via which they are then connected to the WAN Routers at the ISD Data center.

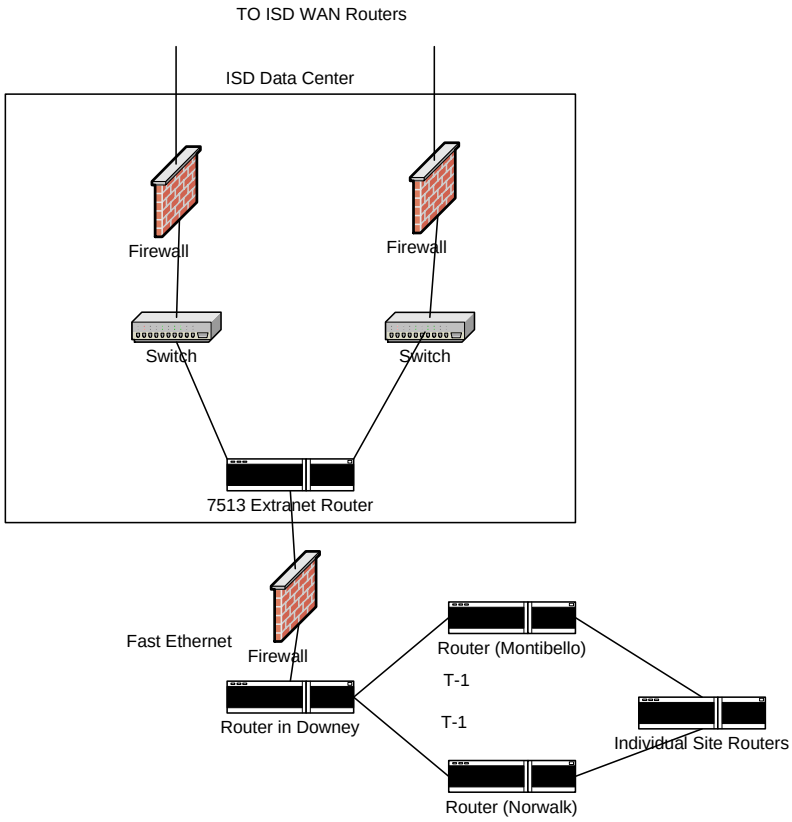
3.3.2 Enterprise Network WAN

The diagram below depicts the layout for the Enterprise Network WAN. The CIVIC center campus, where most of the primary users of eCAPS reside, are connected from its routers to the CISCO Gigabit routers at the ISD buildings in Downey and Eastern Avenue. They are connected via a GSR (Gigabit Switching router) to the CISCO gigabit routers. As in the LANet configuration all routers are connected to routers in both DOWNEY and Eastern Avenue as a failover strategy. The connection speed from the Civic center to the ISD buildings is DS3.



3.3.3 DHS and SDN Setup

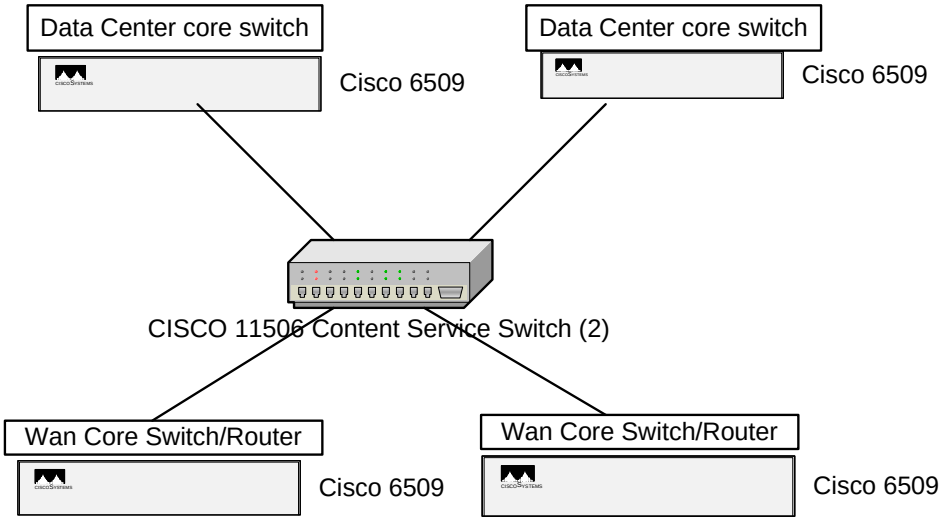
The diagram below describes the setup for the DHS and the SDN WANs. The users in the DHS and SDN WAN have the most number of hops to the final AIX server box. The connection from the main DHS routers to the router in Downey is also via a T-1 line. There are plans in place for moving a set of sites within DHS to the Enterprise Network architecture.



From a description of the various network topologies, the Enterprise Network users will probably experience the best response time since they have the least number of hops to travel whereas the users from the DHS and SDN networks will probably experience the slowest response time.

3.4 Web Server Load Balancing

The following diagram depicts the hardware architecture implemented by ISD to handle load balancing for web server based applications. The hardware solution consists of 2 CISCO 11506 Content Service Switches. These switches handle all web server related traffic and load balance it to the appropriate web servers. The ISD network team is confident that this high-end switch will be able to handle the additional load from eCAPS application users. In addition to hardware load balancing performed by the CISCO Switches, load balancing is also performed at the application server level. Each of the 4 application servers run 4 Versata Logical Servers (VLS) and load is balanced between the 4 VLSs using IBM HTTP Server.



3.5 Network Security

ISD Data center has a number of methods in order to implement network security.

3.5.1 Packet Shapers

These servers are spread out through the network within the ISD Data center. The purpose of the packet shapers is to provide a quality of service (QOS) solution by implementing filters to filter out unwanted traffic and by prioritizing the traffic on the network. The packet shapers also allow the network administrator to control security and bandwidth usage of certain applications.

3.5.2 Private VLANs

All of the AIX servers at the ISD data center are set up on a private VLAN. A VLAN on a network is a broadcast domain. All of the hosts on that VLAN can communicate with the other members of the same VLAN. PVLANs allow traffic to be segmented at the data-link layer (layer 2) of the OSI model, limiting the size of the broadcast domain.

A switch port that is part of a PVLAN can be configured in one of three ways:

- The port can be configured to be promiscuous (that is, a port that is capable of forwarding both primary and secondary VLANs). A promiscuous port will forward traffic from any port on the same PVLAN;
- The port can be configured in community mode. A community port can forward traffic to a promiscuous port or a port on the same community; and

- The port can be configured as isolated. Isolated ports can only forward traffic to promiscuous ports.

In a PVLAN, promiscuous ports are called the primary VLAN, while community and isolated ports are called secondary VLANs. A PVLAN will only have one primary VLAN, but may have several secondary VLANS.

VLAN ACL (Access Control Lists) can be used to control the access to the AIX servers in addition to the VLAN. Essentially VLAN ACLs specify which source can communicate with which server and on what port. The ports required for the eCAPS application (443, 80, 21) will be the only ones available for communication within the eCAPS application VLAN. For administrators of these machines, a separate VLAN profile will be setup to allow for telnet access.

3.5.3 Network IDS Servers

The County uses network Intrusion Detection System servers to protect against network attacks on the data center. These servers compare traffic flows to learned profiles of normal traffic signatures and patterns to mitigate a range of known as well as previously unseen security attacks. There are around 60 IDS machines on the LANET and EN, 10 on the DHS and 10 on the SDN to protect the network.

4. Additional Hardware and Infrastructure Requirements

This section outlines the incremental hardware and infrastructure resource requirements needed to support AMS Financial components of the eCAPS Phase III Subproject 7 implementation. This sizing information is provided to allow the County to add on additional computing power to leverage the existing hardware and architecture. Incremental is stressed here because it is assumed that eCAPS Phase III will build on the deployed hardware and architecture configured for Phases I and II. It is further assumed that the majority, if not all the existing architecture will remain the same with the exception of adding additional capacity to existing hardware.

4.1 Hardware Sizing Considerations

The sizing recommendations below are based on the transaction volume analysis documented earlier in this section with further clarification provided via the technical assumptions that follow. These sizing recommendations are the best approximation based on the information available at this time.

The selected hardware influences the performance of the AMS Advantage application because there are always differences in the architecture and performance of hardware from different hardware vendors—even among comparable competing models from different vendors. As mentioned previously, the AMS Advantage 3 application is a Java-based, interpreted application. As such, it is sensitive to the raw processor speed

as well as the efficiency of the Java Virtual Machine (JVM) implementation for the platform, among other things.

The sizing estimates are based on testing performed using workloads typical of an AMS Advantage implementation. Hardware platforms are moving targets as the base clock speed and other factors affecting performance are constantly changing. Any testing done represents a point in time with specific reference hardware. The preferred hardware vendor should be directly consulted for a design to provide equivalent resources to those called for based on the reference hardware. The minimum raw capacity requirements must be met in order to meet the transaction processing response time tolerances, based on the agreed upon assumptions. Additionally, raw capacity requirements for disaster recovery support are not included.

The primary factor affecting performance of the AMS Advantage applications is the processor's clock speed. With this in mind the following information listing the clock speed of the processors in servers used in performance testing are provided.

AIX (Power 4 processors)	1.45 GHz
Solaris	1.2 GHz
Windows 2000 Server	3.0 GHz

CGI-AMS conducted performance testing utilizing available Power 4 processors on the AIX platform. During the implementation of eCAPS Phase I, more robust Power 4+ processors were available and were utilized by the County. The target platform for Phase II and Phase III will be an AIX implementation using the Power 4+ 1.95 GHz for database servers and Power 5 1.6 GHz processors. This is consistent with the current eCAPS technical architecture which is implemented on IBM pSeries 690 servers and eServers P5 595.

The Production Application Servers provide full capacity redundancy and failover across 4 LPARS or physical servers. This robust configuration will keep each application server at a low CPU utilization while ensuring maximum uptime in the event of a failure on up to two of the servers. The CPU/RAM requirement for each of the four servers is derived from calculations based on the questionnaire responses and transaction volume analysis stated above.

The databases server recommendations are also adjusted to match existing levels of CPU/RAM and storage utilization employed for the current AMS Advantage 3 projects at the County. The volume of data expected for this Subproject 7 is approximately 33% of the additional volume estimated for the eCAPS Phase II Materials Management Subproject 1. The recommended production, failover, and data warehouse storage requirements reflect this ratio.

The recommended non-production hardware matches the non-production hardware configuration for the eCAPS Phase II - Materials Management Subproject 1. This is based on the assumption that the number of non-production instances and their usage will be the same as Subproject 1. The Learning and Training environments also match Subproject 1; however, it is recognized that this may be adjusted depending on the expected load of these environments compared with Subproject 1 training load.

This Subproject 7 is expected to leverage and share existing hardware for AMS infoAdvantage and Adobe Central Output Server.

4.2 Additional Production Environment Requirements

Based on the information provided, CGI-AMS estimates that the following incremental computing resources will be minimally required to provide acceptable system performance for Subproject 7.

Logical Partition (LPAR)	Server	Number of Additional Processors (CPUs)	Additional Memory (GB)	Database Instance	Supported Environments
Web/App LPAR1	CAPP1	2	6	N/A	Production Web/App Interface/ETL Services
Web/App LPAR2	CAPP2	2	6	N/A	Production Web/App
Web/App LPAR3	CAPP3	2	6	N/A	Production Web/App
Web/App LPAR4	CAPP4	2	6	N/A	Production Web/App
DB LPAR5	CDB1	2	6	ECP1	Production DB
DB LPAR8	CDWDB	2	8		Production Data Warehouse
DB LPAR9	DB Server 1	4	20		Production DB Failover
N/A	Web Server1 (Windows /Linux)			N/A	Production Web Server
N/A	Web Server2 (Windows /Linux)			N/A	Production Web Server

Logical Partition (LPAR)	Server	Number of Additional Processors (CPUs)	Additional Memory (GB)	Database Instance	Supported Environments
N/A	Windows Server 1			N/A	Forms Processing
N/A	Windows Server 2			N/A	Forms Processing
N/A	Windows Server 3			N/A	Configuration Management
TOTAL		16	58		

For production, the minimum number of additional processors for the web servers and the application servers is 8 processors. For flexibility and full utilization of the processor capacity, an additional 24 GB of memory is required. Changes to the peak processing assumptions and not steady state processing will affect these requirements (please see Appendix A for a detail breakdown of Servers and resources).

The County should allocate this capacity across redundant physical servers in order to support a minimum level of physical failover services. The County is currently implementing this approach with eCAPS using IBM pSeries 690 servers and P5 595 servers. The County should adjust the processor requirements to reflect any additional failover standards required by the County.

The production database server requires 2 additional processors and 6 GB of memory. During eCAPS Phase I, the County did not implement a failover DB. It is recommended that a failover DB be implemented as part of phase II. For full database failover support, the County needs to implement a LPAR with 4 processors and 20 GB of memory. This reflects the 4 processors and 20 GB of memory to support DB failover server for Phase I and an additional 2 processors and 6 GB of memory to support Phase II LSA DB failover. This phase also includes the expansion of the data warehouse that will require 2 additional processors and 8 GB of memory.

In order to leverage the hardware implementation of eCAPS Phase I, the additional processors and memory should augment the existing 4 application LPARS and 1 DB LPAR rather than creating additional LPARs. This provides additional hardware capacity to support LSA without incurring overheads of additional LPARs.

At the County's discretion, certain services could leverage the IBM AIX platform, if the County feels that it represents a better fit within the County's technical environment. For example, our proposed Internet Web Server can be on a Windows, Linux or AIX platform.

The County may require additional capacity if a higher degree of redundancy is required, additional capacity is needed for a higher processing load, and separate test servers are necessary.

4.3 Additional Non-Production Environment Requirements

Based on the information provided, CGI-AMS estimates that the following incremental computing resources will be minimally required to provide acceptable Non-Production performance.

Logical Partition (LPAR)	Server	Number of Additional Processors (CPUs)	Additional Memory (GB)	Database Instance	Supported Environments
Web/App LPAR 1	Web/App Server1	0	0	N/A	Prototype/Baseline (Financials, Fixed Asset, Inventory, Procurement)
Web/App LPAR 2	Web/App Server1	0	0	N/A	Prototype/Baseline (Vendor Self Service)
Web/App LPAR 6	Web/App Server1	4	12	N/A	System Test User Acceptance Test Conversion
Web/App LPAR7	Web/App Server2	3	16	N/A	Training Learning
DB Non-Prod LPAR5	ctestdb1	1	8	Dev Conv	Development Conversion
DB Non-Prod LPAR9	Ctestdb2	2	8	Sys test UAT	System Test User Acceptance Test
DB Non-Prod LPAR8	DB Server1	3	8	Train Learning	Training Learning
TOTAL		13	52		

To support the non production environments the following is recommended:

- 7 processors and 28 GB of memory for the non-production web and application server support. Some of the non-production environment will be installed on the same LPAR to reduce overhead for OS and web servers.

- 6 processors and 24 GB of memory for non-production database support. This includes the DB resources to support the Data Warehouse.

The Non-production environments of system test, UAT and conversions can support 8 application environments, assuming there will not be more than 25 concurrent users connected to each non-production application environment.

The training and learning environments are placed in separate LPARs from the other non-production environments to support the number of students and users for instructor led training.

4.4 Minimum Storage Requirements

Each physical server and logical partition (LPAR) should be configured with a minimum of 3 (three) 36 GB of local SCSI disk storage in a RAID5 configuration to support the specified availability and processing requirements. Local storage is required for supporting the operating system (OS), system software, temporary file storage, and application software. The actual AMS Advantage application software will consume a much lower amount of disk storage than the 3x36 GB RAID5 local storage requirement. The additional disk storage capacity will allow for establishing different application versions within the same LPAR. The County has adopted the eServer p5 servers and can take advantage of server virtualization and virtual I/O in order to better leverage hardware resources, such as local storage. The AMS Advantage software will not use the local server storage for the eCAPS application operational database. For these servers, 3 (three) 73 GB of local fast SCSI disk storage in a RAID5 configuration is minimally required to support cached reports to improve report access by eCAPS users. If a large number of reports is required to be cached (e.g., the number of reports increases), additional storage may be necessary. It is assumed that the current eCAPS plan to use the EMC Symmetrix SAN will also apply to eCAPS Phase III.

To support high volume Phase III processing against the eCAPS operational database, the County must implement a high-end storage area network (SAN), such as the EMC Symmetrix SAN currently planned for eCAPS. The SAN should be coupled with gigabit fiber multi-channel connectivity or equivalent to support the AMS Advantage database storage. The SAN will be connected to more than one database server in support of failover processing. The County should consider a RAID1 (mirrored) configuration for the database with a RAID5 configuration at a minimum (with RAID1 for the database logs). Due to the limited speed of tape backup systems, the County must implement the equivalent of EMC BCV (business continuance volumes) or disk backups so that backups (and other services) can be processed in near parallel with other production activities. This will improve eCAPS availability. AMS Advantage is dependent on hardware and off the shelf backup approaches for backup and recovery services. Backup and recovery is the responsibility of these respective products.

Based on the available information, the County should allocate approximately 100 GB of additional usable disk space for production database storage, with the assumption of 3

years of data (1 current year, 2 previous years). The County may heavily use the attachments feature, an additional 100 GB per year could be required for attachments. If the attachment feature usage assumption is under or overstated, then the estimated disk storage amount will need to change proportionately. Continuing with the current assumptions, total incremental disk storage for this Subproject 7 could be 400 GB of usable disk space for three years of data. This amount includes attachments representing 75% of the total. This incremental eCAPS disk storage can dramatically increase or decrease based on attachment usage or lack thereof. The County has implemented the use of EMC Centerra servers to store attachments; thus the storage space required for attachments will be on the Centerra servers.

The County should reserve a minimum of 200 GB of additional usable disk storage (independent of RAID configuration and BCV implementation) to support the data warehouse, test, and training databases.

CGI-AMS assumes that minimal data will be used to support the non-production databases (less than 20 GB for each non-production application environment and less than 5 GB for each developer). One production-sized test database is assumed with no attachments.

4.5 Minimum Development Workstation Requirements

Each application developer or advanced IT system/application administrator will require a Windows XP Professional Workstation with a minimum of a single Intel Pentium 2.8 GHz processor or better and 1 GB of memory. This assumes that each developer will use the shared non-production database server for his or her development/unit test database.

5. Additional Technical Assumptions

In addition to the technical architecture assumptions defined in eCAPS Phase I statement of work (SOW) Appendix I and volume statistics provided by the County in eCAPS Phase I SOW Appendix H and further defined in eCAPS Phase II Appendix I-1, CGI-AMS defines the following additional assumptions:

1) This document does not provide a detailed network analysis of the County's current network infrastructure. This document estimates the network capacity required to implement eCAPS Phase III and handle the County's user and transaction volumes.
2) The hardware specification recommended in this document is not a detailed hardware design.
3) The purpose of the sizing recommendations is to provide the information required such that the County – Internal Services Department (ISD) may work with their preferred hardware vendor to develop a detailed hardware design and from that design, derive costing for the equipment required to support this Subproject 7 implementation.

4) This Appendix does not outline the expected transaction volumes, technical architecture, nor the incremental hardware resources required to support the Time Collection functionality rolled out during Subproject 2 or planned to be rolled out during Subproject 8. Please refer to Appendix I-6 (Subproject Architecture and Schematic) for Subproject 6 for the sizing requirements to support the rollout of Time Collection functionality to DPW.

5) This Appendix does not outline the expected reporting volumes, technical architecture, nor the incremental hardware resources required to support Cognos reporting requirements for this Subproject 7. This capacity planning exercise was conducted by Cognos and the County's Chief Information Office as a parallel activity to eCAPS Phase II. The County is currently deploying additional capacity to support Cognos reporting as it relates to eCAPS subprojects.

6) The impact on the size of the eCAPS Financial Data Warehouse is unknown until a firmer understanding of reporting requirements is obtained by the County during the Create Phase of this Subproject 7. For the purpose of this Appendix, it is assumed that there may be upwards of a 25% increase in storage capacity to accommodate additional data to support additional reporting requirements.

7) Consistent with the current eCAPS technical environment, the County must provide high speed, high availability for all hardware components in support of the eCAPS servers including but not limited to:

   - High speed load balancing switches for connectivity to the web servers;
   - Appropriate security measures such as firewalls, HTTPS encryption, and intrusion detection;
   - Redundancy of components (i.e., dual or quad network interface cards (NIC), dual switches, redundant power supplies, uninterruptible power supplies, etc.);
   - Dedicated high-speed switch capacity (e.g., VLAN) for connectivity between the application servers and the database servers; establishing a private access network for only eCAPS server network traffic; switch should be gigabit Ethernet or higher;
   - High speed, high availability storage area network (SAN) devices such as EMC Symmetrix storage systems or equivalent with high speed fiber channel connectivity;
   - Corresponding server support equipment; and
   - High speed peripherals such as printers and tape backup systems.

(This Page Intentionally Left Blank)

Appendix J-7 – Configurations and Customizations

(This Page Intentionally Left Blank)

Appendix J-7 - Configurations and Customizations

Summary of Department of Public Works Business Requirements with Configurations or Customizations

This inculdes all requirements with a final disposition
of "Adv Studio Modification" and "Java Customization"

Module	# Requirements
Accounts Payable	0
Accounts Receivable	8
Expenditure Management	25
Revenue Management	3
Time Collections	4
Miscellaneous	0
Total	**40**

(This Page Intentionally Left Blank)

Appendix J-7 - Configurations and Customizations
FAS Replacement Requirements

Final Disposition:

Adv Studio Modification = Software modification using built-in Advantage Design Studio toolset (Versata)

Java Customization = Customization of application software infrastructure required

Reference Number	Business Requirements	Final Disposition	Comments
	ACCOUNTS RECEIVABLE REQUIREMENTS		
AR 28	Update and Inquiry FAS	Adv Studio Modification	Fixed rates for different types of service are updated on the A/R Product maintenance screen. These rates are used on a manual invoice, MA. The usage units are manually input; there is no automatic association with a PCA number, this will have to be manually input as well. In eCAPS rates can be maintained on BILLR and the RE can reference the Billing Rate ID.
AR 34	Create system generated AR, accumulate charges to projects within a project group and generate bill by project group monthly. This purpose allows for grouping multiple PCAs in one invoice	Java Customization	Currently in eCAPS, all projects that are under the same customer and billing profile are grouped together on the invoice. In order to group projects together for the invoice, drawdown group functionality from Advantage 3.7 will be ported back to the eCAPS application, and slightly modified to work for LA County.
AR 37	Calculate 3% liability insurance and add it to automatic City billing. Indicator is on the vendor maintenance table	Adv Studio Modification	There is no feature to automatically calculate a percentage fee automatically on a receivable, unless the finance charge feature is used.
AR 42	Process chargeback entries to post expenditure for permit fees to projects in order to capture and bill via automatic billing process	Java Customization	Processing Chargebacks require the setting up of specific rates and the calculation of the chargeback amount and creating documents to post these charges.
AR 60	Manual Detail Billing Report Capital / Cap Projects used in OCD billing	Adv Studio Modification	Further analysis will be conducted to determine if the report can be developed using COGNOS.

Reference Number	Business Requirements	Final Disposition	Comments
AR 88	Update and Inquiry FAS	Java Customization	This is where DPW specifies the date range for which to select expenses to bill. Date ranges can be selected on a project by project basis, and expenses can be re-billed through entries on this table. The capability to re-bill expenses was built into FAS as a custom modification.
AR 100	Update and Inquiry in C111FAS used to update rate information for billing reports used in OCD billing	Java Customization	A table in FAS is used to store lump sum billing rates by fiscal year. Actual costs incurred are re-billed at rates specified in this reference table.
AR 107	Update Web-information used to generate billing report showing breakdown of S&EB and indirect for CP07 & CP08, billing to OCD	Adv Studio Modification	This is an extension of Requirement 100. Rates are manually broken down and stored on the web, and are printed on billing reports.
	REQUIREMENTS		
EM 152	Transfer current year charges from one Project to another Project maintaining all Chart of Account coding	Java Customization	DPW has a need to transfer labor, equipment and materials costs from one project to another project while keeping the original accounting stream that was entered on the original expenditure transaction. Costs should be transferred for activity within a specified period indicating a service date range. It was determined that the above project to project transfer requirement is for all costs incurred in a specified period and is different from expenditure correction done for time reported incorrectly to one project instead of another.
EM 153	Transfer prior year charges from one Project to another Project maintaining all Chart of Account coding	Java Customization	This requirement is very similar to 152, except the scenario involves transferring costs from the prior year to the new year. This should not be a problem within eCAPS since projects are fiscal year independent. eCAPS project tables are not keyed by fiscal year. As long as the project budgets and effective dates permit, costs can be moved from one project to another across years.
EM 156	Record number of tests per test to Project, Unit, and specified object (of test)	Adv Studio Modification	The number of tests associated with lab charges is captured on the FAS Internal Charge input window. The entire chargeback process is described in the example provided below under Requirement 157.

Reference Number	Business Requirements	Final Disposition	Comments
EM 157	Record charges to Projects for tests performed (number of tests multiplied by the test rate) and record revenue back to the Internal Service Fund (ISF) (offset charges made to the Materials Lab cost center / Project)	Adv Studio Modification	Chargeback codes and rates are stored in FAS tables that are used to calculate expense chargeback amounts. Direct job charges are recorded to the special fund associated with the direct project using a CB document. The CB also reimburses the ISF and a clearing 'Z' job set up for the cost center (as revenue). The CB documents are currently interfaced to eCAPS through JVCT documents nightly. Functionality needs to be added to eCAPS to store chargeback codes and rates, and to allow employees to record their tests.
EM 158	Establish rates per test by Fiscal Year with effective start and end dates	Adv Studio Modification	Rates associated with charge codes are keyed by fiscal year and stored in the Charge Item window within FAS. An overview of the entire chargeback process is described above in Requirement 157.
EM 159	Reverse chargeback usage using original chargeback rate	Java Customization	Chargeback codes should have an effective start and end date in order to effectively reverse the chargeback if the rate has changed within the year. This functionality does not currently exist within FAS, so DPW staff establishes new charge codes for new rates. It was noted that prior year reversals are not performed. If a customization is made to eCAPS to accommodate chargebacks, then effective dating functionality should be included as well.
EM 163	Run cost allocation for the prior closed accounting period; ensure ability exists to run cost allocation for any prior period as long as cost allocation has not run yet	Java Customization	Cost allocation can be run for any closed accounting period in eCAPS. The issue of how to exclude postings made from the previous monthly cost allocation run (which were posted in the following month) from the next month's run was discussed. A possible solution (and what is currently done in DPW) is to use an unused COA element to tag the base records, so these can be excluded from the pool in the next run.
EM 165	Collect cost (expense) to Pool Project and allocate to an unlimited set of Base Projects using predefined percentages; cost should allocate down to the following Chart of Account Codes: Fund, Project, Unit, and Object (should be on same document; ensure there is no limitation on the number of lines in the document)	Adv Studio Modification	In eCAPS there is the ability to allocate to an unlimited set of base projects using predefined percentages. Research is required to assess potential performance issues stemming from large documents (DPW can have up to 2500 allocation rows on a single document). eCAPS also provides the ability to allocate down to Fund, Project, Unit and Object while posting to the values inherited from the pool record.

Reference Number	Business Requirements	Final Disposition	Comments
EM 170	Establish Paid Employee Benefit Rate for the Department (one rate for entire Department, not same EB rate for all Units) by Fiscal Year with effective start and end dates	Adv Studio Modification	eCAPS has benefit rates defined for employee class; it allows for 2 EB rates to be defined for each class: for subvened and non subvened departments. eCAPS does not currently have the capability to store paid and unpaid benefit rates separately, It also does not have effective dates for the rates.
EM 171	Establish Unpaid Employee Benefit Rate for the Department by Fiscal Year with effective start and end dates	Adv Studio Modification	eCAPS has benefit rates defined for employee class; it allows for 2 EB rates to be defined for each class: for subvened and non subvened departments. eCAPS does not currently have the capability to store paid and unpaid benefit rates separately, It also does not have effective dates for the rates.
EM 172	Establish equipment class table	Adv Studio Modification	Equipment classes are established in FAS. Two types of classes exist – one that charges based on mile usage (classes 1-10) and one that charges based on hours (classes 11-125). eCAPS currently has a way to associate rates with equipment class (STNR); however the rates are not maintained by effective dates.
EM 173	Establish equipment rates by equipment classes by Fiscal Year with effective start and end dates	Adv Studio Modification	Equipment classes are established in FAS. Two types of classes exist – one that charges based on mile usage (classes 1-10) and one that charges based on hours (classes 11-125). eCAPS currently has a way to associate rates with equipment class (STNR); however the rates are not maintained by effective dates.
EM 177	Record charges to Projects for equipment usage based on number of units and Equipment system rates, and record revenue back to the ISF to offset charges made to the Equipment Cost Center	Java Customization	Related to Requirement 172.
EM 181	Correct equipment units or equipment number and reverse applicable accounting transaction with correct rates	Java Customization	eCAPS can cost equipment based on the usage entered and the rates on the STNR and these costs can be posted to the direct projects (including reversals). However, the functionality to post revenue to ISF at the same time that the costs are posted to these projects has to be custom.

Reference Number	Business Requirements	Final Disposition	Comments
EM 182	Ensure system has an edit function to prevent Equipment usage from being charged against labor related Projects (these are FAS PCAs starting with JOB used to record variation time such as holiday, sick, etc.)	Java Customization	Both these scenarios 182 and 183 are duplicates as they are covered in the Time Collection requirements. See TC requirements 247, 248, and 249.
EM 187	Establish fuel rates, fuel handling rates, user use fuel tax rate per gallon by fiscal year with effective start and end date (Is the FleetFocus going to be kept?)	Adv Studio Modification	Currently the fuel handling rate, and fuel tax rate information are hard coded in the interface program that creates the Fuel Usage (FU) documents in FAS. DPW would like a rate table where the fuel rate, fuel handling rate, and the fuel tax rate could be entered and stored. The information needs to be stored with effective dates to facilitate reversals, although reversals are seldom done.
EM 201	Salaries and Wages and Employee Benefits are paid by ISF. When Timesheets are posted, charge Projects based on labor hours, salary rate and apply applicable Employee Benefits and Overheads, and record revenue back to the ISF to the applicable offset Projects	Java Customization	The functionality to record revenue to the ISF fund and applicable offset projects at the same time that costs are recorded to the direct projects does not exist in eCAPS.
EM 202	Reverse labor transactions based on Report of Timesheet Corrections using applicable rates	Java Customization	Currently in eCAPS in the Labor Costing reversals will be done only for 'standard projects. All the hours that were originally costed will be reversed at the at the old rate; however the correct hours will be costed at the rate that is current. DPW would like the reversals (which means that the delta hours negative or positive) should be costed at the old rates as well. This will be done using the effective dates modification identified in EMXX and the standard costintg job modification identified in EM014.
EM 205	Establish overhead rates for Department, Division, Section, and Infrastructure Mapping Overhead (IMO is charged to all units except for certain divisions) by Fiscal Year with effective start and end dates (which will allow rate changes in the middle of the fiscal year)	Adv Studio Modification	Overhead rates in eCAPS do not have effective dates.
EM 206	Establish overhead rates by Unit and Fiscal Year with effective start and end dates (which will allow rate changes in the middle of the fiscal year)	Adv Studio Modification	Overhead rates in eCAPS do not have effective dates.

Reference Number	Business Requirements	Final Disposition	Comments
EM 207	Apply overhead rates to direct Projects based on labor hours and Unit	Java Customization	eCAPS batch process for calculating the different overhead buckets is based on labor costs (excluding employee benefits)
EM 208	Plan End Date (Project Effective End Date in eCAPS) should prevent labor, equipment, materials, chargebacks, and encumbrances from being posted against projects past the Plan End Date	Adv Studio Modification	All the financial transactions that reference projects, edit against the Project End Date, with overridable error.
EM 209	Verify if all elements of PCA, PCA Detail, Project, Project Group, etc. are met by eCAPS Project	Java Customization	Map all the PCA fields to Project fields in eCAPS. Leanne explained that there were a few fields that were missing in eCAPS. Once they had a comprehensive list they will get it to CGI.
EM 211	Project should be able to infer Fund, and Function	Adv Studio Modification	Project currently infers Activity and Function in eCAPS. Fund needs to be inferred as well. The Fund needs to be added to the Project Inference (PROJINF) page and the Common Accounting Routine needs to be modified to infer Fund.
EM 215	Ensure system has an edit function to prevent equipment usage exceeding the threshold numbers of miles or hours per record (e.g., no more than 24 hours / day or 1,500 miles / day)	Adv Studio Modification	No edits exist on LBEQ where equipment/labor usage is entered to limit usage units; this should be considered as part of the TC requirements.
	REVENUE MANAGEMENT REQUIREMENTS		
RM 225	Ability to generate automatic refund document when TTC scan payments exceed amount of invoice	Java Customization	Related to 242 and 243. eCAPS can automatically create refunds if the Refund Option is set on the Systems Options page or on the Billing Profile page. Additional research is needed in the area of OCR scanning.
RM 226	Ability to recognize revenue using the automated billing system	Java Customization	
RM 243	Generate automatic refunds when TTC scan payments exceed amount of the invoice	Adv Studio Modification	**Do not want the overpayment to hit an operational fund.** Duplicate of Requirement 224. eCAPS can automatically create refunds if the Refund Option is set on the Systems Options page or on the Billing Profile page. Additional research is needed in the area of OCR scanning.

Reference Number	Business Requirements	Final Disposition	Comments
	TIME COLLECTIONS REQUIREMENTS		
TC 109	Report performance units along with timesheet charging details. Method of storage should allow the units to be reported back out again with the costed records to the same level of detail they were reported (by job, task, date, and employee #)	Adv Studio Modification	DPW clarified that P&P unit was Performance & Productive units and are tracked by the DPW workers on their timesheets as these are used for budgeting. An example of a P&P unit is the number of potholes a road crew repaired in a given day. There is a separate page on the timesheet for the DPW staff to enter this information. The information entered on the timesheet is then used to budget for the next year. The users can enter the number of units budgeted against each program for the following year. In addition DPW would like the ability to forecast on the performance against the budget.
TC 216	Enter equipment usage by equipment number (Project) by service date by Project, Unit, and Task Order	Adv Studio Modification	
TC 218	Enter labor hours by service date by Project, Unit, and Task Order	Adv Studio Modification	
TC 251	Create Costing jobs for each non-standard hour type (i.e., JOBV, JOBS, etc.)	Java Customization	

(This Page Intentionally Left Blank)

Appendix K-7 – Training Volumes

(This Page Intentionally Left Blank)

Appendix K-7 - Legacy Systems-FAS Training Volumes

eCAPS Training Areas	Training Hours	Number of Training Seats	Number of Sessions
End User Training			
Functional			
Accounts Payable	16	40	4
Accounts Receivable/Exp Mgt/Rev Mgt	16	45	4
Fixed Assets	4	100	5
Inventory Management	8	35	2
Procurement			
Central Procurement	16	20	2
Procurement / Requisition	8	225	11
Procurement / Requisition Approval	4	250	13
Receiving	4	160	8
Projects			
Chargebacks	4	10	1
Job to Job	4	60	3
Quick Project Entry	4	160	8
Timesheet			
Timekeepers	8	200	10
Equipment Usage	4	180	9
P&P Corrections	4	30	2
Inquiry & Reporting	4	1,200	60
Training Lab	4	400	20
Follow-up (Post Implementation)			
Inventory Management	8	5	1
Procurement			
Procurement / Requisition	8	25	1
Procurement / Requisition Approval	4	25	1
Receiving	4	20	1
Projects			
Chargebacks	4	0	0
Job to Job	4	5	1
Quick Project Entry	4	15	1
Timesheet			
Timekeepers	8	20	1
Equipment Usage	4	20	1
P&P Corrections	4	5	1
Inquiry & Reporting	4	100	5
End User Training Totals		3,355	176
End User Training			
Technical Team Training	16	5	2

Assumptions:

(1) Number of sessions is based on a class size of 20.

(2) The training strategies (e.g., Instructor led, web-cast, online independent study) and course content will be determined as part of the Training Plan.

(3) It is assumed that 1- 3 training sessions for each End User Training class will be used to prototype the training materials and acquaint the trainers with the materials.

(4) It is assumed that 90% of users for each training area will be trained prior to July 1, 2008 and the remaining 10% will be trained after June 30, 2008.

(5) A training lab will be available four hours per day throughout the month of June 2008, for users to refresh and practice using real documents as samples.

(6) Accounts Payable and Central Procurement will overlap (i.e., AP will receive an abbreviated CP class, and CP will receive an abbreviated AP class). Accounts Receivable, Expenditure Management & Revenue Management will receive cross-training.

Appendix L-7 – Legacy Reports

This Appendix is not applicable to eCAPS Phase III – Subproject 7.

(This Page Intentionally Left Blank)

Appendix M-7 – Subproject Assumptions

(This Page Intentionally Left Blank)

Appendix M-7 – Subproject Assumptions

1. Introduction

In addition to assumptions identified in Appendix M to eCAPS Project Contract 74797, the additional assumptions in this appendix are provided to describe the basis that CGI-AMS has relied on to draft the scope, timing, resources, roles and responsibilities for the eCAPS Phase III – FAS Replacement Subproject 7. For purposes of this appendix, FAS Replacement means the implementation activities associated with replacing the FAS system with eCAPS, and the software modifications identified during eCAPS Phase II - Subproject 5 Legacy Systems Analysis.

The assumptions represent and provide further clarification of CGI-AMS's Statement of Work (SOW) Narrative (Exhibit A-7), Deliverables Definition (Appendix A-7) and Project Plan (Appendix B-7). These assumptions are intended to establish a clear understanding between the County and CGI-AMS; thereby, avoiding unwanted surprises during project execution.

The SOW Narrative (Exhibit A-7) and Deliverables Definition (Appendix A-7) describe the Tasks, Work Products, and Deliverables to be completed by CGI-AMS for the eCAPS Phase III - FAS Replacement Subproject 7. In order for the Subproject 7 to be successful, CGI-AMS must perform these Tasks in partnership with the County and the County must complete reciprocal Tasks, Work Products, and Deliverables as described in this appendix and outlined in the eCAPS Phase III - FAS Replacement Subproject plan.

The context diagram attached as Attachment M-7 to this Appendix M-7 depicts the assigned responsibilities of the County and of CGI-AMS.

2. Organization

The eCAPS Phase III – FAS Replacement Subproject 7 assumptions provided in this Appendix M-7 are aligned with the SOW sections, as follows:

- Section 3 – Implementation Methodology (SOW Section I);
- Section 4 – Project Management (SOW Section II);
- Section 5 – Software Application (SOW Section III);
- Section 6 – Data Warehouse and Reporting (SOW Section V);
- Section 7 – Technical (SOW Section VI);
- Section 8 – Change Management and Training (SOW Section VII); and
- Section 9 – Maintenance and Support (SOW Section VIII).

3. Implementation Methodology

3.1 Create Phase

a. eCAPS software construction activities will be a shared responsibility between County and CGI-AMS staff as described in the following responsibility matrix. Additional assumptions associated with the development of software for data conversion, system interfaces, and reports are provided in this Appendix M-7, subsection 6 (Data Warehouse and Reporting) and subsection 7 (Technical).

Responsibility Matrix: Application Set-up / Software Construction

Task	Lead	Description
Table-Driven Set-up (Application & Support)	CGI-AMS	Recap configurations identified during the Fit-Gap Analysis and provide instructions to County staff for populating tables.
Table-Driven Set-up (Populate Tables & Test)	County	Populate system tables and confirm that the tables have been populated correctly.
Application Customizations	CGI-AMS	Design, develop, and test software customizations estimated in the Fit-Gap Analysis.
User Interface Configurations	County	Design, develop, and test configurations to AMS Advantage® screen labels, error messages, and field-level edits for the eCAPS implementation.
Outbound System Interfaces	County	Design, develop, and test of all interfacing files to be transmitted by eCAPS to other department systems or external entities.
Outbound System Interfaces (Testing Coordination)	County	Coordinate the testing of all outbound interfaces with staff responsible for supporting the external systems and software updates to the external systems.
Inbound System Interfaces	County	Design, develop, and test of all interfacing files to be submitted to and processed by eCAPS from other department systems or external entities.
Inbound System Interfaces (Testing Coordination)	County	Coordinate the testing of all inbound interfaces with staff responsible for ensuring that data is correctly loaded to eCAPS.
FAS Data Conversion (Planning)	CGI-AMS	Develop detailed conversion plan with the assistance of the County. The plan will consist of a list of all necessary conversions, and a schedule to complete design, development and test of the conversion processes.
FAS Data Conversion (FAS Data Extract)	County	Provide legacy system layouts and data files, and assist with mapping of legacy system data fields to eCAPS fields for all

Task	Lead	Description
		data conversions. Develop extract software, processes, and scripts that will be executed to retrieve conversion data from legacy systems.
FAS Data Conversion (Design, Development & Test)	County	Design, develop, and test transform and load processes as identified in Appendix E-7 for automated and semi-automated conversions. CGI will develop a certain number of conversion processes, and will provide support to the County for other conversions. The conversion task also involves modifying and utilizing existing XML load spreadsheets for data conversion.
FAS Data Conversion (Conversion Verification)	County	Perform comparisons of data in legacy and eCAPS systems to ensure that all data has been converted correctly.
FAS Data Conversion (Manual Conversion)	County	Manually convert any data identified with as "manual conversion" and ensure that data is converted correctly.
Data Cleansing	County	Design, develop, and test procedures and software for cleansing and correcting all data to be used as input to the eCAPS conversion process and in the application databases after execution of the conversion.

b. The County will configure the necessary hardware and software to establish and maintain the technical environments for FAS Replacement.

c. Software modifications effort has been estimated based on the analysis documented in Legacy Systems Analysis Implementation Analysis Document (IAD) for FAS Replacement. This SOW only encompasses design, development, and testing for nine (9) of the thirteen (13) concept papers documented in the IAD; any newly identified software modifications will increase project costs and will require a change order. Design, Development, and System Test of the remaining four (4) concept papers has been incorporated into Change Order 15.

d. CGI-AMS will complete the software design and development effort using both on-site and off-site resources. CGI-AMS will require that the off-site resources be provided with the necessary security privileges to access the eCAPS applications to complete the development tasks and support the project team during the software testing processes. Software developed by CGI-AMS will be built off-site and delivered to the County upon completion of System Test.

e. County staff shall use the development tools that are bundled with the AMS Advantage® 3 application (i.e., AMS Advantage Design Studio, Pervasive Data Integrator (PDI), and Adobe forms) in order to help reduce the level of effort for

software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI-AMS to County technical staff.

f. The County will perform a Client Iteration Test for each delivery of the software (software drops) according the schedule defined in Appendix B-7 (Project Plan), as updated from time to time. The discovery of incidents during the Client Iteration Test will not impact the delivery schedule of subsequent software drops.

g. The existing eCAPS Project standards for software defect levels will apply to the eCAPS Phase III - FAS Replacement Subproject 7. The standards are important in order to prioritize (e.g., critical, severe, moderate, cosmetic) software defects to support consistent identification and software defect resolution across the eCAPS project teams.

h. The County will be responsible for closing as many open items as possible, such as Projects and invoices/receivables prior to converting data to eCAPS.

i. The separation of duties for conversion development and testing are broken out as follows:

Conversion	Conversion Method	Owner
1. Department Object Category Table	Manual	County
2. Department Object Class	Manual	County
3. Department Object Group Table	Manual	County
4. Department Object Type Table	Manual	County
5. Department Object Table	Semi Auto	County
6. Task Table	Semi Auto	County
7. Function Table	Semi Auto	County
8. Balance Sheet table to include entries for Object Level 3 codes	Manual	County
9. Major Project Group table	Semi Auto	County
10. Major Project Type table	Semi Auto	County
11. Major Project table	Auto/Semi Auto	CGI-AMS
12. Project Period table	Auto/Semi Auto	CGI-AMS
13. Project Group table	Semi Auto	County
14. Project Type table	Semi Auto	County
15. Project table (for manually billed/no bill)	Semi Auto	CGI-AMS
16. Project Inference table	Auto/Semi Auto	CGI-AMS
17. Project State reporting table	Auto/Semi Auto	CGI-AMS
18. State Reporting Vendor table	Auto/Semi Auto	CGI-AMS
19. Project Text	Auto/Semi Auto	CGI-AMS

	Conversion	Conversion Method	Owner
20.	Project table (for auto billed)	Auto/Semi Auto	CGI-AMS
21.	Funding tables (funding profile, funding priority, funding line)	Auto/Semi Auto	CGI-AMS
22.	Project Budget tables	Semi Auto	CGI-AMS
23.	Reimbursement Budget tables	Auto	CGI-AMS
24.	Labor Systems Option table	Manual	County
25.	Departmental Costing table	Manual	County
26.	Seller Line table	Auto	County
27.	Seller Line Inference table	Auto	County
28.	Overhead Seller Line table	Manual	County
29.	Equipment (TC)	Semi Auto	County
30.	Equipment Class (TC)	Semi Auto	County
31.	Fund Revenue Source table	Manual	County
32.	Project Deposit Table	Semi Auto	County
33.	VCUST table	Semi Auto	County
34.	Collection Agency Agreement (COLLA)	Manual	County
35.	Adjustment Reason (ADJR)	Manual	County
36.	Dunning Message (DNGM)	Manual	County
37.	Collection Control (COLLC)	Manual	County
38.	Billing Instruction (BINST)	Manual	County
39.	Billing Profile table	Semi Auto	County
40.	Billing Rate table	Semi Auto	County
41.	Customer Accounts table	Semi Auto	County
42.	Standard Rate table	Semi Auto	County
43.	Overhead Rate table	Semi Auto	County
44.	Cost Allocation Control table	Semi Auto	County
45.	Cost Allocation Series table	Semi Auto	County
46.	Cost Allocation Step table	Semi Auto	County
47.	Cost Allocation Pool Base Set-up table	Semi Auto	County
48.	Cost Allocation Pool Base Distribution table	Semi Auto	County
49.	Statistical Unit table	Semi Auto	County
50.	Convert Project Expenditures	Semi Auto	County
51.	Convert Project Revenues	Semi Auto	County
52.	Convert Inception to Date Equipment Usage	Semi Auto	County
53.	Convert balance invoice amounts (Receivables)	Semi Auto	County

	Conversion	Conversion Method	Owner
54.	Convert Balance Sheet Balances	Auto	County
55.	Convert Employee Information (ESMT)	Auto	County
56.	Convert Department Details (DEPTD)	Auto	County
57.	Convert Stock Items and Inventory Balances	Auto	County

CGI-AMS will also assist the County with their conversions by providing guidance on design questions, target eCAPS entities, and by assisting the County with use of the PDI conversion development tool through the duration of the planned conversion task as defined on the Project Plan.

j. The County will be responsible for all reports for the eCAPS Phase III – FAS Replacement Subproject 7.

k. CGI-AMS will be responsible for designing, developing, and testing the one form identified in the Fit-Gap Analysis.

l. The County will be responsible for the design, development, and test of all inbound and outbound interfaces for the eCAPS Phase III – FAS Replacement Subproject 7.

m. The County will be responsible for defining, configuring, and testing all security and workflow for the eCAPS Phase III - FAS Replacement Subproject 7.

n. The County will lead the effort to train the acceptance test team members, and conducting the Acceptance Test.

o. The County will plan for and conduct the Regression Test.

p. The Performance Test will be conducted by CGI-AMS using a limited set of transaction types. It is not necessary to utilize all eCAPS transaction types to test system performance.

q. As part of this SOW, nine-hundred-sixty (960) CGI-AMS hours have been allocated to provide support with project activities related to Procurement, Inventory, and Fixed Assets for DPW. For these functional areas, CGI-AMS will assist, up to a maximum of 960 hours, in the following areas:

- Recapping configuration settings;
- Integration testing;
- Supporting acceptance test;
- Supporting regression test;
- Conducting performance and stress tests;
- Reviewing training materials;
- Updating user documentation; and

- Assisting with the production cutover script and production cutover.

r. As part of this SOW, nine-hundred-sixty (960) CGI-AMS hours have been allocated to provide assistance with project activities related to Time Collection for DPW. For this functional area, CGI-AMS will assist, up to a maximum of 960 hours, in the following areas:

- Recapping configuration settings;
- Integration testing;
- Supporting acceptance test;
- Supporting regression test;
- Conducting performance and stress tests;
- Reviewing training materials;
- Updating user documentation; and
- Assisting with the production cutover script and production cutover.

3.2 Achieve Phase

a. The County will participate in the production cutover and rehearsal activities in accordance with the production cutover script developed by CGI-AMS. County responsibilities include but are not limited to:

- Review cutover scripts developed by CGI-AMS;
- Review online table set-up;
- Verify converted data;
- Conduct software migration; and
- Backup production data prior to cutover.

b. The County will be responsible for determining the parameters for reports distribution to facilitate the viewing, printing, and routing of eCAPS operational reports.

c. The County will be responsible for legacy system updates, if required.

d. The County will be responsible for all security and workflow configuration activities. The County will develop plans as necessary to facilitate the County's completion of its security and workflow set-up, end-user training, and transition management (e.g., departmental rollout and outreach and assessment of the County's readiness for the eCAPS Phase III - FAS Replacement Subproject 7 Go-Live).

e. FAS will be replaced in July, 2008, which requires all modifications in the LSA, Materials Management, and Time Collection areas to be completed, tested, and ready for production use by that date.

f. The County and CGI-AMS plan to replace FAS in July, 2008 at the beginning of County Fiscal Year 2009. As a result, no project planning has been completed for a subsequent go live date. Any change in the Go-Live date would require additional planning and could result in additional costs.

4. Project Management

This section of the SOW narrative provides an overview of the project management-related Tasks, Work Products, and Deliverables to be completed by CGI-AMS and the roles and responsibilities to CGI-AMS staff responsible for overseeing the direction, quality, and timeliness of CGI-AMS's work on the eCAPS project. CGI-AMS's assumptions for the County's responsibilities and other project management-related activities are provided below.

a. The County and CGI-AMS will follow a closely coordinated and collaborative approach to project management for Subproject 7 with the overall eCAPS Project Management Plan.

b. County will appoint a team of dedicated key personnel as Functional Team Leads. These leads and their respective support staffs will be responsible for completing the County's Tasks on the Subproject 7 as outlined in the Project Plan provided in Appendix B-7 (Project Plan), as updated from time to time.

c. The County will supply the project infrastructure necessary to support the co-location of the County-CGI-AMS team and completion of Subproject 7 Tasks as described in Appendix M of the Agreement.

d. County staff will have the lead responsibility for all communications to County departments and third party vendors related to the eCAPS Phase III - FAS Replacement Subproject 7, including, but not limited to: informational briefings, executive briefings, identification and coordination with departmental liaisons, etc.

e. The County will establish and maintain a website as part of the Communication Plan. This website will be used to:

    1. Maintain and distribute project materials;
    2. Communicate the status of the Subproject 7; and
    3. Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.).

f. The County will be responsible for maintaining the website and CGI-AMS shall assist in developing materials for placement on the site and completing its assigned tasks as identified in the Communication Plan.

g. The County and CGI-AMS Team Leads will jointly maintain the eCAPS Phase III Project Plan and provide status reporting on project progress to the County and CGI-AMS eCAPS Project Management Team.

h. The County will provide staff to support the clerical and administrative tasks for the eCAPS project, including, but not limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

5. Software Application

This section of the SOW narrative presents assumptions for the AMS Advantage application and third party software products that will be installed in the eCAPS technical environments.

a. The County will perform the Tasks necessary to establish the technical environments to support the eCAPS Phase III - FAS Replacement Subproject 7 in accordance with the specifications provided in the Updated Technical Specifications Document for each environment. These Tasks include, but are not limited to: installation and testing of servers and system software, system software upgrades, definition of table spaces, printer set-up, establishment of network and Internet access, etc.

b. The County will install the Baseline Application Software, Approved Third Party Software and Application Software Customizations in the creation of eCAPS environments.

c. The County will merge any Application Software Customizations developed for the eCAPS Phase III - FAS Replacement Subproject 7 with existing eCAPS software installed on-site.

d. County is responsible for all software migrations and for ensuring that software is migrated correctly.

e. County staff already knowledgeable in environment creation and maintenance will train any other County staff responsible for technical environment activities.

6. Reporting

This section of the SOW narrative provides a list of key assumptions related to reporting, querying and any other method of extracting information from eCAPS for the eCAPS Phase III – FAS Replacement Subproject 7.

a. The County will design, develop, and test all reports, queries, data extracts, etc. that are needed to provide information from eCAPS and any interfacing systems. CGI-AMS will have no role in defining reporting requirements, designing, developing, or testing reports under the eCAPS Phase III – FAS Replacement Subproject 7, other than providing Support with regard to updating the ETL processes and AMS Advantage Data Warehouse.

b. Wherever possible, the County will leverage the use of AMS Advantage online inquiry windows and ad hoc queries/reports using CGI-AMS Cognos in lieu of

creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

c. The County will assign functional and technical staff with sufficient knowledge of DPW systems to participate in a review of the information provided in the reports listed in Appendix L-7 (Legacy Reports).

d. DPW will retain the FAS database for a reasonable period of time after FAS is replaced for query and reporting purposes. Having the FAS databases available will assist DPW in transitioning to eCAPS.

e. During the project and planning stage, the County will finalize the detailed plan which will include staffing requirements and resources, and interdependencies and timelines for the completion of the various reporting components.

f. The County will design and develop necessary changes to the eCAPS AMS infoAdvantage Data Model to support DPW's software customizations and unique business requirements.

g. Upon finalization of the Data Model changes, the County will design and develop the necessary modifications to the Logical and Physical databases for the eCAPS Data Warehouse

h. The County will create the design for the new ETL software and develop the modifications to the eCAPS AMS infoAdvantage ETL software to support DPW's reporting requirements.

i. The County will be responsible for installing, configuring, and administering the Cognos Business Intelligence software in all environments.

j. The County will design and develop the Cognos Framework Manager Model (FWMM) and the Cognos Packages for supporting the reporting requirements for DPW.

k. The County will be responsible for the design and development of all DPW reports of mixed complexity (high, medium, low). These reports may be delivered through Cognos reports, Java reports, inquiry screens or data extract files. The County will review the list of reports to assign complexities and prioritize their delivery timeframe and delivery method.

l. The County will develop the functional designs for the reports and review the report designs with end users prior to beginning development. Upon receiving feedback from the users, report developers will complete the software development and testing of the assigned reports.

7. Technical

This section of the SOW narrative presents an overview of CGI-AMS's response to the County's technical requirements and CGI-AMS's Tasks related to data conversion and interface development not already included in Section 3.1 – Create Phase.

7.1 Technical Assumptions

a. The County will create any new technical environments and will install any additional instances of the AMS Advantage or Approved Third Party Software.

b. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI-AMS's warranty and maintenance provisions.

7.2 Data Conversion Assumptions

a. Pervasive Data Integrator (provided as bundled Third Party Products) will be the primary tool used for data conversion. Custom (non-Pervasive Data Integrator based) data conversion will be limited to the extent possible.

b. The County and CGI-AMS shall employ standard AMS Advantage upgrade tools/templates and proven approaches to help mitigate conversion risks, minimize the County's data cleansing effort, and improve the consistency and quality of the legacy systems data conversion effort. To this end, the County and CGI-AMS shall employ the following proven approaches for converting the aforementioned items.

c. In accordance with Appendix E-7 (Conversions), the County requires that both reference data and historical data be converted, and the County will be responsible for the data cleansing (i.e., planning and execution of the data cleansing procedures and software) of this data prior to conversion and after the execution of the conversion process in the target application.

d. The County will provide subject matter experts (SME) and legacy system staff to work with CGI-AMS.

7.3 System Interface Assumptions

a. Pervasive Data Integrator and SysManUtil will be the primary tools used for system interface development. Custom system interfaces will be limited to the extent possible.

b. The County will work with CGI-AMS to prioritize the heavy volume inbound interfaces such that the interfaces are developed and available for use during performance and stress testing.

8. Change Management and Training

This section of the SOW narrative presents an overview of the responsibilities with regard to change management and training.

a. County will prepare checklists for helping DPW assess its readiness for go-live. One checklist shall focus on a review of DPW's operational/technical readiness (e.g., printers installed, workstations configured, operations team identified and trained, etc.) and the other shall focus on a review of DPW's implementation/end-user readiness (e.g., end users trained, department outreach activities completed, etc.). The County will be responsible for all change management activities.

b. The County will develop the detailed training plan, and will coordinate all training with trainers and end users.

c. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases and maintaining the training application on an ongoing basis upon the implementation of eCAPS for DPW.

d. The County will utilize any training materials already developed as part of the eCAPS project, and will customize/develop training materials as needed. CGI-AMS will consult the County on the structure and content of the training materials.

e. The County shall assist any new technical staff in configuring/installing the AMS Advantage bundled toolsets on developer workstations in order to facilitate hands-on training for the aforementioned topics.

f. The County and CGI-AMS will jointly conduct train-the-trainer sessions.

g. The County will perform end-user training.

h. The County will be primarily responsible for developing and executing the departmental rollout plan and for communicating and monitoring for divisional operations readiness.

i. The County will be primarily responsible for updating the operations and implementation readiness assessment checklists for FAS Replacement, distributing the checklists to the divisions, collecting the responses, evaluating the responses, addressing the change management issues, and implementing the change management plan.

j. The County will be responsible for creating and updating the eCAPS fiscal policies and procedures and any department-specific procedures and manuals.

k. CGI-AMS will provide addendums to Baseline Application Software documentation to include Application Software Customizations made as part of the eCAPS Phase III – FAS Replacement Subproject 7.

9. Maintenance and Support

This section of the SOW narrative presents an overview of CGI-AMS's Tasks for eCAPS maintenance and support.

The County will maintain current enrollment in the AMS Advantage maintenance program as described in Exhibit E (Maintenance Provisions) to the Agreement if the County wishes to receive software updates and upgrades during the term of this Agreement.

(This Page Intentionally Left Blank)

Attachment M-7 – Context Diagram

This is an Attachment to Appendix M-7 - Subproject Assumptions.

(This Page Intentionally Left Blank)

eCAPS FAS Replacement Subproject

Participating Organizations

- Auditor-Controller Department
- Internal Services Department
- Department of Public Works
- Chief Information Office

Project Tasks and Responsibilities

Planning & Management

- Develop Project Control Document
- Conduct Project Kick-off
- Prepare Semi-Monthly Status Reports
- Prepare Monthly Status Reports
- Conduct Weekly Project Management Meetings
- Conduct Monthly Advisory Committee Meetings

Envision Phase

Complete

Create Phase

Technical Environments

- Install, configure, and test hardware and system software (estimated 7 environments)
- Install, configure, & test Adv 3 and 3rd Party Software (estimated 7 environments)
- Install, configure & test Cognos Reporting Environment
- Install Framework Manager and infoAdvantage ETL Component in new environments
- Conduct Technical Team Training & Knowledge Transfer

System Tables Set-Up

- Recap Application and System Control/ Reference Tables (per Fit-Gap Analysis)
- Set-Up & Test Application and System Control/ Reference Tables

Software Customizations (4 iterations)

- Develop Functional Designs for the 9 software modifications
- Review & Approve Functional Designs for software modifications
- Develop Technical Designs for the 9 software modifications
- Develop and Unit Test the 9 software modifications
- Plan, execute & document system test of 9 software modifications
- Migrate the 9 software modifications to eCAPS environments
- Conduct client iteration tests of the 9 software modifications

User Interface Modifications

- Design, develop & test User Interface Mods (e.g., Global Attributes) (0 identified)
- Conduct System Test of User Interface Modifications

System Interfaces

- Design outbound interfaces in ODD format
- Develop eCAPS data extracts for outbound interfaces
- Develop interface transform and load processes for outbound interfaces
- Test outbound interfaces in external systems
- Design inbound interfaces in IDD format
- Develop external system data extracts for inbound interfaces
- Develop interface transform and load processes using PDI for inbound interfaces
- Test inbound interfaces in eCAPS
- Manage & track interface testing (incl. establishment of folders & ftp credentials)

Data Conversion

- Write Detailed Conversion Plan
- Assist with Detailed Conversion Plan and review Plan
- Provide legacy system layouts and input files, and assist with data mapping for all conversions
- Develop extract processes and extract data from legacy systems for all conversions
- Design, develop, test conversion processes for 25% of conversion effort
- Design, develop, test conversion processes for remaining conversion effort
- Assist County with data conversions and consult on tools (.75 FTE for 12 months)
- Complete Manual Data Conversion Processes
- Complete & Reconcile Data Cleansing Processes
- Test and confirm that all data is correctly converted to eCAPS

Testing

- Plan & Execute Integrated System Tests (2 FTE for 4 months)
- Plan & Execute User Acceptance Tests
- Support Acceptance Test & Address Reported Issues (2 FTE / 4 months)
- Plan & Execute Regression Tests
- Support Regression Test & Address Reported Issues (2 FTE for 1.5 months)
- Prepare and Conduct Performance Tests, Document Findings and Recommendations (1 FTE for 4 months)
- Execute Stress Test (1 FTE for 4 months)

Reports and Forms

- Make any necessary updates to Framework Manager & ETL processes for existing County DW
- Support update to Framework Manager & ETL processes (.25 FTE for 17 months)
- Install and configure hardware and software for replicated eCAPS database
- Design, develop & test data extraction and load processes for DPW replicated eCAPS database
- Design, develop & test all reports and system queries
- Design, develop & test Forms (1 form)

Security and Workflow

- Create Security Plan
- Setup Security and Workflow

Training

- Develop Training Strategy Document and Training Plan
- Provide Training Facilities and Equipment for All Training
- Write / update eCAPS training materials
- Assist with writing/ updating training materials
- Populate and Update the Training Databases
- Conduct Train the Trainer Sessions (CGI-AMS to assist with max 6 classes)
- Manage End User Training Logistics & Scheduling
- Conduct End User Training Sessions

Transition Management

- Update User and Systems Operations Documentation
- Develop/Update Policies and Procedures
- Develop Operational & Implementation Readiness Checklists
- Perform Operational & Implementation Readiness Assessments

Achieve Phase

- Set-up Production Environment
- Develop Production Cutover Script & Execute Cutover Rehearsal
- Analyze Production Simulation Results & fine tune Cutover Script
- Perform additional Data Cleansing & Preparation
- Develop plan for Post Implementation Support
- Assign Staff for Post Go-Live Roles in Operations, HelpDesk, & Tech Support
- Complete County Conversion & Technical Cutover Tasks (per cutover plan & checklist)
- Complete CGI-AMS Conversion & Technical Cutover Tasks (per cutover plan & checklist)
- Manage Operations, HelpDesk, & Tech Support
- Provide Post-Implementation Support Services (2 FTE for 1 month – July)

Legend

- County Responsibility
- CGI-AMS Responsibility
- Joint Responsibility

(This Page Intentionally Left Blank)

Exhibit B-7 – Schedule of Payments

(This Page Intentionally Left Blank)

Exhibit B-7 - Schedule of Payments

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
1.1.7	FAS Replacement Project Control Document	02/06/07	$18,500.00	$2,775.00	$15,725.00
1.2.4	FAS Replacement Project Kick-Off	01/24/07	$25,000.00	$3,750.00	$21,250.00
1.3.4	Monthly Status Reports: Total of 19 Months. January 2007 - June 2008; 18 Months @ $37,653.47 per Month less $5,648.02 Holdback); 1 month (July 2008) is $37,653.54 less Holdback of $5,648.04 to accommodate rounding	5th working day of each month	$715,416.00	$107,312.40	$608,103.60
2.3.7	Recap System Control Tables Setup	08/31/07	$125,000.00	$18,750.00	$106,250.00
2.4.1.2	Software Modifications Functional Designs - Iteration I	02/08/07	$952,760.00	$142,914.00	$809,846.00
2.4.1.7	Application Software Modifications - Iteration I	05/18/07	$1,234,750.00	$185,212.50	$1,049,537.50
2.4.2.2	Software Modifications Functional Designs - Iteration II	04/06/07	$436,000.00	$65,400.00	$370,600.00
2.4.2.7	Application Software Modifications - Iteration II	08/31/07	$446,750.00	$67,012.50	$379,737.50
2.4.3.2	Software Modifications Functional Designs - Iteration III	05/18/07	$213,000.00	$31,950.00	$181,050.00
2.4.3.7	Application Software Modifications – Iteration III	10/29/07	$106,750.00	$16,012.50	$90,737.50
2.4.5.1.6	Detailed Conversion Plan	03/30/07	$47,500.00	$7,125.00	$40,375.00
2.4.5.3.6	Data Conversion Designs	07/24/07	$187,000.00	$28,050.00	$158,950.00
2.4.5.3.13	Data Conversion Software	02/29/08	$198,000.00	$29,700.00	$168,300.00
2.5.1.5	Integrated System Test Plan and Scripts	11/13/07	$67,000.00	$10,050.00	$56,950.00
2.5.1.10	Integrated System Test Plan and Results	01/14/08	$730,000.00	$109,500.00	$620,500.00
2.5.3.7	User Acceptance Test Support - January 2008	01/31/08	$62,571.00	$9,385.65	$53,185.35
2.5.3.8	User Acceptance Test Support - February 2008	02/29/08	$62,571.00	$9,385.65	$53,185.35
2.5.3.9	User Acceptance Test Support - March 2008	03/31/08	$62,571.00	$9,385.65	$53,185.35
2.5.3.10	User Acceptance Test Support - April 2008	04/30/08	$62,571.00	$9,385.65	$53,185.35
2.5.4.2.9	Performance and Stress Test Plan and Results	01/11/08	$115,000.00	$17,250.00	$97,750.00
2.5.5.6	Completed Regression Test Support	04/18/08	$51,200.00	$7,680.00	$43,520.00
2.6.3.4	Completed Data Cleansing Preparation	01/28/08	$65,000.00	$9,750.00	$55,250.00
2.6.4.6.1.8	Support End User Training Plan and Materials	03/12/08	$80,300.00	$12,045.00	$68,255.00
2.6.4.6.2.6	Trainer Training	04/16/08	$25,000.00	$3,750.00	$21,250.00
2.6.5.1.6	AMS Advantage User Documentation	03/13/08	$94,750.00	$14,212.50	$80,537.50
2.6.5.2.6	AMS Advantage System/Operations Documentation	02/28/08	$94,750.00	$14,212.50	$80,537.50
3.2.1.5	Production Cutover Script	05/13/08	$77,500.00	$11,625.00	$65,875.00
3.2.10	Production Cutover Complete	06/30/08	$100,000.00	$15,000.00	$85,000.00
3.3.2	Post-Implementation Support - Month #1	07/31/08	$51,200.00	$7,680.00	$43,520.00
	Release of Withhold (100%)	09/30/08			$976,261.50
	TOTAL		**$6,508,410.00**	**$976,261.50**	**$6,508,410.00**

(This Page Intentionally Left Blank)

Exhibit C-7 – Rates

No changes required to this Exhibit for eCAPS Phase III – Subproject 7.

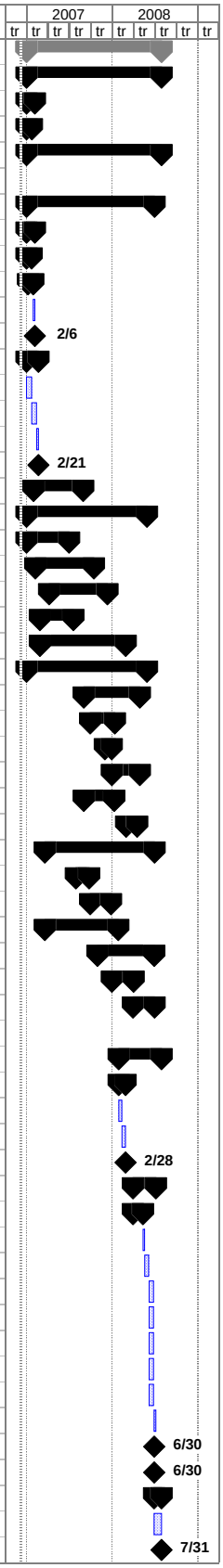
Please refer to Exhibit C of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit D-7 – Project Schedule

(This Page Intentionally Left Blank)

ID	Task Name	Duration	Start	Finish
0	**FAS REPLACEMENT SUBPROJECT 7**	**398 days**	**Tue 1/2/07**	**Thu 7/31/08**
1	**1 PLANNING & MANAGEMENT**	**398 days**	**Tue 1/2/07**	**Thu 7/31/08**
2	**1.1 FAS Replacement Project Control Document (incl. plan, PM strategies, etc.)**	**25 days**	**Tue 1/2/07**	**Tue 2/6/07**
10	**1.2 FAS Replacement Project Kick-Off**	**16 days**	**Tue 1/2/07**	**Wed 1/24/07**
15	**1.3 On-Going Project Management**	**398 days**	**Tue 1/2/07**	**Thu 7/31/08**
20				
21	**2 CREATE PHASE**	**377 days**	**Tue 1/2/07**	**Tue 7/1/08**
22	**2.1 Technical Environment Set-Up**	**25 days**	**Tue 1/2/07**	**Tue 2/6/07**
23	**2.1.1 Establish Technical Environments**	**15 days**	**Tue 1/2/07**	**Tue 1/23/07**
28	**2.1.2 Install/Test AMS Advantage 3 Software & Third Party Tools**	**15 days**	**Tue 1/9/07**	**Tue 1/30/07**
32	2.1.3 Review & Approve Advantage 3, Third Party Tools Installations	5 days	Wed 1/31/07	Tue 2/6/07
33	***2.1.4 County Obligation: AMS Advantage 3, Third Party Tools Installation***	*0 days*	*Tue 2/6/07*	*Tue 2/6/07*
34	**2.2 Technical Team Training**	**35 days**	**Tue 1/2/07**	**Wed 2/21/07**
35	2.2.1 Prepare Materials / Schedule Technical Training	15 days	Tue 1/2/07	Tue 1/23/07
36	2.2.2 Conduct Technical Team Training	15 days	Wed 1/24/07	Tue 2/13/07
37	2.2.3 Review & Approve Technical Team Training	5 days	Wed 2/14/07	Wed 2/21/07
38	***2.2.4 County Obligation: Technical Team Training***	*0 days*	*Wed 2/21/07*	*Wed 2/21/07*
39	**2.3 System Control Tables Setup**	**149 days**	**Thu 2/1/07**	**Fri 8/31/07**
47	**2.4 Software Construction**	**355 days**	**Tue 1/2/07**	**Fri 5/30/08**
48	**2.4.1 Application Software Modifications - Iteration I**	**127 days**	**Tue 1/2/07**	**Mon 7/2/07**
59	**2.4.2 Application Software Modifications - Iteration II**	**173 days**	**Fri 2/9/07**	**Tue 10/16/07**
70	**2.4.3 Application Software Modifications - Iteration III**	**172 days**	**Mon 4/9/07**	**Thu 12/13/07**
81	**2.4.4 System Interfaces**	**100 days**	**Thu 3/1/07**	**Fri 7/20/07**
98	**2.4.5 Data Conversion**	**251 days**	**Thu 3/1/07**	**Fri 2/29/08**
123	**2.4.6 Reports & Forms**	**355 days**	**Tue 1/2/07**	**Fri 5/30/08**
137	**2.5 Software Testing**	**163 days**	**Tue 9/4/07**	**Wed 4/30/08**
138	**2.5.1 Integrated System Test**	**70 days**	**Mon 10/1/07**	**Mon 1/14/08**
149	**2.5.2 Acceptance Test Environment Setup**	**20 days**	**Mon 12/3/07**	**Mon 12/31/07**
154	**2.5.3 User Acceptance Test**	**83 days**	**Wed 1/2/08**	**Wed 4/30/08**
165	**2.5.4 Performance Test & Stress Test**	**88 days**	**Tue 9/4/07**	**Fri 1/11/08**
181	**2.5.5 Regression Test**	**35 days**	**Mon 3/3/08**	**Fri 4/18/08**
188	**2.6 Preparation for Implementation**	**322 days**	**Thu 3/22/07**	**Tue 7/1/08**
189	**2.6.1 Internal Control Plans**	**40 days**	**Wed 8/1/07**	**Wed 9/26/07**
193	**2.6.2 Security and Workflow Set-Up (Proc, Inv, TC, EM, AR, AP, RM)**	**60 days**	**Mon 10/1/07**	**Fri 12/28/07**
199	**2.6.3 Data Cleansing & Legacy Systems Conversion Preparation**	**213 days**	**Thu 3/22/07**	**Mon 1/28/08**
204	**2.6.4 Knowledge Transfer & Training**	**165 days**	**Thu 11/1/07**	**Mon 6/30/08**
280	**2.6.5 eCAPS Documentation**	**65 days**	**Wed 1/2/08**	**Thu 4/3/08**
299	**2.6.6 Transition Management**	**65 days**	**Tue 4/1/08**	**Tue 7/1/08**
325				
326	**3 ACHIEVE PHASE**	**128 days**	**Thu 1/31/08**	**Thu 7/31/08**
327	**3.1 Production Environment Setup**	**20 days**	**Thu 1/31/08**	**Thu 2/28/08**
328	3.1.1 Migrate modifications to Production Environment	10 days	Thu 1/31/08	Wed 2/13/08
329	3.1.2 Verify code in Production	10 days	Thu 2/14/08	Thu 2/28/08
330	***3.1.3 County Obligation: Migrate Modifications to Production***	*0 days*	*Thu 2/28/08*	*Thu 2/28/08*
331	**3.2 Production Cutover**	**68 days**	**Tue 4/1/08**	**Mon 7/7/08**
332	**3.2.1 Production Cutover Script**	**31 days**	**Tue 4/1/08**	**Tue 5/13/08**
338	3.2.2 Execute Cutover Rehearsal / Mock Conversion	5 days	Wed 5/14/08	Tue 5/20/08
339	3.2.3 Perform Additional Data Cleansing as Needed	12 days	Wed 5/21/08	Fri 6/6/08
340	3.2.4 Execute Production Data Conversion	15 days	Mon 6/9/08	Fri 6/27/08
341	3.2.5 Execute Production Cutover	15 days	Mon 6/9/08	Fri 6/27/08
342	3.2.6 Execute Cutover to New Operational Procedures	15 days	Mon 6/9/08	Fri 6/27/08
343	3.2.7 Implement Updated Business Processes	15 days	Mon 6/9/08	Fri 6/27/08
344	3.2.8 Technical support for Production Cutover	15 days	Mon 6/9/08	Fri 6/27/08
345	3.2.9 Hand-Off Operations to Client Support Staff	5 days	Mon 6/30/08	Mon 7/7/08
346	***3.2.10 CGI-AMS Deliverable: Production Cutover Complete***	*0 days*	*Mon 6/30/08*	*Mon 6/30/08*
347	***3.2.11 Production Cutover (Live Production Operations)***	*0 days*	*Mon 6/30/08*	*Mon 6/30/08*
348	**3.3 Post-Implementation Support (Proc, Inv, TC, EM, AR, AP, RM)**	**23 days**	**Mon 6/30/08**	**Thu 7/31/08**
349	3.3.1 Post-implementation Support Month 1 - July 2008	23 days	Mon 6/30/08	Thu 7/31/08
350	***3.3.2 CGI-AMS Deliverables: Monthly Post-Implementation Support - Month 1***	*0 days*	*Thu 7/31/08*	*Thu 7/31/08*



(This Page Intentionally Left Blank)

Exhibit E-7 – Maintenance Provisions

Please refer to Appendix A to Exhibit E of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit F-7 – Confidentiality

No changes required to this Exhibit for eCAPS Phase III – Subproject 7.

Please refer to Exhibit F of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit G-7 – EEO Certification

No changes required to this Exhibit for eCAPS Phase III – Subproject 7.

Please refer to Exhibit G of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit H-7 – License Provisions

Please refer to Appendix A to Exhibit H of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit I-7 – County Mandated Provisions

(This Page Intentionally Left Blank)

Exhibit I-7 – County Mandated Provisions

1. Exhibit I of the Agreement is amended by deleting Paragraph 2 in its entirety and inserting the following in its place:

"2. NONDISCRIMINATION, AFFIRMATIVE ACTION AND COMPLIANCE WITH CIVIL RIGHTS LAWS

2.1 Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries and holding companies will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental handicap, marital status or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

2.2 Contractor shall, pursuant to Los Angeles County Code Section 4.32, certify to and comply with the provisions of the Contractor's EEO Certification (Exhibit G).

2.3 Contractor shall ensure that applicants and employees are treated equally during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental handicap, marital status or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

2.4 Contractor certifies and agrees that it will deal with its subcontractors, bidders or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental handicap, marital status or political affiliation, except to the extent necessary to comply with applicable Federal and State anti-discrimination laws and regulations.

2.5 Contractor certifies that it, its affiliates, subsidiaries and holding companies are in compliance with all Federal, State, and local laws, including, but not limited to:

1. Title VII, Civil Rights Act of 1964;
2. Section 504, Rehabilitation Act of 1973;
3. Age Discrimination Act of 1975;
4. Title IX, Education Amendments of 1973, as applicable; and
5. Title 43, Part 17, Code of Federal Regulations, Subparts A & B,

and that no person shall, on the grounds of race, creed, color, national origin, political affiliation, marital status, sex, age, or handicap, be subject to discrimination as to any privileges or uses gained under this Agreement or under any project, program or activity supported by this Agreement.

2.6 If County finds that any of the provisions of this Paragraph 2 have been violated, such violation shall, at the election of County, constitute a material breach of this Agreement upon which County may terminate or suspend this Agreement. While County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated State or Federal anti-discrimination laws or regulations shall constitute a finding by County that Contractor has violated the anti-discrimination provisions of this Agreement.

2.7 The parties agree that in the event Contractor is found to have violated the anti-discrimination provisions of this Agreement, and that such discrimination was directly associated with the performance of services provided under this Agreement, County may require, pursuant to Los Angeles County Code Section 4.32.010 (E), that Contractor pay the sum of Five hundred Dollars ($500) for each such violation, in lieu of termination or suspension hereof, as liquidated damages are extremely difficult to ascertain or calculate precisely. In the alternative, County may elect to terminate this Agreement pursuant to Section 29 (Termination for Default).

2.8 The parties agree that for purposes of the calculation of the sum of liquidated damages in Sub-paragraph 2.7, an act of Contractor affecting multiple employees shall be counted as a single violation."

2. Exhibit I of the Agreement is amended by deleting Paragraph 6 in its entirety and inserting the following in its place:

"6. <u>RESTRICTIONS ON LOBBYING</u>

6.1 <u>Federal Funds Projects</u>

If any Federal funds are to be used to pay portion for any of Contractor's work under this Agreement, the County shall notify Contractor in writing in advance of such payment and Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

6.2 County Projects

Contractor, and each County lobbyist or County lobbying firm, as defined in Los Angeles County Code Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any County lobbyist or County lobbying firm retained by Contractor to fully comply with County Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which County may immediately terminate or suspend this Agreement."

3. Exhibit I of the Agreement is amended by deleting Paragraph 9 in its entirety and inserting the following in its place:

"9. CONTRACTOR RESPONSIBILITY AND DEBARMENT

9.1 A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible contractors.

9.2 Contractor is hereby notified that, in accordance with Chapter 2.202 of the Los Angeles County Code, if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in the contract, debar Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts Contractor may have with County, including this Agreement.

9.3 County may debar Contractor if County's Board of Supervisors finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a contract with County, or a nonprofit corporation created by County, (2) committed any act or omission which negatively reflects on Contractor's quality, fitness or capacity to perform a contract with County, any other public entity or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against County or any other public entity.

9.4 If there is evidence that Contractor may be subject to debarment, County's Project Director, or his/her designee, will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise

Contractor of the scheduled date for a debarment hearing before County's Contractor Hearing Board.

9.5 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor, County's Project Director, or his/her designee, and County's Departments shall be provided with an opportunity to object to the tentative proposed decision prior to its presentation to County's Board of Supervisors.

9.6 After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to County's Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.7 If Contractor has been debarred for a period longer than five (5) years, Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.

9.8 The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of the debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.9 The terms and procedures of this Paragraph 9 shall also apply to subcontractors, consultants and partners of Contractor performing work under this Agreement."

4. Exhibit I of the Agreement is amended by deleting Paragraph 11 in its entirety and inserting the following in its place:

"11. CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

11.1 Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through employment or contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

11.2 As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this Agreement to comply with all applicable State and Federal provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or County's Child Support Services Department Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5245(b)."

5. Exhibit I of the Agreement is amended by deleting Paragraph 12 in its entirety and inserting the following in its place:

"12. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 11 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) shall constitute a default by Contractor under this

Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure to cure such default within ninety (90) days of notice by County's Child Support Services Department shall be grounds upon which County's Board of Supervisors may terminate this Agreement pursuant to Section 29 (Termination for Default) and pursue debarment of Contractor pursuant to Paragraph 9 (Contractor Responsibility and Debarment)."

eCAPS Phase III
Subproject 8: Time Collection Rollout

Exhibit A-8 – Statement of Work

(This Page Intentionally Left Blank)

Table of Contents

Table of Contents 3

Introduction 5

Section I – Implementation Methodology 7

1. Overview of Implementation Methodology 7
2. Project Work Products 8

Section II – Project Management 17

1. Project Management 17
2. Planning 19
3. Project Site 19
4. Communications 20
5. Staffing - Key and Support Personnel and Responsibilities 21

Section III – Software Application 27

1. Software Description 27

Section IV – Business Requirements and Reporting 29

1. Business Requirements 29
2. Reporting / Query 29

Section V – Technical 31

1. eCAPS Technical Architecture 31
2. Workstation Specifications 32
3. Conversion Approach 35
4. Interface Approach 36

Section VI – Change Management 39

1. Training Volumes 39
2. Training Environment 41
3. Knowledge Transfer 42

Section VII - Maintenance and Support 43

1. Subject Matter Experts 43
2. Priority Response 43
3. 24 x 7 Support 43
4. Up-To-Date Functionality 43

5. Support of Customizations 43

Appendices

Appendix A-8 Deliverables Definition
Appendix B-8 Project Plan
Appendix C-8 Business Requirements
Appendix D-8 Interfaces
Appendix E-8 Conversions
Appendix F-8 Reports
Appendix G-8 Business Processes
Appendix H-8 System Performance and Transaction Volumes
Appendix I-8 Subproject Architecture and Schematic
Appendix J-8 Configurations and Customizations
Appendix K-8 Training Volumes
Appendix L-8 Legacy Reports
Appendix M-8 Subproject Assumptions

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI-AMS to deliver the eCAPS Phase III – Time Collection Rollout Subproject 8 described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement to which this SOW is attached.

The eCAPS Phase III – Time Collection Rollout Subproject 8 engages CGI-AMS to support the County in rolling out the time collection functionality countywide to all departments. The purpose of the eCAPS Phase II – Time Collection Subproject 2 was to design and develop the time collection functionality and rollout to the pilot department at the Department of Health Services (DHS).

As the DHS Time Collection rollout to their pilot facility, Rancho Los Amigos, was very successful and in preparation for the countywide deployment of AMS Advantage® HRM, the County desires to rollout this functionality to the remainder of the County departments and agencies. Entities that wish to implement the functionality will be grouped into subsets and implemented in stages, group-by-group. The first two entities to be implemented are the Department of Children and Family Services (DCFS) and Auditor-Controller's Shared Services Division clients (Shared Services). This SOW details the tasks, deliverables and system functionality to be implemented, delivered and/or supported during Subproject 8 which encompasses the rollout of the following AMS Advantage HRM modules:

- AMS Advantage HRM (base);
- Time and Attendance; and
- Employee Self-Service.

This SOW specifies the obligations for CGI-AMS to deliver to the County a functioning system that supports the County departments' business requirements to be confirmed during a customized and "streamlined Envision phase." A description of the County's obligations for these projects and other key project assumptions is provided as Appendix M-8 (Subproject Assumptions) of this SOW. For purposes of this SOW, AMS Advantage application means Time Collection.

CGI-AMS is currently providing support to the eCAPS Phase II – Time Collection Subproject 2 through December 16, 2006 for the following:

- Post-Implementation Support;
- DHS Departmental Rollout Support; and
- End-User Training Support.

The major objectives to be achieved with the eCAPS Phase III – Time Collection Rollout Subproject 8 are to:

- Leverage new web-based technology to improve the time collection process;
- Reduce and/or eliminate duplicate and disparate departmental systems;
- Integrate systems and data sharing;
- Improve/standardize business processes;
- Improve visibility and decision-making opportunities;
- Provide browser-based entry and presentation of data; and
- Provide reporting functionality for time collection.

CGI-AMS shall follow a deliverables-based project management approach to validate the County departments' business requirements, work with the County departments to revise current business processes, and configure or customize the AMS Advantage application to support the County department-specific business requirements as confirmed during the streamlined Envision phase.

The eCAPS Phase III – Time Collection Rollout Subproject 8 will begin in January 2007 following the Project Plan outlined in Appendix B-8 (Project Plan) to provide support for:

- Project implementation team and training;
- Business requirements confirmation sessions for configuration of the application to meet the County departments' identified business requirements via rapid prototyping;
- Software design, development, and testing services of newly modified view(s) of the timesheet;
- Development of a plan, and support the execution of the plan for co-trainer and end-user training;
- Knowledge transfer plan to support the ongoing system operation at the completion of Subproject 8;
- Implementation support.

Section I – Implementation Methodology

This section of the Statement of Work (SOW) provides a general description of the planned activities for the eCAPS Phase III – Time Collection Rollout Subproject 8, including:

- An overview of the implementation methodology proposed by CGI-AMS for the duration of Subproject 8;
- A high-level description of the eCAPS Phase III – Time Collection Rollout Subproject 8 Project Plan; and
- An overview of the major tasks and timelines proposed for the Time Collection Rollout Subproject 8 implementation.

1. Overview of Implementation Methodology

CGI-AMS shall use sound project management principles based on prior experience in large-scale implementation projects for the implementation of AMS Advantage® HRM modules. Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the Subproject 8 schedule internally such as design, development and testing and the external dependencies and success factors that can impact the overall progress and effectiveness of an engagement. The implementation methodology specifies the utilization of an iterative rollout approach whereby County departments will be grouped and transitioned to the new time collection system on a group-by-group basis. This integrated and iterative approach provides an invaluable tool to track overall progress against the agreed upon milestones, identify risk areas, and proactively take the appropriate steps to mitigate those risks. The first County departments to rollout shall be the Department of Children and Family Services (DCFS) and Shared Services.

Each County department participating in the implementation will select key department personnel to place on its “Department Implementation Team”. The Department Implementation Team will be responsible for performing department-specific activities and developing corresponding work products, as well as representing the department in identifying and designing department-specific time collection functionality, if applicable. A “Core Implementation Team” will be assembled to guide Department Implementation Team activities. The Core Implementation Team will leverage participants from the DHS Implementation Team from eCAPS Phase II – Time Collection Subproject 2 to foster continuity of system transition and standardization of time collection functionality, where appropriate.

CGI-AMS’s methodology is supported by an inventory of CGI-AMS-specific tools, assets, utilities, templates, checklists, and deliverables. CGI-AMS-specific work product samples were used as a starting point for the work products CGI-AMS completed under the eCAPS Phase II – Time Collection Subproject 2. Similarly, work products

developed during Subproject 2 will be used as a starting point for work products the County and CGI-AMS will complete under this SOW.

2. Project Work Products

The remainder of this section explains the approach that will be used to implement the time collection functionality countywide. The high-level work products are outlined, as are the methods for achieving them. A detailed description of these deliverables is provided in Appendix A-8 (Deliverables Definition) and in the remaining sections of this SOW.

2.1 Planning and Management (Project Plan Task 1.0)

Project management represents ongoing tasks that will span the life of the project. CGI-AMS shall update the Project Control Document (PCD) created during the implementation of eCAPS Phase II – Time Collection Subproject 2. The purpose of the PCD is to define how the CGI-AMS Project Management Standards will be applied to the eCAPS Phase III – Time Collection Rollout Subproject 8. The PCD brings together the key planning and control documents and serves as the basis for defining how the project team will carry out project administration and management activities. It is intended to be a tool for communicating the project's management practices to managers, team members, and stakeholders.

Specifically, the PCD shall define the management strategies for the following areas:

Project Planning

- Detailed Project Plan;
- Project Governance and Structure;
- Communication;
- Staffing and Team Management; and
- Software Estimation.

Scope Management

- Deliverables Management;
- Change Control Process Management; and
- Requirements Management.

Issue and Risk Management

- Issue Management (including issue escalation processes); and
- Project Risk Management.

Quality

- Quality Management;

- Work Product Reviews; and
- Incident and Defect Management.

CGI-AMS shall provide on-site project management services to the eCAPS Phase III – Time Collection Rollout Subproject 8 for the duration of the project through all implementation iterations and part-time project management services for the duration of any post-implementation periods.

CGI-AMS ongoing project management tasks include (Project Plan Task 1.2):

- Assigning and coordinating CGI-AMS team resources and deliverables;
- Tracking CGI-AMS team resources;
- Tracking CGI-AMS tasks and deliverable budgets;
- Reporting on CGI-AMS resources, deliverables and budget, including the development of a minimum of semimonthly and monthly status reports, and presentations for the project advisory committee;
- Identifying, tracking, and helping to resolve project issues;
- Providing review and guidance to the project team in addressing tasks/deliverables; and
- Coordinating project deliverables among all CGI-AMS resources.

2.2 Envision Phase (Project Plan Tasks 2.1, 3.1)

Compared to its predecessor in eCAPS Phase II – Time Collection Subproject 2, the Envision phase of Subproject 8 will be streamlined in both size and timeframe. In order to provide for standard and consistent time processing functionality, the Envision phase of Subproject 8 will leverage the standard timesheet processing already developed for DHS during Subproject 2. This approach is feasible due to the ability of the standard timesheet to be easily configured with different views for data entry and display. Department Implementation Teams, with support from CGI-AMS, shall translate existing departmental timesheet functionality to the standard time processing functionality developed during Subproject 2. As a result, the Envision phase of Subproject 8 will only include activities focused on the confirmation of departmental requirements and the identification of minor updates and/or enhancements based upon department-specific requirements.

The following tasks/deliverables shall be completed during the Envision phase:

- Functional Analysis; and
- Technical Assessment.

2.2.1 Functional Analysis (Project Plan Tasks 2.1.2, 3.1.2)

The Functional Analysis is comprised of three key tasks: product training, prototyping sessions and confirmation of requirements and/or identification of required modifications/enhancements.

Product Training (Project Plan Tasks 2.1.2.1, 3.1.2.1)

CGI-AMS shall provide time collection functionality training to the Department Implementation Teams. The purpose of this training is to provide the teams with a general overview of AMS Advantage application functionality as well as introduce the countywide timesheet functionality developed during Subproject 2. This training is intended to help facilitate department participation in the prototyping sessions and subsequent implementation tasks. The training shall be co-lead with the County.

Prototype Time Collection Functions (Project Plan Tasks 2.1.2.2, 3.1.2.2)

In this streamlined Envision phase, prototyping sessions are requirements confirmation sessions directed by CGI-AMS and the County to demonstrate the capabilities of the time collection functionality as designed and implemented during Subproject 2. By conducting the prototyping sessions, CGI-AMS shall provide a process which allows Department Implementation Teams to identify department-specific functional requirements to be addressed via possible table setup requirements, modifications and/or enhancements.

Identify Application Customizations (Project Plan Tasks 2.1.2.3, 3.1.2.3)

As the prototyping sessions are conducted, the options and alternatives for supporting the County departments' time processing requirements shall be identified as well as whether the desired functionality would be met via table setup, software / report modification or enhancement. A software / report modification is defined as a change to current time collection functionality, while a software / report enhancement encompasses the improvement of current time collection functionality. The primary work products resulting from the completed prototyping sessions and identification of modification/enhancement requests include:

- Prioritized list of potential software configurations and customizations;
- Prioritized list of potential report modifications or new report requirements;
- Table setup requirements; and
- Recommendations for potential changes to County department business processes.

2.2.2 Hardware/Software Procurement (Project Plan Tasks 2.1.3, 3.1.3)

In lieu of performing individual department technical assessments, Department Implementation Teams will leverage the Technical Specifications Document developed as a part of the HRM Design during eCAPS Phase II – HRM Design Subproject 3 to analyze the infrastructure requirements and transaction volumes for implementing the AMS Advantage application at their respective departments and agencies. The assessment will focus on the County department's and agencies' usage information, transaction volumes, archival requirements, and growth projections and will support the technical requirements.

Based on this assessment, the County shall update the current time collection system technical architecture for each of the project environment to support the eCAPS Phase III – Time Collection Rollout Subproject 8 implementation.

2.2.3 Envision Phase: Summary of CGI-AMS Deliverables

A summary list of the deliverables and interim work products to be produced during the Envision phase is provided in Appendix A-8 (Deliverables Definition).

2.3 Create Phase (Project Plan Tasks 2.2, 3.2)

The Create phase encompasses activities related to software modification and enhancement construction and testing as well as preparations for implementation, such as training, testing and transition management. The tasks to be completed during the Create phase are organized into the following activities:

- Technical environment set-up;
- System control tables set-up;
- Software and report modification/enhancement construction;
- Software and report modification/enhancement testing; and
- Preparation for implementation.

2.3.1 Technical Environment Set-Up (Project Plan Tasks 2.2.1, 3.2.1)

Having already been established during eCAPS Phase II – Time Collection Subproject 2, the County will maintain the following technical environments consistent with the specifications provided in the HRM Design Technical Specifications document:

- Development /unit test;
- System test;
- User acceptance test;

- Conversion;
- Training / learning;
- Production; and
- Cognos Reporting Environments.

AMS Advantage application configurations and customizations shall be developed and tested in the development / unit test and system test environments.

2.3.2 System Control Tables Set-up (Project Plan Tasks 2.2.2, 3.2.2)

During the Envision phase, table-driven set-ups will be identified and documented. Where applicable, these set-ups will allow the Department Implementation Teams to tailor AMS Advantage processing to support entity-specific requirements in lieu of identifying software modifications and enhancements.

In the Create phase, reference and system tables will be populated as previously documented during the Envision phase. In addition, the reference and system tables shall be tested to confirm they support County department requirements.

2.3.3 Software Construction (Project Plan Tasks 2.2.3, 3.2.3)

Software construction entails the design and development of user interface configurations (timesheet views), software modifications and/or enhancements, data conversion processes, system interface processes, and reports and forms to support the County departments' business requirements.

A Functional Design will be created for each software modification or enhancement (i.e., modification to the AMS Advantage software). The Functional Design is a high-level design specification that provides an overview of the business requirements and processes to be supported by the customization, processing logic for online, batch, and reporting software components, business scenarios to be included in the unit tests, and key assumptions.

A Detailed Design will be developed for each modification and enhancement. Each detailed design will provide the technical specifications and description of each software development effort, as well as drive the functional design into a lower level of detail that is required for programming, conversion, interfaces and reporting. Depending upon the type of software being developed, the detailed design shall include as necessary: database input/output requirements, data mapping and transformation rules, and a unit test plan.

The development tools that are bundled with the AMS Advantage 3 application (i.e., AMS Advantage Design Studio, Pervasive Data Integrator, and Adobe forms) will be utilized in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI-AMS to County technical staff.

2.3.4 Software Testing (Project Plan Tasks 2.2.3.5, 3.2.3.5)

Software testing entails the planning and execution of user acceptance tests to secure the County's acceptance of the AMS Advantage application as modified in accordance with the County-approved functional and detailed designs and specifications. User acceptance testing encompasses the County review and approval of software modifications and enhancements. During User Acceptance Testing, incidents reported will be tracked and resolved via developing software adjustments or fixes, as applicable.

2.3.5 Preparation for Implementation (Project Plan Tasks 2.2.4, 3.2.4)

Preparation for implementation entails the completion of the following tasks:

- Data cleansing and departmental/legacy conversion preparation (Project Plan Tasks 2.2.4.1, 3.2.4.1);
- Knowledge transfer and training (Project Plan Tasks 2.2.4.2, 3.2.4.2);
- eCAPS Documentation (Project Plan Tasks 2.2.4.3, 3.2.4.3); and
- Transition management (Project Plan Tasks 2.2.4.4, 3.2.4.4).

Data Cleansing and Departmental / Legacy Conversion Preparation (Project Plan Tasks 2.2.4.1, 3.2.4.1)

The cleansing of data in preparation of departmental and legacy conversion encompasses the analysis of CWTAPPS data and applying any updates to conversion programs to avoid any conversion errors.

Knowledge Transfer and Training (Project Plan Tasks 2.2.4.2, 3.2.4.2)

In accordance with the training strategy developed during the eCAPS Phase II - Subproject 2 and the training volumes specified in Appendix E-8 (Conversions), detailed training plans shall be developed for governing the revision of training materials and execution and develop the training program specifications (e.g., curriculum, content, duration, class size, class audiences, prerequisites, location, and training aids) for end-user training in eCAPS Phase III – Time Collection Rollout Subproject 8.

A train-the-trainer and co-trainer approach will be utilized to execute end-user training. Under the train-the-trainer approach, Department Implementation Team

members will be trained by eCAPS Phase II trainers to deliver training courses to their respective entities. With the co-trainer approach, County department trainers will be accompanied by eCAPS Phase II - Time Collection and new eCAPS Phase III - Time Collection Rollout trainers in delivering training courses to their departments.

Throughout the implementation, CGI-AMS shall promote knowledge transfer to County technical staff by providing support and assistance during the County's development of data conversion, data cleansing, system interface, and report programs, as well as formal system administration training.

eCAPS Documentation (Project Plan Tasks 2.2.4.3, 3.2.4.3)

Users and system documentation developed during Subproject 2 shall be updated and/or amended to reflect the modified functionality completed during the eCAPS Phase III – Time Collection Rollout Subproject 8 implementation:

- AMS Advantage HRM User Documentation – updated version of the Subproject 2 application documentation. These updates shall be loaded to the online application such that field level and page level help and effort handling may reflect eCAPS Phase III modifications; and
- AMS Advantage HRM Systems Administration Guide – updated version of the Subproject 2 systems documentation. These updates shall include considerations for the County to update its operations documentation (e.g., potential impacts to the County's run books, call back lists, job dependencies, etc.).

Transition Management (Project Plan Tasks 2.2.4.4, 3.2.4.4)

Transition management is comprised of tasks related to each department-wide rollout and change management, as defined in the transition strategy developed during Subproject 2. For the department-wide rollouts, Subproject 2 Procedures Manuals (i.e., end users' data entry guide) will be developed to serve as the basis for the County to develop its procedures manual as well as department-specific handbooks.

In order to provide change management, the County will prepare Assessment Checklists to assist in determining readiness for the go-live date. One checklist shall focus on a review of the County's operational/technical readiness (e.g., printers installed, workstations configured, operations team identified and trained, etc.) and another shall focus on a review of the County's implementation/end-user readiness (e.g., end users trained, department outreach activities completed, reference guides, etc.).

2.3.6 Create Phase: Summary of CGI-AMS Deliverables

A summary list of the deliverables and interim work products to be produced by CGI-AMS during the Create phase is provided in Appendix A-8 (Deliverables Definition).

2.4 Achieve Phase (Project Plan Tasks 2.3, 3.3)

The Achieve phase encompasses those activities related to data conversion, production cutover (i.e., installation of the final-tested system into the County's production environment), and post-implementation support. The tasks to be completed during the Achieve phase are organized into the following sets of activities:

- Data Conversion Preparation (Project Plan Tasks 2.3.2, 3.3.2); and
- Production Cutover (Project Plan Tasks 2.3.3, 3.3.3).

2.4.1 Data Conversion Preparation (Project Plan Tasks 2.3.2, 3.3.2)

Data conversion software shall be executed and converted legacy data loaded to facilitate a full-size mock conversion process (i.e., "dress rehearsal" of the final conversion). The mock conversion is intended to provide a projection of the final results from converting and loading legacy systems data into AMS Advantage format. The mock conversion process shall be conducted in accordance with the volumes, data sources, and schedule identified in the Data Conversion Plan and use corrected and cleansed data as input. The County shall review, verify, and approve the mock conversion results.

2.4.2 Production Cutover (Project Plan Tasks 2.3.3, 3.3.3)

A detailed Production Cutover Script shall be developed to define the sequence/timing of tasks (e.g., back-up/restore processes, automated conversion processes, manual conversion processes, conversion verification, software migration, online table updates, and batch processing) that are necessary to activate for the entities in the County's production environment.

2.4.3 Achieve Phase: Summary of CGI-AMS Deliverables

A summary list of the deliverables and interim work products to be produced by CGI-AMS during the Achieve phase is provided in Appendix A-8 (Deliverables Definition).

2.5 Additional Departmental Rollout Support (Project Plan Task 4.0)

CGI-AMS shall provide support for the rollout to additional County entities beyond DCFS and Shared Services. The type of support and amount of resources shall be

determined based upon the needs identified with each rollout. Additional rollout support shall be requested and detailed via the Change Control process.

Section II – Project Management

This section describes the project management activities and deliverables necessary to:

- Provide project direction and oversight to the Subproject 8;
- Establish an approach to communicating the status of Subproject 8 activities and deliverables; and
- Establish the staffing requirements and staffing projections for the implementation.

1. Project Management

CGI-AMS shall provide project management and oversight to the CGI-AMS staff on the Project Team in accordance with the tasks identified in this SOW section and Appendix M-8 (Subproject Assumptions).

The purpose of these activities is to establish the protocols for managing the eCAPS Phase III - Subproject 8, organize the project team, review project members' roles and responsibilities, and establish the project site. CGI-AMS shall have responsibility for its staff and complete project management-related tasks, with County review and approval, including:

- Establish protocols for project management and change control;
- Confirm key staff members and their roles and responsibilities;
- Establish project management standards and tools;
- Establish report analysis escalation process;
- Develop the key planning documents for the project;
- Developing a strategy to communicate the project approach;
- Plan and prepare kick-off meeting materials; and
- Conduct kick-off meetings.

1.1 Project Team Operations

The ongoing project management services to be provided by CGI-AMS shall encompass:

- Assigning and coordinating CGI-AMS team resources and deliverables;
- Tracking CGI-AMS team resources;
- Tracking CGI-AMS task and deliverable budgets;

- Reporting on CGI-AMS resources, deliverables and budgets, including the development of semimonthly and monthly status reports and presentations to the project advisory committee;
- Identifying, tracking, and helping to resolve project issues;
- Providing review and guidance to the CGI-AMS team in addressing tasks/deliverables; and
- Coordinating project deliverables among all CGI-AMS resources.

1.2 Change Control Strategy

CGI-AMS, with the County's review and approval, shall establish a Change Control Strategy. This plan shall be included in the Project Control Document (PCD) as described in Section I – Implementation Methodology. The purpose of the Change Control Strategy is to define the specific policies and procedures that will control the priorities and approvals of:

- Required modifications to the software;
- Changes due to legal or Federal, State and Board of Supervisor mandates;
- Departmental requests for changes; and
- Project Team request for changes.

The County desires to minimize any modifications to the AMS Advantage application which will have an adverse impact on the County's ability to maintain the application in a cost effective manner. As such, any request for changes must follow the established Change Control Process which explores alternatives for utilizing the software application in its delivered state, configuring the software in a way that does not impact the County's ability to upgrade or maintain the software and possible changes to departmental business procedures.

The Change Control Strategy shall include at a minimum:

- Procedures for determining the best alternative to address the proposed change;
- Approval process of the recommended approach and alternative;
- Priority setting of requests;
- CGI-AMS analysis of costs (including the costs for analysis), workload, impact on County departments and timeframe needed to implement requested change;
- Flow chart of Change Control process, including decision tree; and
- Recommended solution to track and monitor changes.

1.3 Status Reports

CGI-AMS shall submit at a minimum semimonthly and monthly status reports to County management that include:

- Project status against the project timetable;
- Status of deliverables;
- Project Issues;
- Review of the Project Plan (as necessary); and
- Other significant issues that impact project stakeholders (e.g., departments).

It is expected that the County and CGI-AMS Project Managers will have weekly project meetings and bring staff, as necessary, to present and discuss project progress, issues, and risks.

The CGI-AMS monthly status report to County management will be used for briefing the project advisory committee. The CGI-AMS Project Manager will attend project advisory meetings and provide a briefing on project matters to the County. CGI-AMS shall assist County staff in the presentation of other briefings that may be requested by the County in order to inform the Board of Supervisors, departments or other committees on project status and issues for their consideration.

1.4 Project Organizational Chart

The purpose of this activity is to establish the protocols for managing the eCAPS Phase III – Time Collection Rollout Subproject 8, organize the project team, and review key project members' roles and responsibilities. Project organization responsibilities will be divided between the County and CGI-AMS with each having prime responsibility for their respective staffs.

2. Planning

Developing clear plans that allocate resources, define deliverables, and provide a comprehensive view of all components of the project will be critical for the successful implementation of the eCAPS Phase III – Time Collection Rollout Subproject 8. The Subproject 8 necessitates a well-defined roadmap of the project activities and the impact they will have on the County departments. CGI-AMS shall develop the detailed plan within 30 days of commencement of Subproject 8 and update the plan as necessary during Subproject 8.

3. Project Site

At a County designated project site, the County shall be responsible for:

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document created during the eCAPS Phase II - HRM Design Subproject 3;
- Making the project management tools/templates adopted by CGI-AMS and the County available to the project team; and
- Providing and installing training software/ equipment necessary for training County project team members.

4. Communications

The eCAPS Phase III – Time Collection Rollout Subproject 8 is a component of a countywide initiative that requires complete support and understanding of all County entities. A key component to soliciting this type of support is the development of a communication approach for facilitating open and timely communication. This helps County department management and end users:

- Be aware of the project approach, schedule, and status;
- Have access to up-to-date training and procedural materials;
- Provide feedback and input to the Project Team; and
- Be aware of the potential impact on their respective departments.

4.1 Communication Strategy

The County shall prepare a strategy for communicating the activities of the project team both among members and to outside parties (management, departments, committees, vendors, etc.). This strategy shall be included in the Project Control Document (PCD) as described in Section I – Implementation Methodology. The purpose of the Communication Strategy is to establish protocols for project team communication among all project stakeholders, including the liaisons identified by the County to facilitate communication to the County departments.

The communication materials may include:

- Updates to the County-maintained project website;
- Project status reports to County project management;
- Input to the project website;
- Assistance in developing and participation in executive presentations; and
- Assistance in developing and participation in departmental briefings.

4.2 Kick-off Meetings / Periodic Briefings

CGI-AMS shall plan and conduct a kick-off meeting for project team members and assist the County in conducting informational meetings for departments. The informational meetings will primarily consist of an eCAPS Phase III – Time Collection Rollout Subproject 8 overview presentation. The County may re-use the CGI-AMS kick-off meeting materials for these informational meetings.

CGI-AMS shall create an overview for each of the key functional areas (i.e., ESS, Time and Attendance and HR Management) and present these overview materials at the start of the Prototyping Sessions for each departmental rollout group. Each overview shall introduce the business processes associated with the corresponding AMS Advantage software modules, system integration and navigation, and key terms and concepts.

4.3 Website

The County will establish and maintain with CGI-AMS input and assistance a website as part of the Communication Plan. This website will be used to:

- Maintain project materials on Subproject 8;
- Communicate the status of Subproject 8;
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.); and
- Distribute Subproject 8 materials.

The County will be responsible for maintaining the website and CGI-AMS shall assist in developing materials for placement on the site and completing its assigned tasks as identified in the Communication Plan.

5. Staffing - Key and Support Personnel and Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase III – Time Collection Rollout Subproject 8. These roles and responsibilities may be modified at any time during the project through mutual agreement between the County and CGI-AMS.

Key personnel will be, unless identified as otherwise, dedicated full-time to Subproject 8 during the specific times indicated by the Project Plan. These staff members will be assigned to Subproject 8 in accordance with the terms and conditions specified in the Agreement.

The CGI-AMS team members shall be proficient with the AMS Advantage application. CGI-AMS shall provide the County with a suggested list of qualifications to assist the County in identifying qualified, skilled resources for the County's project team.

CGI-AMS shall provide the following Key Staff to Subproject 8:

Title	Name
Project Director / Engagement Manager	Tim Popoli
Project Manager	TBD

Any changes to the Key Staff identified shall follow the procedures identified in the Agreement. Assumptions as to the County's staffing for Subproject 8 are provided in Appendix M-8 (Subproject Assumptions).

5.1 Project Management

5.1.1 CGI-AMS Project Manager

The CGI-AMS Project Manager shall:

- Direct responsibility for and supervise the overall performance of the eCAPS Phase III – Time Collection Rollout Subproject 8 in conjunction with the County Project Manager;
- Serve as principle liaison with the County and the County's Project Manager;
- Participate in program strategic planning, coordination and release management;
- Compile and assist in the resolution of project issues;
- Acquire CGI-AMS resources;
- Manage scope;
- Coordinate CGI-AMS resources, activities and project teams;
- Coordinate submission of all work product and milestone deliverables required for acceptance and approval by the County; and
- Develop semimonthly and monthly progress reports to County Management and participate in status meetings and project advisory committee briefings.

5.2 Functional Teams

5.2.1 CGI-AMS Functional Team Leads

The responsibilities of the CGI-AMS Functional Team Leads shall be to:

- Conduct the Design / Prototyping Sessions;
- Provide product expertise on specific issues;
- Oversee the quality of functional deliverables;

- Participate in the production of functional project deliverables on reporting, security, chart of accounts, etc.;
- Assist individual designers/developers with resolving functional issues;
- Review all functional designs for quality and consistency;
- Assist with the formulation and execution of the integrated system test plan;
- Support teams in identifying and resolving incidents identified during testing;
- Design and develop the training plan and materials; and
- Conduct training courses.

5.2.2 CGI-AMS Functional Team Members

The functional CGI-AMS team members shall perform the following tasks under the direction of the CGI-AMS Project Manager and Functional Team Leads:

- Prepare for and execute Design / Prototyping Sessions;
- Identify potential software configurations, customizations, and business process changes during the Functional Analysis;
- Assist with table-driven application set-ups;
- Identify and resolve functional issues;
- Create functional designs and system test software modifications and reports;
- Provide assistance to the County in the functional design and acceptance testing of conversion programs and interfaces;
- Develop integrated system test approach and assist in developing test scripts;
- Develop/provide functional deliverables templates and standards, where applicable;
- Provide support to the County in its design and development of training materials; and
- Conduct training courses.

5.3 Technical Resources

5.3.1 CGI-AMS Technical Team Lead

The responsibilities of the CGI-AMS Technical Team Lead shall be to:

- Track software construction work and progress to-date;
- Coordinate CGI-AMS technical resources;
- Forecast and manage work requirements for software development and testing;
- Forecast resource requirements for software development and testing;
- Provide expertise in the creation and support of project development environments;
- Provide guidance to the technical project team in the design and development of the technical architecture and production environment;
- Participate in release planning and management;
- Track and facilitate resolution of software construction and technical issues;
- Lead management review and approval process for software construction deliverables;
- Assist the County in determining overall conversion and interface architecture strategy; and
- Coordinate software incident resolution activities with CGI-AMS Customer Support staff.

5.3.2 CGI-AMS Technical Team Members

The CGI-AMS Technical Team shall perform the following tasks under the direction of the CGI-AMS Project Manager and Technical Lead:

- Technical architecture support, and
- System administration support.

A more detailed listing of these activities is provided below:

- Design, develop, and test software configurations, customizations, and new system processes (e. g., interfaces, conversion programs, etc.);
- Apply patches and fixes to AMS Advantage software;
- Assist the County in management and configuration of the AMS Advantage software during the Subproject 8 in accordance with the eCAPS Phase III – Time Collection Rollout Subproject 8 Project Plan;
- Monitor system logs during software development and assist in trouble-shooting;
- Work closely with the end-user security authorization administrator(s) during development and implementation of end-user security objects;

- Assist the County in identifying software rollout requirements; and
- Confirm consistency of security approach across clients and systems and resolve any security related issues.

(This Page Intentionally Left Blank)

Section III – Software Application

1. Software Description

CGI-AMS has provided the AMS Advantage® HRM 3.6.0.1 modules and accompanying third party tools to the County as a part of the eCAPS Phase II – Time Collection Subproject 2. Therefore, for the eCAPS Phase III – Time Collection Rollout Subproject 8, it is assumed that software application activities, installation and installation testing, are not required.

A version synchronization effort shall be conducted as part of the eCAPS Phase III - eHR Subproject 6, which will bring the time collection system current to the AMS Advantage HRM 3.8 release.

(This Page Intentionally Left Blank)

Section IV – Business Requirements and Reporting

1. Business Requirements

The business requirements for each of the County departments will be confirmed during prototyping sessions to be executed during the Envision phase of the eCAPS Phase III – Time Collection Subproject 8 (Project Plan Tasks 2.1.2.2, 3.1.2.2). Once identified, any additional requirements may result in modification or enhancement requests to the Time Collection software, Cognos reports, conversions or interfaces.

2. Reporting / Query

The strategy for supporting the County's reporting requirements was previously developed during the eCAPS Phase II – Time Collection Subproject 2.

For the eCAPS Phase III – Time Collection Rollout Subproject 8, reporting activities shall mainly consist of:

- Updates to the Framework Manager Model / Package;
- Analysis of modifications of existing reports per software customizations;
- Identification of additional reporting requirements; and
- Analysis, design and development of additional reports (as required).

CGI-AMS will be responsible for the design and development of up to five (5) reports per group as identified in Appendix F-8 (Reports). These reports may be delivered through Cognos reports, Java reports, inquiry screens or data extract files. CGI-AMS and the County will review the list of reports to assign complexities and prioritize their delivery timeframe and delivery method.

CGI-AMS will develop the functional designs for the reports and review the report designs with the County. Upon receiving feedback from the County, CGI-AMS will complete the software development and testing of the assigned reports.

(This Page Intentionally Left Blank)

Section V – Technical

1. eCAPS Technical Architecture

The Technical Specifications Document developed during eCAPS Phase II – Time Collection Subproject 2 will be leveraged for the description of the recommended technical architecture and processing capacity requirements. This architecture was developed based on a set of assumptions and technical requirements provided by CGI-AMS and the County.

1.1 Environments

Part of the setup of the architecture will be the configuration of six separate environments. At this time, the environments have been designated as:

AMS Advantage®	Cognos Reporting
1. Development / Unit Test	1. Cognos Test
2. System Test	2. Cognos Test
3. User Acceptance Test / Practice	3. Cognos Test
4. Conversion	4. Cognos Test
5. Training	5. Cognos Test
6. Production	6. Cognos Production

Where applicable (as stated in the Technical Specifications Document), each environment may be a clone of the production environment with the exception of the data stored in the application databases which shall be limited to support the purpose of the environment. Each must be fully functional and able to stand alone without any reliance on another environment. Each environment shall be capable of standing alone without sharing components of another environment.

The design and specifications for each of these environments are contained in the Technical Specifications Document.

1.2 Communication Protocols

The communication software/protocols that were documented during eCAPS Phase II – Time Collection Subproject 2 system will be leveraged for eCAPS Phase III – Time Collection Rollout Subproject 8.

2. Workstation Specifications

CGI-AMS has informed the County that its AMS Advantage suite uses an architecture without traditional client software installed on the end-user workstations to support end-user functions. An AMS Advantage compatible Web browser is required to support end-user functions. Other than the compatible Web browser, there are no executables on the client-side to use the AMS Advantage client, except for those required for certain configuration and system administration functions. Thus, the client can be an Internet device that can use a Web browser supported by AMS Advantage that uses standard Internet technologies such as HTTP, HyperText Markup Language (HTML) 4.0 and higher, Cascading Style Sheets (CSS) level 1 and JavaScript 1.1 and higher to communicate with the AMS Advantage Application. Currently, AMS Advantage supports Microsoft Internet Explorer 6.0 and higher and Netscape Navigator 7.1 and higher on the Windows platform. Other browser and platforms may be compatible, if the required browser standards are supported. However, CGI-AMS has not certified tested other operating system (OS) platforms and other Web browsers and can not provide customer support services for platforms other than those that are certified. The Internet client device accessing the Internet architecture already has the software and configuration it needs, assuming that it is installed and configured with the AMS Advantage supported Web browser. No additional software (e.g. Java applets, Windows DLLs, or browser plug-ins), except for configuration and system administration functions and certain advanced end-user features related to the Cognos business intelligence toolsets, must be installed on the client workstations for interaction with AMS Advantage applications.

2.1 Memory

Memory requirements will fluctuate, depending upon the Windows operating system type, the number of other applications running concurrently (e.g., word processing application, virus checker, etc.). Additionally, memory requirements will be directly dependent upon the requirements defined by the Web browser vendor. For illustration purposes, the following memory requirements were taken from the Microsoft Web site for Internet Explorer Web browser and from the Netscape Web site for Navigator, respectively:

System Requirements for Internet Explorer

Posted: September 09, 2002

The recommended system configuration to use Internet Explorer 6 Service Pack 1 (SP1) is Microsoft Windows® 2000, Windows Millennium Edition (Windows Me), or Windows NT® on a computer running with a Pentium III processor and 128 megabytes (MB) of RAM.

The minimum requirements needed to run Internet Explorer 6 SP1 are listed below. Additional system requirements are not required when running Windows XP. Some components may require additional

system resources not outlined below.

Minimum Requirements	
Computer/Processor	Computer with a 486/66-MHz processor or higher (Pentium processor recommended)
Operating System	Microsoft Windows® 98, Windows 98 Second Edition, Windows Millennium Edition (Windows Me), Windows NT® 4.0 with the high encryption version of Service Pack 6a (SP6a) and higher, Windows 2000, or Windows XP
Memory	**For Internet Explorer 6 SP1:** RAM requirements depend on the operating system used **Windows 98:** 16 MB of RAM minimum Full install size: 11.5 MB **Windows 98 Second Edition:** 16 MB of RAM minimum Full install size: 12.4 MB **Windows ME:** 32 MB of RAM minimum Full install size: 8.7 MB **Windows NT® 4.0 with SP 6a and higher:** 32 MB of RAM minimum Full install size: 12.7 MB **Windows 2000:** 32 MB of RAM minimum Full install size: 12 MB **Windows XP SP1:** 32 MB of RAM minimum Full install size: 12 MB
Drive	CD-ROM drive (if installation is done from a CD-ROM)
Display	Super VGA (800 x 600) or higher-resolution monitor with 256 colors
Peripherals	Modem or Internet connection; Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

Netscape 7.1 System Requirements

Windows

Operating Systems	Windows 98 Windows 98SE Windows ME Windows NT 4.0

	Windows 2000 Windows XP
Minimum Hardware	Pentium 233 MHz 64 MB RAM 52 MB hard drive space

Given the graphical nature of Web applications, CGI-AMS recommends a minimum of 512 MB of memory for an average end-user Workstation configuration. Based on CGI-AMS experience, vendor minimum requirements generally do not promote satisfying end-user experiences.

2.2 CPU

CPU speed does affect HTML page refresh time. All users should have a minimum of 512MB of RAM and a Pentium 4, 1.2 GHz processor with equivalent graphics card capabilities to have a good user experience.

Since the CGI-AMS solution is completely Web-based for end users, powerful client hardware of traditional client/server applications is not required. In general, PC configurations must support a compatible Web browser (e.g., IE 6.0 or higher). The following exhibit illustrates some typical configurations that can support Web browsers for an end user. The minimum configuration represents a “reasonable” minimum to support a low-end configuration using IE 6.0 as the Web browser. The performance is affected by many factors, such as network connectivity (LAN speed, NIC, etc.); graphics card capabilities, other running applications, etc. End users must have adequate network connectivity to the AMS Advantage® assigned Web servers.

Sample Client Hardware Configurations

Client Specifications	Minimum Configuration	Typical Configuration
Operating System	Windows 98 and above (per Microsoft system requirements for IE 6.0)	Windows XP SP1
CPU	Pentium III	Pentium 4
Machine Speed	400 Mhz	1 GHz and higher
RAM	128-256 MB	256-512 MB
Hard Drive	10 GB	40 GB and higher
Monitor	17” Monitor	17” Monitor
Network	Appropriate NIC for local network access (e.g. 100-Base-TX Ethernet NIC)	Appropriate NIC for local network access (e.g. 100-Base-TX Ethernet NIC)
Graphics	High quality graphic card	High quality graphic card

For IT developers, analysts, and administrators, more powerful workstations are recommended. While 1 GB is the minimum for most configuration and administration functions, CGI-AMS suggests a minimum of a Pentium 4 with 2 GB of memory or higher to sustain developer productivity levels. Typically, developers will run both the Web and application servers on their workstations, with connectivity to a shared non-production database server. These additional applications require greater processing power over that needed by typical production users.

3. Conversion Approach

Data conversion approach for eCAPS Phase II – Time Collection Subproject 2 will be leveraged for eCAPS Phase III – Time Collection Rollout Subproject 8. However, the utilization of the approach is based upon the assumption that all employees to be converted have records in CWTAPPS.

3.1 Deployment/Conversion

Deployment/Conversion activities include the execution of conversion processes in production operations. Once executed, additional activities such as data verification, reconciliation of conversion controls, and resolution of any errors identified during the process may be conducted.

3.2 Conversion Risk Areas

The following are potential risk areas that shall be evaluated and managed during the conversion. Changes in project schedule and level-of-effort could change as a result of issues discovered in the following areas:

- Data Purification – It is critical that only “clean” data be input into the production conversion programs;
- Timing of Conversion Tasks – Conversion tasks must be integrated into the main application development schedule and closely coordinated;
- Increased complexity - The fields of the legacy systems must map cleanly to the AMS Advantage fields. For example, if a field in the old system uses five characters and CGI-AMS only allows three characters, new codes must be developed. In addition, a translation table of the legacy system values to the CGI-AMS values must be developed and maintained; and
- Functional modifications and enhancements to the CGI-AMS system must be carefully managed and coordinated.

3.3 Data Targeted for Conversion

Legacy data to be converted will fall into one of two categories: reference data or historical data. Appendix M-8 (Subproject Assumptions) describes the County and CGI-AMS roles and responsibilities for data conversion and scope of data to be converted.

3.3.1 Reference Data

Reference data is used by the system to validate information and codes on transactions. It is also used to infer information to a transaction.

3.3.2 Historical Data

In accordance with the conversion approach identified during eCAPS Phase II and the roles and responsibilities described for County and CGI-AMS staff in Appendix M-8 (Subproject Assumptions), the following items may be included in the conversion software design/development effort for the eCAPS Phase III - Subproject 8:

- Active employee assignment data for new department;
- Active employee leave balances for new department (as required); and
- Active employee position specific data for new department (as required).

Standard AMS Advantage upgrade tools/templates, CGI-AMS best practices, and proven approaches shall be employed to help mitigate conversion risks, minimize the County's data cleansing effort, and improve the consistency and quality of the legacy systems data conversion effort.

4. Interface Approach

The interface approach will enlist the use of existing interfaces (from DHS) which may be leveraged for department rollouts.

5. Additional Interface Requirements

- The system interface software developed by CGI-AMS must accommodate the existing data exchange to/from legacy systems in the new interfaces with AMS Advantage;
- Software developed by CGI-AMS and County legacy maintenance staff shall include existing interfaces as identified in eCAPS Phase II –Time Collection Subproject 2;
- CGI-AMS shall support County in providing output interface files in a format specified by the County legacy maintenance staff; and
- CGI-AMS shall provide the format for input interface files to County legacy maintenance staff.

5.1 Interface Risks To Be Managed By the County and CGI-AMS

- Compatibility of eCAPS and legacy schedules – CGI-AMS shall work with County operations staff to confirm that legally mandated timeframes can continue to be supported;
- Complete identification of required interfaces; and
- Compatibility of data between eCAPS and legacy systems.

5.2 Interfaces To Be Developed

The County shall develop and test the inbound and outbound eCAPS Phase III – Time Collection Rollout Subproject 8 interfaces in accordance with the list of interface requirements provided in eCAPS Phase II –Time Collection Subproject 2.

(This Page Intentionally Left Blank)

Section VI – Change Management

CGI-AMS's implementation methodology includes standard activities aimed at providing change management tools for introducing and managing the transition to the AMS Advantage application. These activities include: change readiness assessment, communications planning, and training. However, both change readiness assessment and communications planning activities have already been completed during eCAPS Phase II – Time Collection Subproject 2; thus, only training activities remain to be executed during the eCAPS Phase III – Time Collection Rollout Subproject 8 implementation.

1. Training Volumes

The County will be responsible for defining all training volumes, as well as training plans and schedules per Appendix K-8 (Training Volumes).

1.1 Project Team Training

The Department Implementation Team members will attend formal AMS Advantage training prior to the Design / Prototyping Sessions during the Envision phase of Subproject 8. In addition, the County will determine the best approach for training the remaining County members involved in later stages and manage additional training needs if turnover occurs on the project team.

The CGI-AMS technical training program, shall present the baseline training materials designed to train the County's technical staff to operate and maintain the upgraded system on the platform selected by the County during the technical architecture design activity in the Envision phase of the Subproject 8. The technical team training shall also cover the software development and testing methodologies and standards to be used during the eCAPS Phase III – Time Collection Rollout Subproject 8.

1.2 End-User Training

The County will be responsible for defining its own plans and schedules. However, DHS training materials, developed during eCAPS Phase II – Time Collection Subproject 2, will be leveraged as a basis for training materials.

The County will develop training plans to confirm the training requirements of the end users of the AMS Advantage system and new business processes. The Training Plan shall outline the detailed logistics, methodologies, and materials necessary to prepare end users to operate in the new environment.

The training strategy shall be to train the Department Implementation Team who will be responsible for conducting the end-user training. Under a blended training approach, end-users, where appropriate, may attend Instructor Facilitated Learning (IFL), and/or

Technology Based Learning (TBL) courses, and practice performing the department's business functions in a training environment. Managers are a subset of the end-user training audience and specific training materials will be available to present AMS Advantage system functionality at an overview level.

1.3 Timing of Training

The training strategy and detailed plan shall strive to conduct training as close to the actual application of the training concepts and the production cutover as possible, as described below:

- Department Implementation Team members will be trained on the Time Collection application prior to the start of the Prototyping Sessions; and
- End users in the software functionality shall be trained prior to rollout of the system, as close as possible to the date they will begin to use the software.

1.4 Training Needs Assessment

A Training Needs Assessment, which will drive the overall training schedule and methods for training delivery for each department, as well as other planning activities, will be developed to determine the training needs for each of the primary department audiences:

- Project Team;
- End Users; and
- Technology Personnel.

The Training Needs Assessment identifies end-user roles and their corresponding tasks/responsibilities. This assessment is used as input to the development of the end-user training plan.

1.5 Training Plan

The Training Plan shall outline the detailed tasks for training materials development and execution and will include:

Planning

- Training guiding principles;
- Key Impact Areas;
- Timeline for training development and delivery;
- Training needs analysis for each To Be role;
- Training development estimates; and
- Preliminary trainer/coach and facilities requirements.

Course Development and Delivery

- Approach for training delivery and evaluation;
- User support approach;
- Participant registration approach;
- Strategy for incorporating procedures into training;
- High-level requirements for training database (e.g. development, refresh strategy, etc.);
- High-level requirements for customization of the delivered End-User Training (EUT) materials;
- High-level requirements for development of custom training materials;
- Documentation standards approach for EUT;
- Testing approach for EUT; and
- Approach for ongoing training maintenance and delivery.

1.6 Training Facilities

The County shall provide training facilities for end-user training courses. Where stated in the detailed training plan, it may be decided to use self-study courses, web cast courses, and/or online technology-based courses to accommodate the training volumes identified by the County in Appendix K-8 (Training Volumes).

2. Training Environment

The Training Environment developed during eCAPS Phase II – Time Collection Subproject 2 will be leveraged to utilize the environment for training. The training will rollout the new application to end users 1 to 2 months before the system goes into production.

The training infrastructure is rolled out to the end-user community before the actual implementation date and allows end-users to test connectivity, application access, printing, and application security BEFORE the implementation date so that these types of issues can be fixed before the first day of production; and

Self-study materials, developed during eCAPS Phase II – Time Collection Subproject 2, will be provided to allow end-users to practice what they learned in training at their own desks - keeping their skills fresh until the system goes live. This also gives the training team a way of identifying the users who may need additional training during the post-implementation support period.

3. Knowledge Transfer

The Core Implementation Team will provide “knowledge transfer” to Department Implementation Teams by working side-by-side with Department Implementation Team members who in turn will work side-by-side with local department staff from the beginning of Subproject 8 until the completion of the implementation.

Section VII - Maintenance and Support (including Platinum options)

This Section describes the AMS Advantage Platinum Support Program. The terms and conditions applicable to the described support are described in Exhibit E, as amended by Amendment No. 2.

1. Subject Matter Experts

A team of technical and functional subject matter experts (SMEs) will be dedicated to the maintenance and support of eCAPS pursuant to the terms of the CGI-AMS Client Services Platinum Support and Maintenance Service Level Agreement ("PSM") attached to and made a part of Exhibit E to the Agreement. Upon commencement of Platinum Maintenance Support as described in Exhibit E, as amended, two (2) to three (3) of the total number of support (SMEs) will be located in Los Angeles for continued on-site support at the County's facility as described in the PSM.

2. Priority Response

A copy of the County's entire eCAPS solution developed, implemented and running in live production operations pursuant to the Agreement will be installed at the CGI-AMS data center to enable the Client Support team to respond more quickly to the County's issues. Priority responses based on the defect level is more particularly described in Exhibit E, as amended. While a replica of the County's solution will be available at the CGI-AMS data center as described, CGI-AMS will not replicate the County's production hardware environment for purposes of providing the Platinum Support and Maintenance.

3. 24 x 7 Support

CGI-AMS will provide round-the-clock access to AMS Advantage expertise for the County's mission critical issues via the Web, email and phone.

4. Up-To-Date Functionality

CGI-AMS will apply to the County's solution every patch, fix pack and minor release made generally available by CGI-AMS to other licensees of the AMS Advantage software operating at the County. A database administrator and configuration manager who are part of the Platinum Support team, will upgrade, test and "package" the County's upgraded solution for implementation.

5. Support of Customizations

All County customizations will be integrated into each patch, fix pack and minor release and will be regression and system tested prior to delivery to the County. CGI-AMS and

the County will determine the frequency at which they will conduct code merges in order to synch up patches, fix packs and minor releases with any modifications made by the County on-site.

Appendix A-8 – Deliverables Definition

(This Page Intentionally Left Blank)

Table of Contents

1. Planning & Management (Project Plan Task 1.0) 5
2. Envision Phase (Project Plan Tasks 2.1, 3.1) 5
3. Create Phase (Project Plan Tasks 2.2, 3.2) 5
4. Achieve Phase (Project Plan Tasks 2.3, 3.3) 7
5. Additional Departmental Rollout Support (Project Plan Task 4.0) 7

(This Page Intentionally Left Blank)

Appendix A-8 – Deliverables Definition

Many deliverables from Subproject 8 consist of updates to existing work products generated during eCAPS Phase II Time Collection Subproject 2.

1. Planning & Management (Project Plan Task 1.0)

The following deliverables have been defined for Planning & Management.

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	Project Control Document	Updates to the Department Rollout Project Control document for areas such as Communication, Risk Mitigation & Change Control	1.1	1.1.7
2.	Monthly Status Reports	Status reports distributed every month regarding progress	1.2.3	1.2.4

2. Envision Phase (Project Plan Tasks 2.1, 3.1)

The following deliverables have been defined for the Envision Phase.

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
3.	Kick-off Meeting	Presentation conducted to Department Implementation and Core Implementation Teams regarding Time Collection Department Rollout approach and plan.	2.1.1 3.1.1	2.1.1.6 3.1.1.6
4.	Product Training	Product training on time collection system functionality for Department Implementation Team and Core Implementation Team participants. Training will be co-lead by CGI-AMS and the County.	2.1.2.1 3.1.2.1	2.1.2.1.4 3.1.2.1.4

3. Create Phase (Project Plan Tasks 2.2, 3.2)

The following deliverables have been defined for the Create phase.

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
5.	Application Software Modifications Functional Designs - DCFS Iteration I	Functional designs for Iteration I DCFS software modifications and enhancements.	2.2.3.1.1.1	2.2.3.1.1.1.4

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
6.	Application Software Modifications Functional Designs - DCFS Iteration II	Functional designs for Iteration II DCFS software modifications and enhancements.	2.2.3.1.2.1	2.2.3.1.2.1.4
7.	Application Software Modification Functional Designs – Shared Services	Functional designs for Shared Services software modifications and enhancements.	3.2.3.1.1	3.2.3.1.1.2
8.	Application Software Modifications - DCFS Iteration I	Fully developed Iteration I DCFS software modifications and enhancements	2.2.3.1.1.3	2.2.3.1.1.6
9.	Application Software Modifications - DCFS Iteration II	Fully developed Iteration II DCFS software modifications and enhancements	2.2.3.1.2.3	2.2.3.1.2.6
10.	Application Software Modifications – Shared Services	Fully developed Shared Services software modifications and enhancements	3.2.3.1.3	3.2.3.1.6
11.	Data Conversion Designs	Updates to Time Collection Conversion Designs with department-specific considerations, as applicable.	2.2.3.2.2.1 3.2.3.2.2.1	2.2.3.2.2.1.4 3.2.3.2.2.1.4
12.	Data Conversion Software	Updates to Time Collection Data Conversion software with department-specific considerations, as applicable.	2.2.3.2.2.3 3.2.3.2.2.3	2.2.3.2.2.6 3.2.3.2.2.7
13.	DCFS Leave Balances Inbound Interface Designs	Updates to Time Collection Inbound Interface designs with DCFS-specific leave balances, as applicable (for DCFS rollout only).	2.2.3.3.1	2.2.3.3.1.4
14.	Shared Services Labor Cost Outbound Interface Designs	Updates to Time Collection Outbound Interface designs with Shared Services-specific labor costing, as applicable (for Shared Services rollout only).	3.2.3.3.1	3.2.3.3.1.4
15.	DCFS Leave Balances Inbound Interface Software	Updates to Time Collection Inbound Interface software with DCFS-specific leave balances, as applicable (for DCFS rollout only).	2.2.3.3.1	2.2.3.3.1.7
16.	Shared Services Labor Cost Oubound Interface Software	Updates to Time Collection Outbound Interface software with Shared Services - specific labor costing, as applicable (for Shared Services rollout only).	3.2.3.3.1	3.2.3.3.1.7
17.	Reports/Forms (5) Technical Designs	Technical designs for department-requested reports.	2.2.3.4.1 3.2.3.4.1	2.2.3.4.1.7 3.2.3.4.1.7
18.	Reports/Forms (5) Software	Software design code for department-requested reports to be loaded into Cognos and run.	2.2.3.4.2 3.2.3.4.2	2.2.3.4.4 3.2.3.4.4
19.	System Test Plan and Results	Completed System Test Plan, execution of Test Plan, and documented results.	2.2.3.5.1 3.2.3.5.1	2.2.3.5.1.5 3.2.3.5.1.4

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
20.	User Acceptance Test Support – DCFS Iteration I	CGI-AMS support for the execution of DCFS Iteration I user acceptance test activities.	2.2.3.5.3.1	2.2.3.5.3.1.6
21.	User Acceptance Test Support – DCFS Iteration II	CGI-AMS support for the execution of DCFS Iteration II user acceptance test activities.	2.2.3.5.3.2	2.2.3.5.3.2.6
22.	User Acceptance Test Support – Shared Services	CGI-AMS support for the execution of Shared Services user acceptance test activities.	3.2.3.5.3	3.2.3.5.3.6
23.	Train Trainers	Completed train the trainer sessions as described in the Training Plan.	2.2.4.2.3 3.2.4.2.3	2.2.4.2.3.5 3.2.4.2.3.5

4. Achieve Phase (Project Plan Tasks 2.3, 3.3)

The following deliverables have been defined for the Create phase.

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
24.	Support for Production Cutover	CGI-AMS support for the execution of production cutover activities.	2.3.3.1 3.3.3.1	2.3.3.6 3.3.3.6

5. Additional Departmental Rollout Support (Project Plan Task 4.0)

The following deliverables have been defined for Other Department Rollouts.

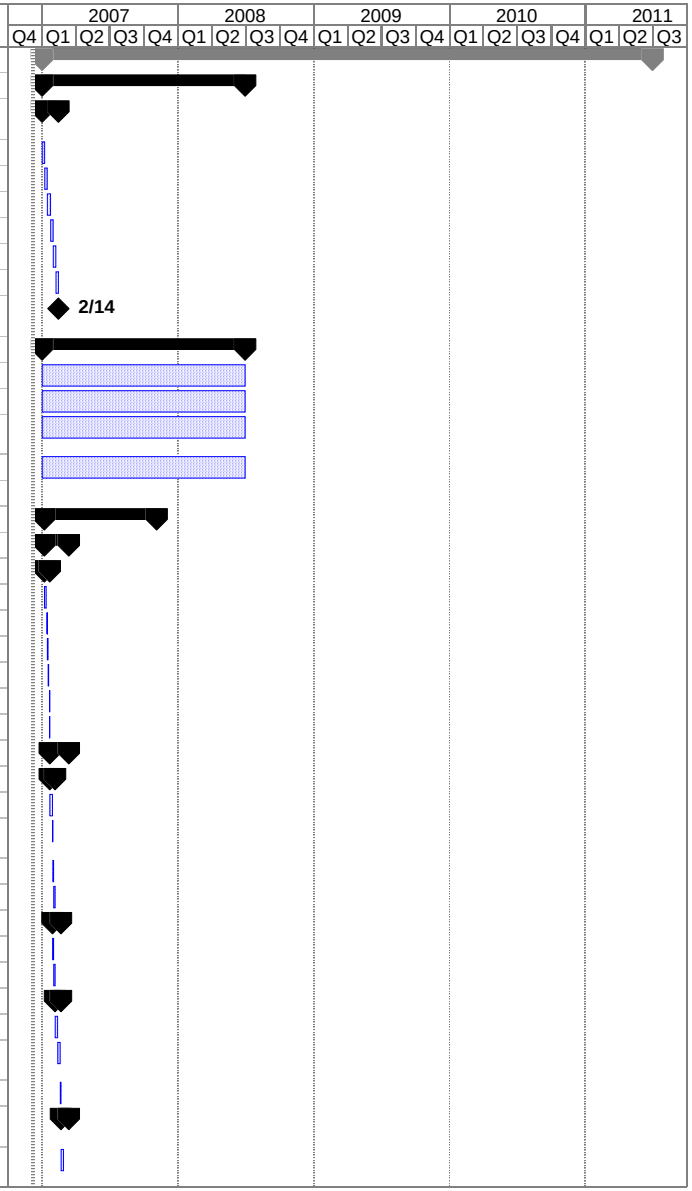
#	Deliverables	Work Products and Description	Task ID	Payment Milestone
25.	Additional Departmental Rollout Support	Additional support for the rollout tasks and activities conducted for other department rollouts.	4.0	4.0

(This Page Intentionally Left Blank)

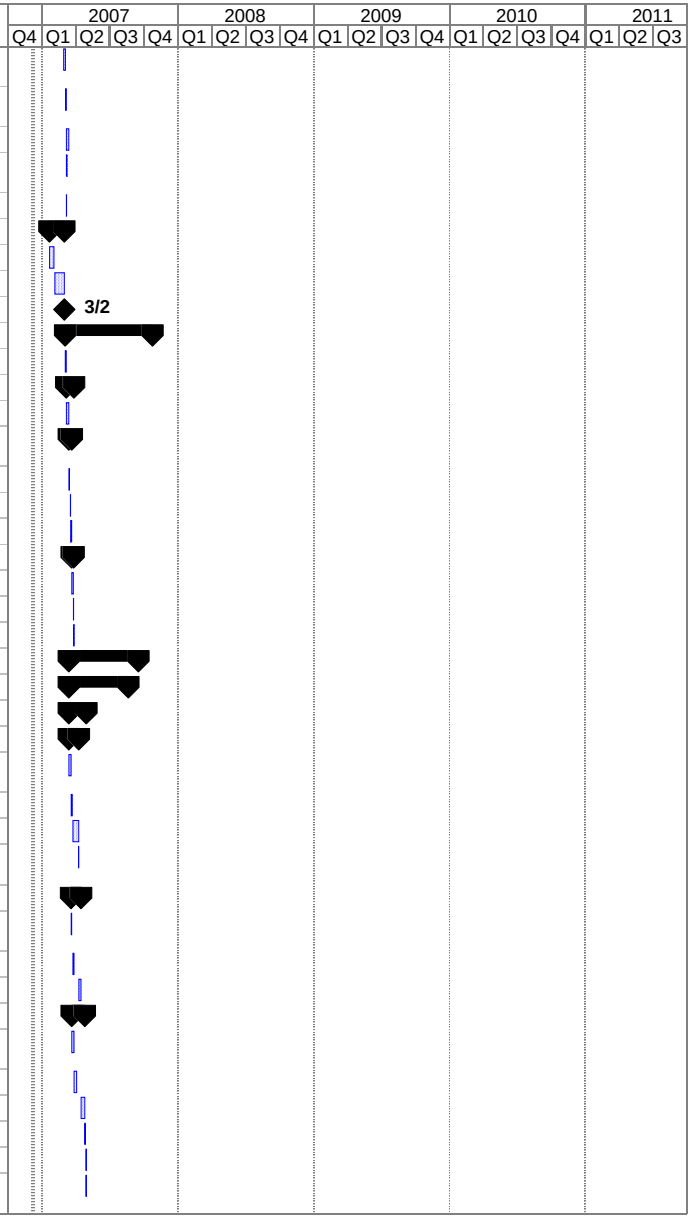
Appendix B-8 – Project Plan

(This Page Intentionally Left Blank)

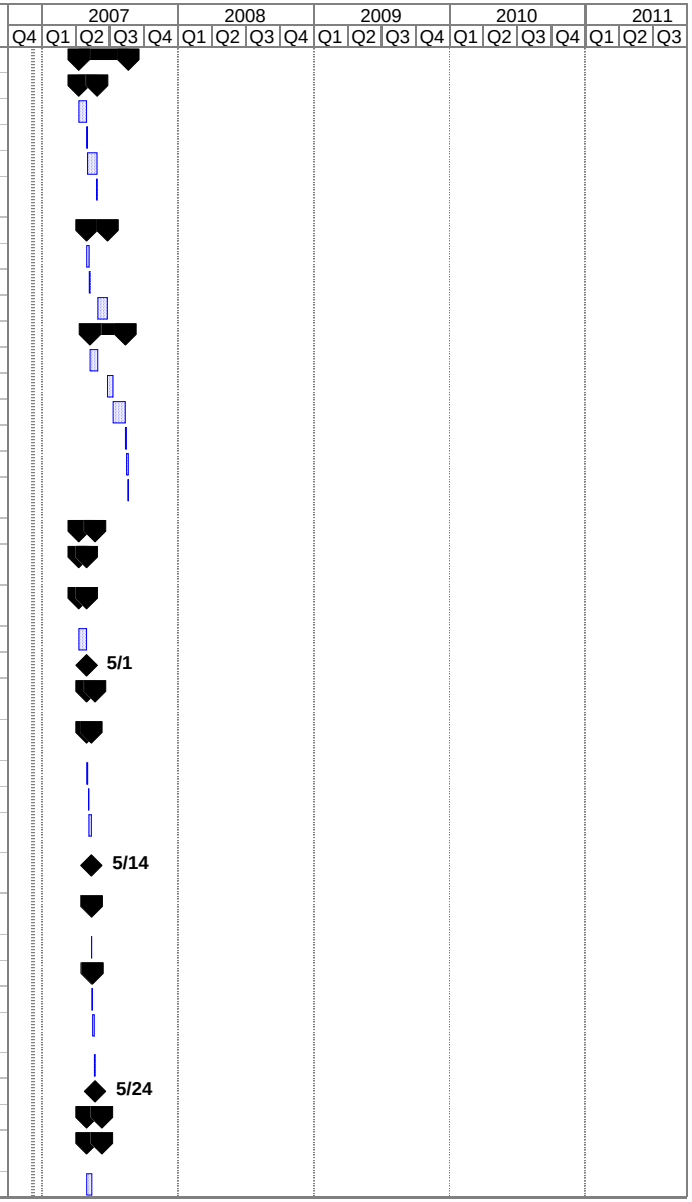
ID	Task Name	Duration	Start	Finish	Responsible
0	**Time Collection Rollout SUBPROJECT 8**	**1173 days**	**Tue 1/2/07**	**Thu 6/30/11**	
1	**1 PLANNING & MANAGEMENT**	**389 days**	**Tue 1/2/07**	**Mon 6/30/08**	
2	**1.1 Develop Time Collection Rollout Project Control Document (incl. plan, PM strategies, etc.)**	**32 days**	**Tue 1/2/07**	**Wed 2/14/07**	
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	5 days	Tue 1/2/07	Mon 1/8/07	CGI-AMS, County
4	1.1.2 Establish Project Management Standards and Tools	5 days	Tue 1/9/07	Mon 1/15/07	CGI-AMS
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	7 days	Tue 1/16/07	Wed 1/24/07	CGI-AMS, County
6	1.1.4 Update Project Control Document	5 days	Thu 1/25/07	Wed 1/31/07	CGI-AMS
7	1.1.5 Review Project Control Document	5 days	Thu 2/1/07	Wed 2/7/07	COUNTY
8	1.1.6 Approve Project Control Document	5 days	Thu 2/8/07	Wed 2/14/07	COUNTY
9	***1.1.7 CGI-AMS Deliverable: Time Collection Rollout Project Control Document***	***0 days***	***Wed 2/14/07***	***Wed 2/14/07***	***CGI-AMS***
10	**1.2 On-Going Management**	**389 days**	**Tue 1/2/07**	**Mon 6/30/08**	
11	1.2.1 Provide Project Management Oversight / Maintain Project Plan	389 days	Tue 1/2/07	Mon 6/30/08	CGI-AMS, County
12	1.2.2 Provide Quality & Risk Management	389 days	Tue 1/2/07	Mon 6/30/08	CGI-AMS
13	1.2.3 Develop Time Collection Department Rollout Semi-monthly & Monthly Status Reports	389 days	Tue 1/2/07	Mon 6/30/08	CGI-AMS
14	***1.2.4 CGI-AMS Deliverables: Monthly Status Reports***	***389 days***	***Tue 1/2/07***	***Mon 6/30/08***	***CGI-AMS***
15					
16	**2 DCFS Rollout**	**218 days**	**Mon 1/8/07**	**Mon 11/5/07**	
17	**2.1 ENVISION PHASE**	**48 days**	**Mon 1/8/07**	**Wed 3/14/07**	
18	**2.1.1 Time Collection DCFS Rollout Kick-off**	**11 days**	**Mon 1/8/07**	**Mon 1/22/07**	
19	2.1.1.1 Develop Time Collection DCFS Rollout Kick-off Materials	5 days	Mon 1/8/07	Fri 1/12/07	CGI-AMS
20	2.1.1.2 Review Time Collection DCFS Rollout Kick-off Materials	1 day	Mon 1/15/07	Mon 1/15/07	COUNTY
21	2.1.1.3 Update Time Collection DCFS Rollout Kick-off Materials	2 days	Tue 1/16/07	Wed 1/17/07	CGI-AMS
22	2.1.1.4 Approve Time Collection DCFS Rollout Kick-off Materials	2 days	Thu 1/18/07	Fri 1/19/07	COUNTY
23	2.1.1.5 Conduct Time Collection DCFS Rollout Kick-off Meeting	1 day	Mon 1/22/07	Mon 1/22/07	CGI-AMS, County
24	***2.1.1.6 CGI-AMS Deliverable: DCFS Rollout Kick-off Meeting***	***1 day***	***Mon 1/22/07***	***Mon 1/22/07***	***CGI-AMS***
25	**2.1.2 Functional Analysis**	**37 days**	**Tue 1/23/07**	**Wed 3/14/07**	
26	**2.1.2.1 Product Training**	**10 days**	**Tue 1/23/07**	**Mon 2/5/07**	
27	2.1.2.1.1 Prepare Materials / Schedule Product Training for Core Team	5 days	Tue 1/23/07	Mon 1/29/07	CGI-AMS
28	2.1.2.1.2 Conduct Product Training for Core Team/Prototype Participants	1 day	Tue 1/30/07	Tue 1/30/07	CGI-AMS
29	2.1.2.1.3 Review & Approve Product Training	2 days	Wed 1/31/07	Thu 2/1/07	COUNTY
30	***2.1.2.1.4 CGI-AMS Deliverable: Product Training***	***2 days***	***Fri 2/2/07***	***Mon 2/5/07***	***COUNTY***
31	**2.1.2.2 Prototype Time Collection Functions**	**17 days**	**Tue 1/30/07**	**Wed 2/21/07**	
32	2.1.2.2.1 Setup Time Collection tables and data for Prototype	3 days	Tue 1/30/07	Thu 2/1/07	CGI-AMS
33	2.1.2.2.2 Prepare Prototyping Materials	2 days	Fri 2/2/07	Mon 2/5/07	CGI-AMS
34	**2.1.2.2.3 Time Collection Prototyping Session**	**12 days**	**Tue 2/6/07**	**Wed 2/21/07**	
35	2.1.2.2.3.1 Conduct Prototyping Session	5 days	Tue 2/6/07	Mon 2/12/07	CGI-AMS
36	2.1.2.2.3.2 Document prototype results - log Modifications/Enhancement Requests	5 days	Tue 2/13/07	Mon 2/19/07	CGI-AMS
37	2.1.2.2.3.3 Approve list of Modifications/Enhancement Requests	2 days	Tue 2/20/07	Wed 2/21/07	**COUNTY**
38	**2.1.2.3 Identify Application Customizations (Design Studio, Java, Batch)**	**15 days**	**Thu 2/22/07**	**Wed 3/14/07**	
39	2.1.2.3.1 Develop Time Collection Department Rollout Modifications/Enhancement Requests	5 days	Thu 2/22/07	Wed 2/28/07	CGI-AMS



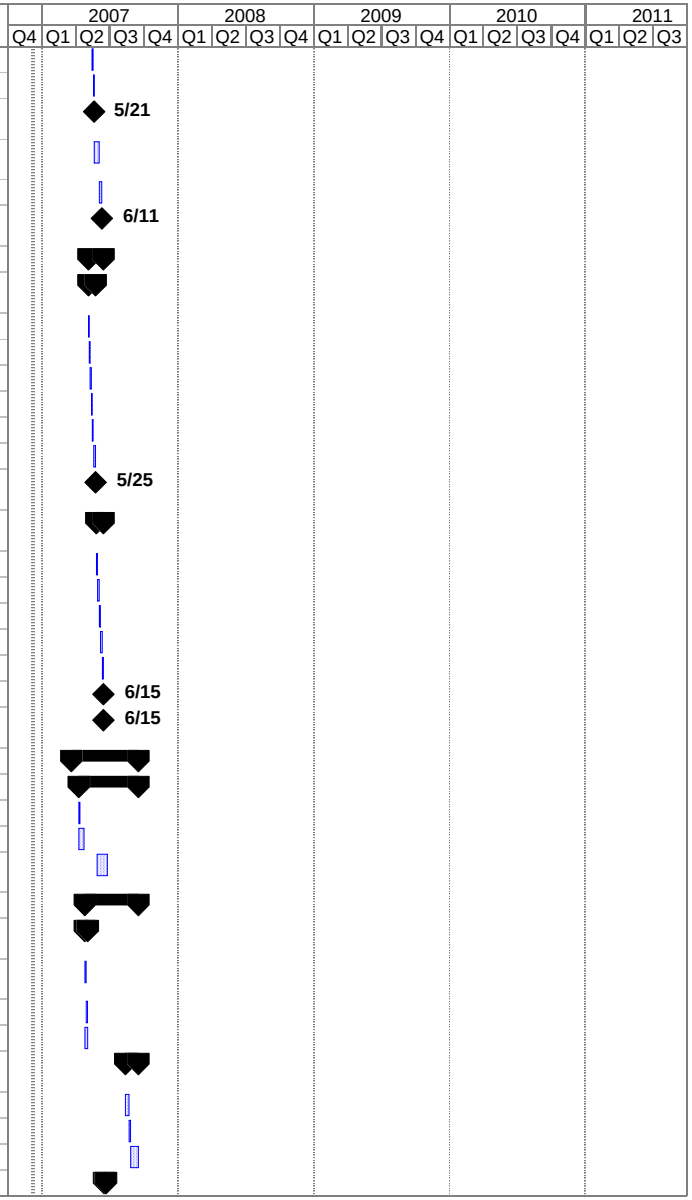
ID	Task Name	Duration	Start	Finish	Responsible
40	2.1.2.3.2 Review Time Collection Department Rollout Modifications/Enhancement Requests	3 days	Thu 3/1/07	Mon 3/5/07	COUNTY
41	2.1.2.3.3 Update Time Collection Department Rollout Modifications/Enhancement Requests	2 days	Tue 3/6/07	Wed 3/7/07	CGI-AMS
42	2.1.2.3.4 Identify Business Process Impacts	5 days	Thu 3/8/07	Wed 3/14/07	COUNTY
43	2.1.2.3.5 Document Identified Changes to Application System Control Table Setups	2 days	Thu 3/8/07	Fri 3/9/07	CGI-AMS
44	2.1.2.3.6 Modifications/Enhancement Requests Report	1 day	Thu 3/8/07	Thu 3/8/07	CGI-AMS, County
45	**2.1.3 Hardware/Software Procurement**	**30 days**	**Mon 1/22/07**	**Fri 3/2/07**	
46	2.1.3.1 Prepare HW/SW procurement documents	10 days	Mon 1/22/07	Fri 2/2/07	COUNTY
47	2.1.3.2 Procure Hardware & System Software (as needed)	20 days	Mon 2/5/07	Fri 3/2/07	COUNTY
48	***2.1.3.3 County Obligation: Procured Hardware & System Software***	***0 days***	***Fri 3/2/07***	***Fri 3/2/07***	***COUNTY***
49	**2.2 CREATE PHASE**	**171 days**	**Mon 3/5/07**	**Thu 10/25/07**	
50	2.2.1 Confirm Technical Environments Set-Up	3 days	Mon 3/5/07	Wed 3/7/07	COUNTY
51	**2.2.2 Time Collection System Control Tables Setup**	**15 days**	**Thu 3/8/07**	**Wed 3/28/07**	
52	2.2.2.1 Review Existing System Control Tables Setup	5 days	Thu 3/8/07	Wed 3/14/07	COUNTY
53	2.2.2.2 Update Time Collection System Control Tables Data (from Prototyping Sessions)	6 days	Thu 3/15/07	Thu 3/22/07	**COUNTY**
54	2.2.2.2.1 Review SPAR Table	2 days	Thu 3/15/07	Fri 3/16/07	COUNTY
55	2.2.2.2.2 Review ADNT Table	1 day	Mon 3/19/07	Mon 3/19/07	COUNTY
56	2.2.2.2.3 Review Security and Workflow Tables	3 days	Tue 3/20/07	Thu 3/22/07	COUNTY
57	2.2.2.3 Populate and Test Time Collection System Control Tables	3 days	Fri 3/23/07	Tue 3/27/07	
58	2.2.2.3.1 Populate and test SPAR Table	2 days	Fri 3/23/07	Mon 3/26/07	COUNTY
59	2.2.2.3.2 Populate and test ADNT Table	1 day	Tue 3/27/07	Tue 3/27/07	COUNTY
60	2.2.2.4 Review & Approve Time Collection System Control Tables Setup	1 day	Wed 3/28/07	Wed 3/28/07	COUNTY
61	**2.2.3 Software Construction**	**135 days**	**Thu 3/15/07**	**Mon 9/17/07**	
62	**2.2.3.1 Application Software Modifications**	**114 days**	**Thu 3/15/07**	**Tue 8/21/07**	
63	**2.2.3.1.1 Application Software Modifications - DCFS Iteration I**	**33 days**	**Thu 3/15/07**	**Mon 4/30/07**	
64	**2.2.3.1.1.1 Develop Concept Paper/Functional Designs**	**19 days**	**Thu 3/15/07**	**Tue 4/10/07**	**CGI-AMS**
65	2.2.3.1.1.1.1 Require Overtime Reason Code for Overtime Events	4 days	Thu 3/15/07	Tue 3/20/07	CGI-AMS
66	2.2.3.1.1.1.2 Daily Approval Updates	3 days	Wed 3/21/07	Fri 3/23/07	CGI-AMS
67	2.2.3.1.1.1.3 Copy Function for Timesheets	12 days	Mon 3/26/07	Tue 4/10/07	CGI-AMS
68	***2.2.3.1.1.1.4 CGI-AMS Deliverable: Application Software Modifications Functional Designs - DCFS***	***1 day***	***Tue 4/10/07***	***Tue 4/10/07***	***CGI-AMS***
69	**2.2.3.1.1.2 Develop Technical Designs**	**19 days**	**Wed 3/21/07**	**Mon 4/16/07**	
70	2.2.3.1.1.2.1 Require Overtime Reason Code for Overtime Events	2 days	Wed 3/21/07	Thu 3/22/07	CGI-AMS
71	2.2.3.1.1.2.2 Daily Approval Updates	3 days	Mon 3/26/07	Wed 3/28/07	CGI-AMS
72	2.2.3.1.1.2.3 Copy Function for Timesheets	4 days	Wed 4/11/07	Mon 4/16/07	CGI-AMS
73	**2.2.3.1.1.3 Develop Software and Conduct Unit Tests**	**25 days**	**Fri 3/23/07**	**Thu 4/26/07**	
74	2.2.3.1.1.3.1 Require Overtime Reason Code for Overtime Events	4 days	Fri 3/23/07	Wed 3/28/07	CGI-AMS
75	2.2.3.1.1.3.2 Daily Approval Updates	5 days	Thu 3/29/07	Wed 4/4/07	CGI-AMS
76	2.2.3.1.1.3.3 Copy Function for Timesheets	8 days	Tue 4/17/07	Thu 4/26/07	CGI-AMS
77	2.2.3.1.1.4 Package Software Modifications	1 day	Fri 4/27/07	Fri 4/27/07	CGI-AMS
78	2.2.3.1.1.5 Deliver Software Modifications	1 day	Mon 4/30/07	Mon 4/30/07	CGI-AMS
79	***2.2.3.1.1.6 CGI-AMS Deliverable: Application Software Modifications - DCFS Iteration I***	***1 day***	***Mon 4/30/07***	***Mon 4/30/07***	***CGI-AMS***



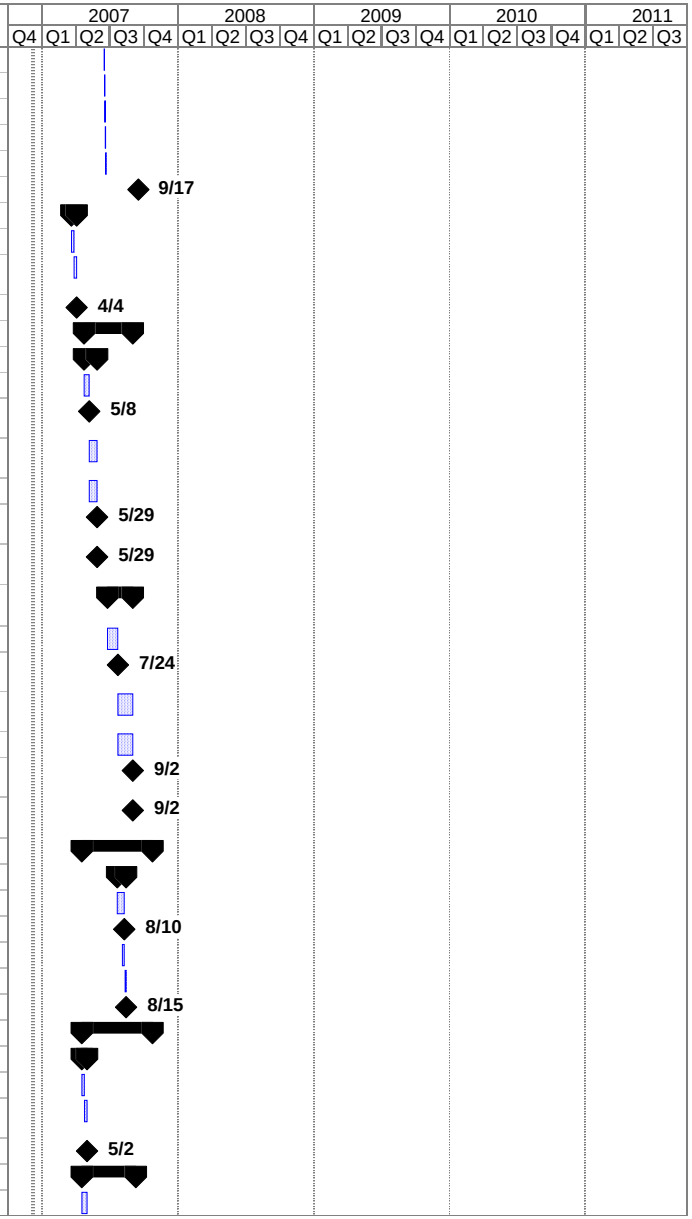
ID	Task Name	Duration	Start	Finish	Responsible
80	**2.2.3.1.2 Application Software Modifications - DCFS Iteration II**	**95 days**	**Wed 4/11/07**	**Tue 8/21/07**	
81	**2.2.3.1.2.1 Develop Concept Paper/Functional Designs**	**35 days**	**Wed 4/11/07**	**Tue 5/29/07**	**CGI-AMS**
82	2.2.3.1.2.1.1 DCFS TIMEI View	15 days	Wed 4/11/07	Tue 5/1/07	CGI-AMS
83	2.2.3.1.2.1.2 Modify Adobe Form for Timesheet Printing	2 days	Wed 5/2/07	Thu 5/3/07	CGI-AMS
84	2.2.3.1.2.1.3 Enable Leave Balance Checking	18 days	Fri 5/4/07	Tue 5/29/07	CGI-AMS
85	***2.2.3.1.2.1.4 CGI-AMS Deliverable: Application Software Modifications Functional Designs - DCFS***	***1 day***	***Tue 5/29/07***	***Tue 5/29/07***	***CGI-AMS***
86	**2.2.3.1.2.2 Develop Technical Designs**	**40 days**	**Wed 5/2/07**	**Tue 6/26/07**	
87	2.2.3.1.2.2.1 DCFS TIMEI View	5 days	Wed 5/2/07	Tue 5/8/07	CGI-AMS
88	2.2.3.1.2.2.2 Modify Adobe Form for Timesheet Printing	2 days	Wed 5/9/07	Thu 5/10/07	CGI-AMS
89	2.2.3.1.2.2.3 Enable Leave Balance Checking	18 days	Fri 6/1/07	Tue 6/26/07	CGI-AMS
90	**2.2.3.1.2.3 Develop Software and Conduct Unit Tests**	**67 days**	**Fri 5/11/07**	**Mon 8/13/07**	
91	2.2.3.1.2.3.1 DCFS TIMEI View	15 days	Fri 5/11/07	Thu 5/31/07	CGI-AMS
92	2.2.3.1.2.3.2 Modify Adobe Form for Timesheet Printing	11 days	Wed 6/27/07	Wed 7/11/07	CGI-AMS
93	2.2.3.1.2.3.3 Enable Leave Balance Checking	23 days	Thu 7/12/07	Mon 8/13/07	CGI-AMS
94	2.2.3.1.2.4 Package Software Modifications	3 days	Tue 8/14/07	Thu 8/16/07	CGI-AMS
95	2.2.3.1.2.5 Deliver Software Modifications	3 days	Fri 8/17/07	Tue 8/21/07	CGI-AMS
96	***2.2.3.1.2.6 CGI-AMS Deliverable: Application Software Modifications - DCFS Iteration II***	***1 day***	***Tue 8/21/07***	***Tue 8/21/07***	***CGI-AMS***
97	**2.2.3.2 Data Conversion**	**31.6 days**	**Wed 4/11/07**	**Thu 5/24/07**	
98	**2.2.3.2.1 Develop Detailed Time Collection Department Rollout Conversion Plan**	**15 days**	**Wed 4/11/07**	**Tue 5/1/07**	**CGI-AMS**
99	**2.2.3.2.1.1 Time Collection Department Rollout Data Cleansing Plan**	**15 days**	**Wed 4/11/07**	**Tue 5/1/07**	
100	2.2.3.2.1.1.1 Develop Detailed Data Cleansing Plan	15 days	Wed 4/11/07	Tue 5/1/07	COUNTY
101	*2.2.3.2.1.1.2 County Obligation: Detailed Data Cleansing Plans*	*0 days*	*Tue 5/1/07*	*Tue 5/1/07*	***COUNTY***
102	**2.2.3.2.2 Time Collection Data Conversion Design, Development and Load**	**16.6 days**	**Wed 5/2/07**	**Thu 5/24/07**	
103	**2.2.3.2.2.1 Develop Time Collection Data Conversion Designs - Mapping and Transformation**	**8.6 days**	**Wed 5/2/07**	**Mon 5/14/07**	
104	2.2.3.2.2.1.1 Develop Updates to Conversion Design	3 days	Wed 5/2/07	Fri 5/4/07	COUNTY
105	2.2.3.2.2.1.2 Review Conversion Designs	1 day	Mon 5/7/07	Mon 5/7/07	COUNTY
106	2.2.3.2.2.1.3 Approve Time Collection Data Conversion Designs	2 days	Tue 5/8/07	Mon 5/14/07	COUNTY
107	***2.2.3.2.2.1.4 CGI-AMS Deliverables: Data Conversion Designs***	***0 days***	***Mon 5/14/07***	***Mon 5/14/07***	***CGI-AMS***
108	**2.2.3.2.2.2 Assist in Loading Time Collection Data (Manual Load)**	**1 day**	**Mon 5/14/07**	**Tue 5/15/07**	
109	2.2.3.2.2.2.1 Work Patterns	1 day	Mon 5/14/07	Tue 5/15/07	CGI-AMS
110	**2.2.3.2.2.3 Create and Load Spreadsheet Tables**	**2 days**	**Tue 5/15/07**	**Thu 5/17/07**	
111	2.2.3.2.2.3.1 Timesheet Pattern	2 days	Tue 5/15/07	Thu 5/17/07	COUNTY
112	2.2.3.2.2.4 Load Time Collection Data in Conversion Staging Application	3 days	Thu 5/17/07	Tue 5/22/07	COUNTY
113	2.2.3.2.2.5 Approve Time Collection Conversion Software	2 days	Tue 5/22/07	Thu 5/24/07	COUNTY
114	***2.2.3.2.2.6 CGI-AMS Deliverables: Data Conversion Software***	***0 days***	***Thu 5/24/07***	***Thu 5/24/07***	***CGI-AMS***
115	**2.2.3.3 System Interfaces**	**29 days**	**Wed 5/2/07**	**Mon 6/11/07**	
116	**2.2.3.3.1 Inbound Time Collection Department Rollout Interface Design and Development**	**29 days**	**Wed 5/2/07**	**Mon 6/11/07**	
117	2.2.3.3.1.1 Develop Design - Leave Balances Inbound Interface	10 days	Wed 5/2/07	Tue 5/15/07	CGI-AMS



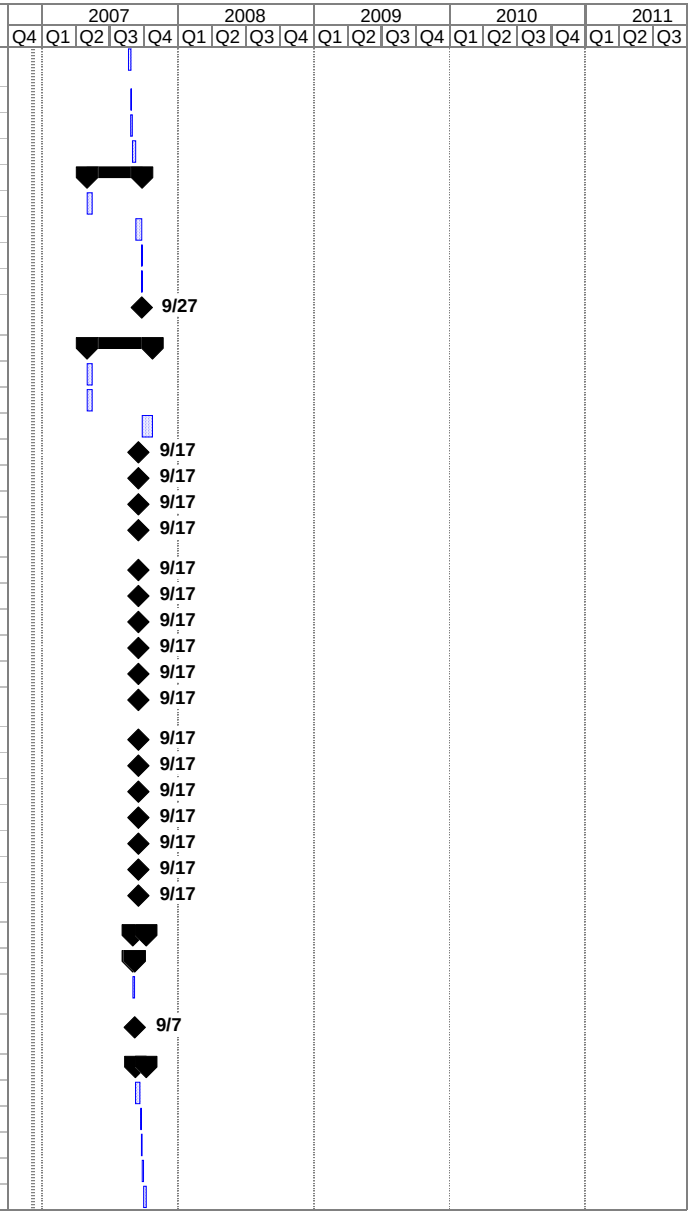
ID	Task Name	Duration	Start	Finish	Responsible
118	2.2.3.3.1.2 Review Design - Leave Balances Inbound Interface	3 days	Wed 5/16/07	Fri 5/18/07	COUNTY
119	2.2.3.3.1.3 Approve Design - Leave Balances Inbound Interface	1 day	Mon 5/21/07	Mon 5/21/07	COUNTY
120	***2.2.3.3.1.4 CGI-AMS Deliverable: Leave Balances Inbound Interface Design***	***0 days***	***Mon 5/21/07***	***Mon 5/21/07***	***CGI-AMS***
121	2.2.3.3.1.5 Develop and Unit Test Leave Balances Inbound Interface	10 days	Tue 5/22/07	Mon 6/4/07	CGI-AMS
122	2.2.3.3.1.6 System Test Leave Balances Inbound Interface	5 days	Tue 6/5/07	Mon 6/11/07	CGI-AMS
123	***2.2.3.3.1.7 CGI-AMS Deliverable: Leave Balances Inbound Interface Software***	***0 days***	***Mon 6/11/07***	***Mon 6/11/07***	***CGI-AMS***
124	**2.2.3.4 Time Collection Reports**	**30 days**	**Mon 5/7/07**	**Fri 6/15/07**	
125	**2.2.3.4.1 Develop Technical Designs for Time Collection Reports & Forms**	**15 days**	**Mon 5/7/07**	**Fri 5/25/07**	**CGI-AMS/COUNTY**
126	2.2.3.4.1.1 DCFS DCFS Cognos Report #1	2 days	Mon 5/7/07	Tue 5/8/07	CGI-AMS
127	2.2.3.4.1.2 DCFS DCFS Cognos Report #2	2 days	Wed 5/9/07	Thu 5/10/07	CGI-AMS
128	2.2.3.4.1.3 DCFS DCFS Cognos Report #3	2 days	Fri 5/11/07	Mon 5/14/07	CGI-AMS
129	2.2.3.4.1.4 DCFS DCFS Cognos Report #4	2 days	Tue 5/15/07	Wed 5/16/07	CGI-AMS
130	2.2.3.4.1.5 DCFS DCFS Cognos Report #5	2 days	Thu 5/17/07	Fri 5/18/07	CGI-AMS
131	2.2.3.4.1.6 Review and Approve Report Designs	5 days	Mon 5/21/07	Fri 5/25/07	COUNTY
132	***2.2.3.4.1.7 CGI-AMS Deliverable: Reports/Forms (5) Technical Design***	***0 days***	***Fri 5/25/07***	***Fri 5/25/07***	***CGI-AMS***
133	**2.2.3.4.2 Develop & Test Time Collection Reports and Forms Software**	**15 days**	**Mon 5/28/07**	**Fri 6/15/07**	**CGI-AMS/COUNTY**
134	2.2.3.4.2.1 DCFS DCFS Cognos Report #1	3 days	Mon 5/28/07	Wed 5/30/07	CGI-AMS
135	2.2.3.4.2.2 DCFS DCFS Cognos Report #2	3 days	Thu 5/31/07	Mon 6/4/07	CGI-AMS
136	2.2.3.4.2.3 DCFS DCFS Cognos Report #3	3 days	Tue 6/5/07	Thu 6/7/07	CGI-AMS
137	2.2.3.4.2.4 DCFS DCFS Cognos Report #4	3 days	Fri 6/8/07	Tue 6/12/07	CGI-AMS
138	2.2.3.4.2.5 DCFS DCFS Cognos Report #5	3 days	Wed 6/13/07	Fri 6/15/07	CGI-AMS
139	2.2.3.4.3 Package and Deliver Reports/Forms Software	0 days	Fri 6/15/07	Fri 6/15/07	CGI-AMS
140	***2.2.3.4.4 CGI-AMS Deliverable: Time Collection Reports/Forms (5) Software***	***0 days***	***Fri 6/15/07***	***Fri 6/15/07***	***CGI-AMS***
141	**2.2.3.5 Software Testing**	**130 days**	**Thu 3/22/07**	**Mon 9/17/07**	
142	**2.2.3.5.1 System Test**	**116 days**	**Wed 4/11/07**	**Mon 9/17/07**	
143	2.2.3.5.1.1 Develop System Test Plan	3 days	Wed 4/11/07	Fri 4/13/07	CGI-AMS
144	2.2.3.5.1.2 Develop System Test Scripts - DCFS Iteration I	10 days	Wed 4/11/07	Tue 4/24/07	CGI-AMS
145	2.2.3.5.1.3 Develop System Test Scripts - DCFS Iteration II and Reports	20 days	Wed 5/30/07	Tue 6/26/07	CGI-AMS
146	**2.2.3.5.1.4 Conduct System Test**	**104 days**	**Fri 4/27/07**	**Mon 9/17/07**	
147	**2.2.3.5.1.4.1 Application Software Modifications - DCFS Iteration I**	**6 days**	**Fri 4/27/07**	**Fri 5/4/07**	
148	2.2.3.5.1.4.1.1 Require Overtime Reason Code for Overtime Events	1.5 days	Fri 4/27/07	Mon 4/30/07	CGI-AMS
149	2.2.3.5.1.4.1.2 Daily Approval Updates	4 days	Mon 4/30/07	Fri 5/4/07	CGI-AMS
150	2.2.3.5.1.4.1.3 Copy Function for Timesheets	6 days	Fri 4/27/07	Fri 5/4/07	CGI-AMS
151	**2.2.3.5.1.4.2 Application Software Modifications - DCFS Iteration II**	**27 days**	**Tue 8/14/07**	**Mon 9/17/07**	
152	2.2.3.5.1.4.2.1 DCFS TIMEI View	8 days	Tue 8/14/07	Thu 8/23/07	CGI-AMS
153	2.2.3.5.1.4.2.2 Modify Adobe Form for Timesheet Printing	2 days	Fri 8/24/07	Mon 8/27/07	CGI-AMS
154	2.2.3.5.1.4.2.3 Enable Leave Balance Checking	17 days	Tue 8/28/07	Mon 9/17/07	CGI-AMS
155	**2.2.3.5.1.4.3 Reports**	**5 days**	**Mon 6/18/07**	**Fri 6/22/07**	



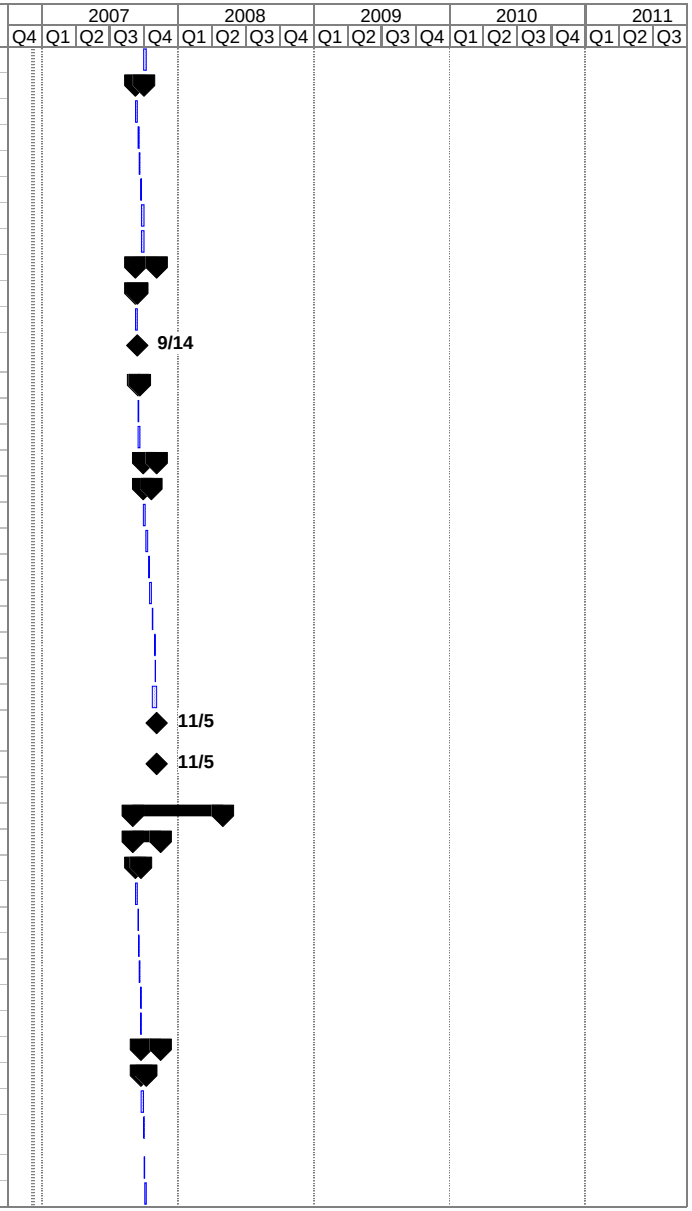
ID	Task Name	Duration	Start	Finish	Responsible
156	2.2.3.5.1.4.3.1 DCFS Cognos Report #1	1 day	Mon 6/18/07	Mon 6/18/07	CGI-AMS
157	2.2.3.5.1.4.3.2 DCFS Cognos Report #2	1 day	Tue 6/19/07	Tue 6/19/07	CGI-AMS
158	2.2.3.5.1.4.3.3 DCFS Cognos Report #3	1 day	Wed 6/20/07	Wed 6/20/07	CGI-AMS
159	2.2.3.5.1.4.3.4 DCFS Cognos Report #4	1 day	Thu 6/21/07	Thu 6/21/07	CGI-AMS
160	2.2.3.5.1.4.3.5 DCFS Cognos Report #5	1 day	Fri 6/22/07	Fri 6/22/07	CGI-AMS
161	***2.2.3.5.1.5 CGI-AMS Deliverable: System Test Plan & Results***	***0 days***	***Mon 9/17/07***	***Mon 9/17/07***	
162	**2.2.3.5.2 Acceptance Test Environment Setup**	**10 days**	**Thu 3/22/07**	**Wed 4/4/07**	
163	2.2.3.5.2.1 Install/Update User Acceptance Test Environment	5 days	Thu 3/22/07	Wed 3/28/07	COUNTY
164	2.2.3.5.2.2 Update User Acceptance Test Environment with DCFS employee data and Users	5 days	Thu 3/29/07	Wed 4/4/07	COUNTY
165	*2.2.3.5.2.3 County Obligations: Acceptance Test Environment*	*0 days*	*Wed 4/4/07*	*Wed 4/4/07*	*COUNTY*
166	**2.2.3.5.3 User Acceptance Test**	**95 days**	**Wed 4/25/07**	**Sun 9/2/07**	
167	**2.2.3.5.3.1 User Acceptance Test - DCFS Iteration I**	**25 days**	**Wed 4/25/07**	**Tue 5/29/07**	
168	2.2.3.5.3.1.1 Develop User Acceptance Test Plan & Scripts	10 days	Wed 4/25/07	Tue 5/8/07	COUNTY
169	*2.2.3.5.3.1.2 County Obligation: User Acceptance Test Plan & Scripts*	*0 days*	*Tue 5/8/07*	*Tue 5/8/07*	*COUNTY*
170	2.2.3.5.3.1.3 Execute & Document User Acceptance Test Results	15 days	Wed 5/9/07	Tue 5/29/07	COUNTY
171	2.2.3.5.3.1.4 Support User Acceptance Test	15 days	Wed 5/9/07	Tue 5/29/07	CGI-AMS
172	*2.2.3.5.3.1.5 County Obligation: User Acceptance Test Results*	*0 days*	*Tue 5/29/07*	*Tue 5/29/07*	*COUNTY*
173	***2.2.3.5.3.1.6 CGI-AMS Deliverable: User Acceptance Test Support - DCFS Iteration I***	***0 days***	***Tue 5/29/07***	***Tue 5/29/07***	***CGI-AMS***
174	**2.2.3.5.3.2 User Acceptance Test - DCFS Iteration II and Reports**	**50 days**	**Wed 6/27/07**	**Sun 9/2/07**	
175	2.2.3.5.3.2.1 Develop User Acceptance Test Plan & Scripts	20 days	Wed 6/27/07	Tue 7/24/07	COUNTY
176	*2.2.3.5.3.2.2 County Obligation: User Acceptance Test Plan & Scripts*	*0 days*	*Tue 7/24/07*	*Tue 7/24/07*	*COUNTY*
177	2.2.3.5.3.2.3 Execute & Document User Acceptance Test Results	30 days	Wed 7/25/07	Sun 9/2/07	COUNTY
178	2.2.3.5.3.2.4 Support User Acceptance Test	30 days	Wed 7/25/07	Sun 9/2/07	CGI-AMS
179	*2.2.3.5.3.2.5 County Obligation: User Acceptance Test Results*	*0 days*	*Sun 9/2/07*	*Sun 9/2/07*	*COUNTY*
180	***2.2.3.5.3.2.6 CGI-AMS Deliverable: User Acceptance Test Support - DCFS Iteration II and Reports***	***0 days***	***Sun 9/2/07***	***Sun 9/2/07***	***CGI-AMS***
181	**2.2.4 Preparation for Implementation**	**138 days**	**Thu 4/19/07**	**Thu 10/25/07**	
182	**2.2.4.1 Data Cleansing & Legacy Systems Conversion Preparation**	**18 days**	**Mon 7/23/07**	**Wed 8/15/07**	
183	2.2.4.1.1 Implement Data Cleansing Plan (procedures + software)	15 days	Mon 7/23/07	Fri 8/10/07	COUNTY
184	*2.2.4.1.2 County Obligations: Data Cleansing Procedures & Software*	*0 days*	*Fri 8/10/07*	*Fri 8/10/07*	***COUNTY***
185	2.2.4.1.3 Develop Detailed Legacy Conversion Script	5 days	Mon 8/6/07	Fri 8/10/07	COUNTY
186	2.2.4.1.4 Review & Approve Legacy Conversion Script	3 days	Mon 8/13/07	Wed 8/15/07	COUNTY
187	*2.2.4.1.5 County Obligation: Detailed Dept/Legacy Conversion Script*	*0 days*	*Wed 8/15/07*	*Wed 8/15/07*	***COUNTY***
188	**2.2.4.2 Knowledge Transfer & Training**	**138 days**	**Thu 4/19/07**	**Thu 10/25/07**	
189	**2.2.4.2.1 Training Environment Setup**	**10 days**	**Thu 4/19/07**	**Wed 5/2/07**	
190	2.2.4.2.1.1 Install/Update User Trainining/Learning Environments	5 days	Thu 4/19/07	Wed 4/25/07	COUNTY
191	2.2.4.2.1.2 Update User Training/Learning Environments with DCFS employee data and Users	5 days	Thu 4/26/07	Wed 5/2/07	COUNTY
192	*2.2.4.2.1.3 County Obligation: Training/Learning Environments*	*0 days*	*Wed 5/2/07*	*Wed 5/2/07*	***COUNTY***
193	**2.2.4.2.2 Develop End User Training Plan and Materials**	**105 days**	**Thu 4/19/07**	**Mon 9/10/07**	
194	2.2.4.2.2.1 Develop Detailed Training Plan	10 days	Thu 4/19/07	Wed 5/2/07	COUNTY



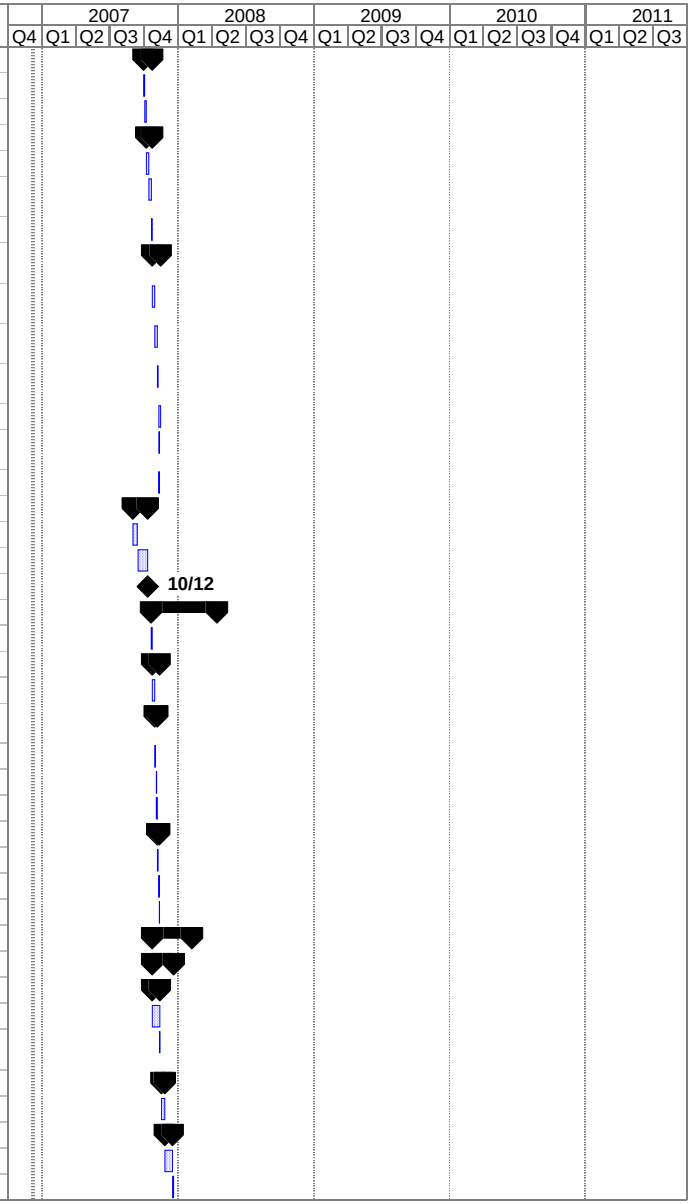
ID	Task Name	Duration	Start	Finish	Responsible
195	2.2.4.2.2.2 Tailor ADVANTAGE HRM & ESS Integrated Learning Guides	5 days	Wed 8/22/07	Tue 8/28/07	CGI-AMS
196	2.2.4.2.2.3 Approve Integrated Learning Guides	1 day	Wed 8/29/07	Wed 8/29/07	COUNTY
197	2.2.4.2.2.4 Tailor ADVANTAGE HRM & ESS Training Materials	5 days	Tue 8/28/07	Sat 9/1/07	CGI-AMS
198	2.2.4.2.2.5 Approve End User Training Plan & Materials	7 days	Sun 9/2/07	Mon 9/10/07	COUNTY
199	**2.2.4.2.3 Train Trainers for DCFS**	108 days	Thu 5/3/07	Thu 9/27/07	
200	2.2.4.2.3.1 Finalize Logistics and Attendees	10 days	Thu 5/3/07	Wed 5/16/07	COUNTY
201	2.2.4.2.3.2 Conduct Trainer Training	12 days	Tue 9/11/07	Wed 9/26/07	CGI-AMS
202	2.2.4.2.3.3 Conduct Trainer Training Assessment	1 day	Thu 9/27/07	Thu 9/27/07	CGI-AMS
203	2.2.4.2.3.4 Review & Approve Trainer Training	1 day	Thu 9/27/07	Thu 9/27/07	COUNTY
204	***2.2.4.2.3.5 CGI-AMS Deliverable: DCFS Train the Trainers Completed***	***1 day***	***Thu 9/27/07***	***Thu 9/27/07***	***CGI-AMS***
205	**2.2.4.2.4 Train End Users**	**128 days**	**Thu 5/3/07**	**Thu 10/25/07**	
206	2.2.4.2.4.1 Provide Training Support for Scheduling	10 days	Thu 5/3/07	Wed 5/16/07	CGI-AMS
207	2.2.4.2.4.2 Finalize Logistics and Attendees	10 days	Thu 5/3/07	Wed 5/16/07	COUNTY
208	2.2.4.2.4.3 Conduct End User Training (County)	20 days	Fri 9/28/07	Thu 10/25/07	COUNTY
209	**2.2.4.3 eCAPS Documentation**	**0 days**	**Mon 9/17/07**	**Mon 9/17/07**	
210	**2.2.4.3.1 Users' Documentation**	**0 days**	**Mon 9/17/07**	**Mon 9/17/07**	
211	*2.2.4.3.1.1 Update Online Users' Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
212	*2.2.4.3.1.2 Prepare Updates/Addendum to eCAPS Time Collection Users' Guides*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
213	*2.2.4.3.1.3 Review Updated Users' Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
214	*2.2.4.3.1.4 Update Users' Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
215	*2.2.4.3.1.5 Approve Updated Users' Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
216	**2.2.4.3.2 System/Operations Documentation**	**0 days**	**Mon 9/17/07**	**Mon 9/17/07**	
217	*2.2.4.3.2.1 Update Online System Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
218	*2.2.4.3.2.2 Prepare Updates/Addendum to System/Operations Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
219	*2.2.4.3.2.3 Review Updated System/Operations Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
220	*2.2.4.3.2.4 Update System/Operations Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
221	*2.2.4.3.2.5 Approve Updated System/Operations Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
222	**2.2.4.3.3 Operations Documentation**	**0 days**	**Mon 9/17/07**	**Mon 9/17/07**	
223	*2.2.4.3.3.1 Prepare Updates to County Operations Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
224	*2.2.4.3.3.2 Review & Approve County Operations Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
225	*2.2.4.3.3.3 Support development of County Operations Documentation*	*0 days*	*Mon 9/17/07*	*Mon 9/17/07*	*COUNTY*
226	**2.2.4.4 Transition Management**	**26 days**	**Mon 9/3/07**	**Mon 10/8/07**	
227	**2.2.4.4.1 Policies and Procedures**	**5 days**	**Mon 9/3/07**	**Fri 9/7/07**	
228	2.2.4.4.1.1 Update Department Time Reporting Policies & Procedures	5 days	Mon 9/3/07	Fri 9/7/07	COUNTY
229	*2.2.4.4.1.2 County Obligation: eCAPS & Department Policies & Procedures*	*0 days*	*Fri 9/7/07*	*Fri 9/7/07*	***COUNTY***
230	**2.2.4.4.2 Operational/Technical Readiness Assessment**	**21 days**	**Mon 9/10/07**	**Mon 10/8/07**	
231	2.2.4.4.2.1 Prepare Operational Readiness Checklist	5 days	Mon 9/10/07	Fri 9/21/07	COUNTY
232	2.2.4.4.2.2 Review Operational Readiness Checklist	2 days	Mon 9/24/07	Tue 9/25/07	COUNTY
233	2.2.4.4.2.3 Update Operational Readiness Checklist	2 days	Wed 9/26/07	Thu 9/27/07	COUNTY
234	2.2.4.4.2.4 Approve Operational Readiness Checklist	2 days	Fri 9/28/07	Mon 10/1/07	COUNTY
235	2.2.4.4.2.5 Conduct Operational Readiness Assessment	5 days	Tue 10/2/07	Mon 10/8/07	COUNTY



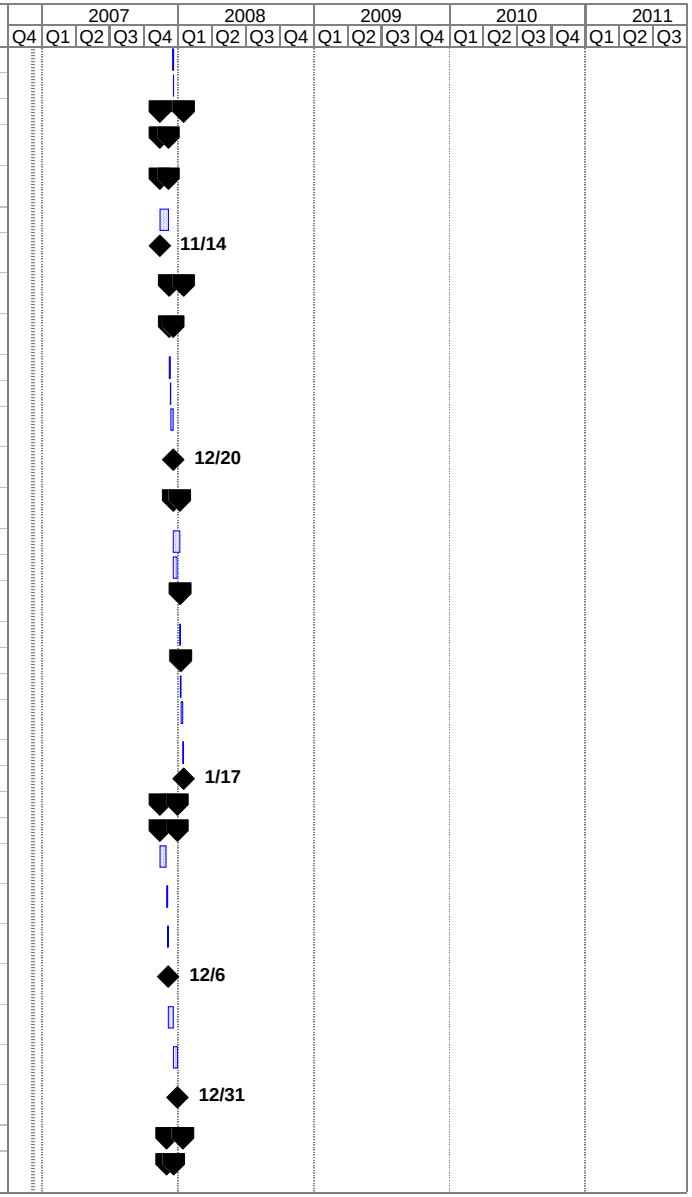
ID	Task Name	Duration	Start	Finish	Responsible
236	2.2.4.4.2.6 Support for Operational Readiness Assessment	5 days	Tue 10/2/07	Mon 10/8/07	CGI-AMS
237	**2.2.4.4.3 Implementation/End-User Readiness Assessment**	**17 days**	**Mon 9/10/07**	**Tue 10/2/07**	
238	2.2.4.4.3.1 Prepare Implementation Readiness Checklist	5 days	Mon 9/10/07	Fri 9/14/07	COUNTY
239	2.2.4.4.3.2 Review Implementation Readiness Checklist	3 days	Mon 9/17/07	Wed 9/19/07	COUNTY
240	2.2.4.4.3.3 Update Implementation Readiness Checklist	2 days	Thu 9/20/07	Fri 9/21/07	COUNTY
241	2.2.4.4.3.4 Approve Implementation Readiness Checklist	2 days	Mon 9/24/07	Tue 9/25/07	COUNTY
242	2.2.4.4.3.5 Conduct Implementation Readiness Assessment	5 days	Wed 9/26/07	Tue 10/2/07	COUNTY
243	2.2.4.4.3.6 Support for Implementation Readiness Assessment	5 days	Wed 9/26/07	Tue 10/2/07	CGI-AMS
244	**2.3 ACHIEVE PHASE**	**41 days**	**Mon 9/10/07**	**Mon 11/5/07**	
245	**2.3.1 Production Environment Setup**	**5 days**	**Mon 9/10/07**	**Fri 9/14/07**	
246	2.3.1.1 Update/configure Production Environment	5 days	Mon 9/10/07	Fri 9/14/07	COUNTY
247	*2.3.1.2 County Obligation: Update and Configure Production Environment*	*0 days*	*Fri 9/14/07*	*Fri 9/14/07*	*COUNTY*
248	**2.3.2 Data Conversion Preparation**	**5 days**	**Mon 9/17/07**	**Fri 9/21/07**	
249	2.3.2.1 Execute & Verify Mock Data Conversion	2 days	Mon 9/17/07	Tue 9/18/07	COUNTY
250	2.3.2.2 Review & Approve Mock Conversion Results	5 days	Mon 9/17/07	Fri 9/21/07	COUNTY
251	**2.3.3 Production Cutover**	**26 days**	**Mon 10/1/07**	**Mon 11/5/07**	
252	**2.3.3.1 Production Cutover Script**	**16 days**	**Mon 10/1/07**	**Mon 10/22/07**	
253	2.3.3.1.1 Draft Production Cutover Script	5 days	Mon 10/1/07	Fri 10/5/07	COUNTY
254	2.3.3.1.2 Review Production Cutover Script	5 days	Mon 10/8/07	Fri 10/12/07	COUNTY
255	2.3.3.1.3 Update Production Cutover Script	3 days	Mon 10/15/07	Wed 10/17/07	COUNTY
256	2.3.3.1.4 Approve Production Cutover Script	3 days	Thu 10/18/07	Mon 10/22/07	COUNTY
257	2.3.3.2 Execute Cutover Rehearsal	2 days	Thu 10/25/07	Fri 10/26/07	COUNTY
258	2.3.3.3 Execute Production Data Conversion	1 day	Thu 11/1/07	Thu 11/1/07	COUNTY
259	2.3.3.4 Execute Production Cutover	1 day	Fri 11/2/07	Fri 11/2/07	COUNTY
260	2.3.3.5 Technical support for Production Cutover	8 days	Thu 10/25/07	Mon 11/5/07	CGI-AMS
261	***2.3.3.6 CGI-AMS Deliverable: Support for Production Cutover (Live Production Operations for DCFS Time Collection)***	***0 days***	***Mon 11/5/07***	***Mon 11/5/07***	***CGI-AMS***
262	*2.3.3.7 Production Cutover (Live Production Operations)*	*0 days*	*Mon 11/5/07*	*Mon 11/5/07*	*COUNTY*
263					
264	**3 Shared Services Rollout**	**171 days**	**Mon 9/3/07**	**Thu 5/1/08**	
265	**3.1 ENVISION PHASE**	**55 days**	**Mon 9/3/07**	**Fri 11/16/07**	
266	**3.1.1 Time Collection Shared Services Rollout Kick-off**	**11 days**	**Mon 9/10/07**	**Mon 9/24/07**	
267	3.1.1.1 Develop Time Collection Shared Services Rollout Kick-off Materials	5 days	Mon 9/10/07	Fri 9/14/07	CGI-AMS
268	3.1.1.2 Review Time Collection Shared Services Rollout Kick-off Materials	1 day	Mon 9/17/07	Mon 9/17/07	COUNTY
269	3.1.1.3 Update Time Collection Shared Services Rollout Kick-off Materials	2 days	Tue 9/18/07	Wed 9/19/07	CGI-AMS
270	3.1.1.4 Approve Time Collection Shared Services Rollout Kick-off Materials	2 days	Thu 9/20/07	Fri 9/21/07	COUNTY
271	3.1.1.5 Conduct Time Collection Shared Services Rollout Kick-off Meeting	1 day	Mon 9/24/07	Mon 9/24/07	CGI-AMS, County
272	**3.1.1.6 CGI-AMS Deliverable: Shared Services Rollout Kick-off Meeting**	**1 day**	**Mon 9/24/07**	**Mon 9/24/07**	**CGI-AMS**
273	**3.1.2 Functional Analysis**	**39 days**	**Tue 9/25/07**	**Fri 11/16/07**	
274	**3.1.2.1 Product Training**	**10 days**	**Tue 9/25/07**	**Mon 10/8/07**	
275	3.1.2.1.1 Prepare Materials / Schedule Product Training for Core Team	5 days	Tue 9/25/07	Mon 10/1/07	CGI-AMS
276	3.1.2.1.2 Conduct Product Training for Core Team/Prototype Participants	1 day	Tue 10/2/07	Tue 10/2/07	CGI-AMS
277	3.1.2.1.3 Review & Approve Product Training	2 days	Wed 10/3/07	Thu 10/4/07	CGI-AMS
278	***3.1.2.1.4 CGI-AMS Deliverable: Product Training***	***2 days***	***Fri 10/5/07***	***Mon 10/8/07***	***COUNTY***



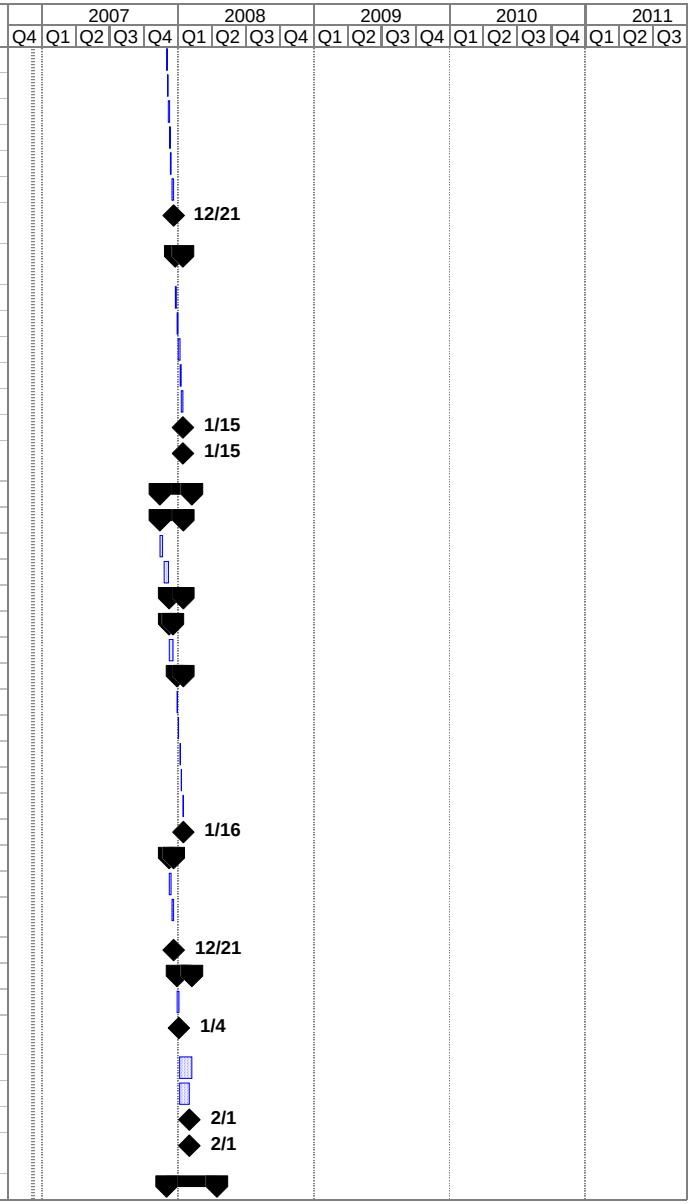
ID	Task Name	Duration	Start	Finish	Responsible
279	**3.1.2.2 Prototype Time Collection Functions**	**17 days**	**Tue 10/2/07**	**Wed 10/24/07**	
280	3.1.2.2.1 Setup Time Collection tables and data for Prototype	**3 days**	**Tue 10/2/07**	**Thu 10/4/07**	**CGI-AMS**
281	3.1.2.2.2 Prepare Prototyping Materials	**2 days**	**Fri 10/5/07**	**Mon 10/8/07**	**CGI-AMS**
282	**3.1.2.2.3 Time Collection Prototyping Session**	**12 days**	**Tue 10/9/07**	**Wed 10/24/07**	
283	3.1.2.2.3.1 Conduct Prototyping Session	5 days	Tue 10/9/07	Mon 10/15/07	CGI-AMS
284	3.1.2.2.3.2 Document prototype results - log Modifications/Enhancement Requests	5 days	Tue 10/16/07	Mon 10/22/07	CGI-AMS
285	3.1.2.2.3.3 Approve list of Modifications/Enhancement Requests	2 days	Tue 10/23/07	Wed 10/24/07	**COUNTY**
286	**3.1.2.3 Identify Application Customizations (Design Studio, Java, Batch)**	**17 days**	**Thu 10/25/07**	**Fri 11/16/07**	
287	3.1.2.3.1 Develop Time Collection Department Rollout Modifications/Enhancement Requests	5 days	Thu 10/25/07	Wed 10/31/07	CGI-AMS
288	3.1.2.3.2 Review Time Collection Department Rollout Modifications/Enhancement Requests	5 days	Thu 11/1/07	Wed 11/7/07	COUNTY
289	3.1.2.3.3 Update Time Collection Department Rollout Modifications/Enhancement Requests	2 days	Thu 11/8/07	Fri 11/9/07	CGI-AMS
290	3.1.2.3.4 Identify Business Process Impacts	5 days	Mon 11/12/07	Fri 11/16/07	COUNTY
291	3.1.2.3.5 Document Identified Changes to Application System Control Table Setups	2 days	Mon 11/12/07	Tue 11/13/07	CGI-AMS
292	3.1.2.3.6 Modifications/Enhancement Requests Report	1 day	Mon 11/12/07	Mon 11/12/07	CGI-AMS
293	**3.1.3 Hardware/Software Procurement**	**30 days**	**Mon 9/3/07**	**Fri 10/12/07**	
294	3.1.3.1 Prepare HW/SW procurement documents	10 days	Mon 9/3/07	Fri 9/14/07	COUNTY
295	3.1.3.2 Procure Hardware & System Software (as needed)	20 days	Mon 9/17/07	Fri 10/12/07	COUNTY
296	***3.1.3.3 County Obligation: Procured Hardware & System Software***	***0 days***	***Fri 10/12/07***	***Fri 10/12/07***	***COUNTY***
297	**3.2 CREATE PHASE**	**124 days**	**Mon 10/22/07**	**Tue 4/15/08**	
298	3.2.1 Confirm Technical Environments Set-Up	3 days	Mon 10/22/07	Wed 10/24/07	COUNTY
299	**3.2.2 Time Collection System Control Tables Setup**	**14 days**	**Thu 10/25/07**	**Tue 11/13/07**	
300	3.2.2.1 Review Existing System Control Tables Setup	5 days	Thu 10/25/07	Wed 10/31/07	COUNTY
301	3.2.2.2 Update Time Collection System Control Tables Data (from Prototyping Sessions)	5 days	Thu 11/1/07	Wed 11/7/07	**COUNTY**
302	3.2.2.2.1 Review SPAR Table	2 days	Thu 11/1/07	Fri 11/2/07	COUNTY
303	3.2.2.2.2 Review ADNT Table	1 day	Mon 11/5/07	Mon 11/5/07	COUNTY
304	3.2.2.2.3 Review Security and Workflow Tables	3 days	Mon 11/5/07	Wed 11/7/07	COUNTY
305	3.2.2.3 Populate and Test Time Collection System Control Tables	3 days	Thu 11/8/07	Mon 11/12/07	**COUNTY**
306	3.2.2.3.1 Populate and test SPAR Table	2 days	Thu 11/8/07	Fri 11/9/07	COUNTY
307	3.2.2.3.2 Populate and test ADNT Table	1 day	Mon 11/12/07	Mon 11/12/07	COUNTY
308	3.2.2.4 Review & Approve Time Collection System Control Tables Setup	1 day	Tue 11/13/07	Tue 11/13/07	COUNTY
309	**3.2.3 Software Construction**	**73 days**	**Thu 10/25/07**	**Fri 2/8/08**	
310	**3.2.3.1 Application Software Modifications**	**40 days**	**Thu 10/25/07**	**Fri 12/21/07**	
311	**3.2.3.1.1 Develop Concept Paper/Functional Designs**	**15 days**	**Thu 10/25/07**	**Wed 11/14/07**	**CGI-AMS**
312	3.2.3.1.1.1 Shared Services TIMEI View	15 days	Thu 10/25/07	Wed 11/14/07	CGI-AMS
313	***3.2.3.1.1.2 CGI-AMS Deliverable: Application Software Modifications Functional Designs - Shared Services***	***1 day***	***Wed 11/14/07***	***Wed 11/14/07***	***CGI-AMS***
314	**3.2.3.1.2 Develop Technical Designs**	**5 days**	**Mon 11/19/07**	**Tue 11/27/07**	
315	3.2.3.1.2.1 Shared Services TIMEI View	5 days	Mon 11/19/07	Tue 11/27/07	CGI-AMS
316	**3.2.3.1.3 Develop Software and Conduct Unit Tests**	**15 days**	**Wed 11/28/07**	**Tue 12/18/07**	
317	3.2.3.1.3.1 Shared Services TIMEI View	15 days	Wed 11/28/07	Tue 12/18/07	CGI-AMS
318	3.2.3.1.4 Package Software Modifications	3 days	Wed 12/19/07	Fri 12/21/07	CGI-AMS



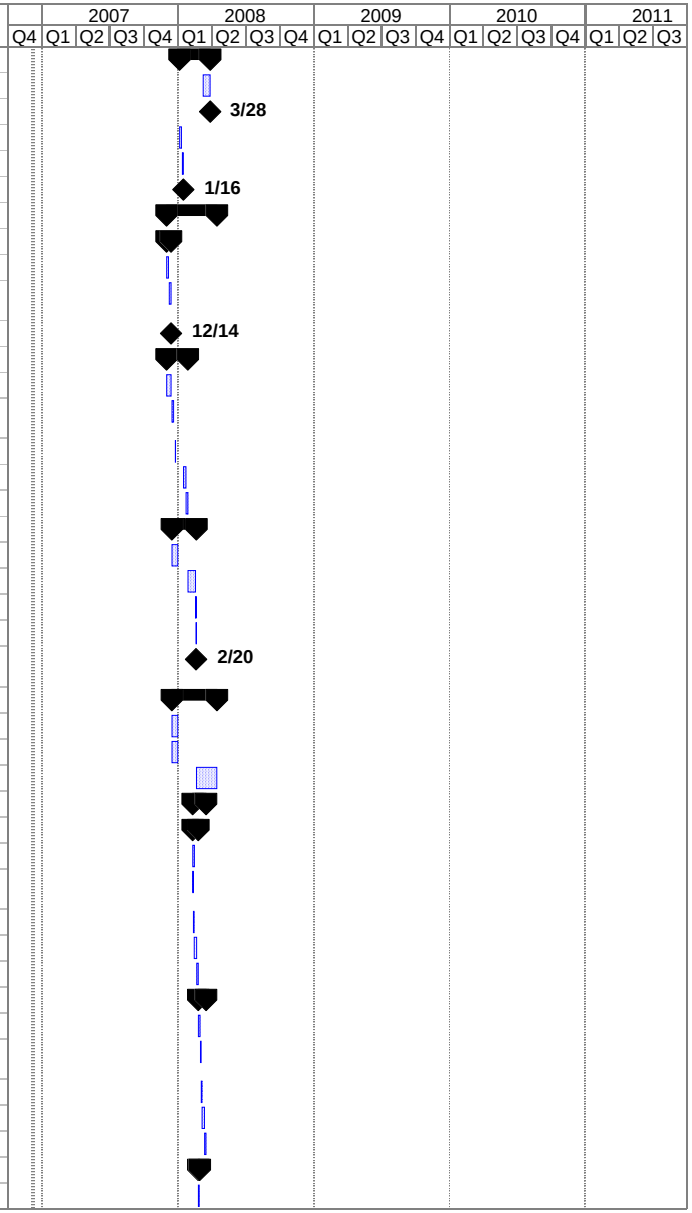
ID	Task Name	Duration	Start	Finish	Responsible
319	3.2.3.1.5 Deliver Software Modifications	3 days	Wed 12/19/07	Fri 12/21/07	CGI-AMS
320	***3.2.3.1.6 CGI-AMS Deliverable: Application Software Modifications***	***1 day***	***Fri 12/21/07***	***Fri 12/21/07***	***CGI-AMS***
321	**3.2.3.2 Data Conversion**	**41.6 days**	**Wed 11/14/07**	**Thu 1/17/08**	
322	**3.2.3.2.1 Develop Detailed Time Collection Department Rollout Conversion Plan**	**15 days**	**Wed 11/14/07**	**Fri 12/7/07**	**CGI-AMS**
323	**3.2.3.2.1.1 Time Collection Department Rollout Data Cleansing Plan**	**15 days**	**Wed 11/14/07**	**Fri 12/7/07**	
324	3.2.3.2.1.1.1 Develop Detailed Data Cleansing Plan	15 days	Thu 11/15/07	Fri 12/7/07	COUNTY
325	*3.2.3.2.1.1.2 County Obligation: Detailed Data Cleansing Plans*	*0 days*	*Wed 11/14/07*	*Wed 11/14/07*	***COUNTY***
326	**3.2.3.2.2 Time Collection Data Conversion Design, Development and Load**	**26.6 days**	**Mon 12/10/07**	**Thu 1/17/08**	
327	**3.2.3.2.2.1 Develop Time Collection Data Conversion Designs - Mapping and Transformation**	**8.6 days**	**Mon 12/10/07**	**Thu 12/20/07**	**CGI-AMS**
328	3.2.3.2.2.1.1 Develop Updates to Conversion Design	3 days	Mon 12/10/07	Wed 12/12/07	COUNTY
329	3.2.3.2.2.1.2 Review Conversion Designs	1 day	Thu 12/13/07	Thu 12/13/07	COUNTY
330	3.2.3.2.2.1.3 Approve Time Collection Data Conversion Designs	2 days	Fri 12/14/07	Thu 12/20/07	COUNTY
331	***3.2.3.2.2.1.4 CGI-AMS Deliverables: Data Conversion Designs***	***0 days***	***Thu 12/20/07***	***Thu 12/20/07***	***CGI-AMS***
332	**3.2.3.2.2.2 Develop & Unit Test Time Collection Data Conversion Programs**	**10 days**	**Thu 12/20/07**	**Mon 1/7/08**	**CGI-AMS**
333	3.2.3.2.2.2.1 Develop and unit test Updates to Conversion	10 days	Thu 12/20/07	Mon 1/7/08	COUNTY
334	3.2.3.2.2.2.2 Review Time Collection Conversion Test Results	5 days	Thu 12/20/07	Mon 12/31/07	COUNTY
335	**3.2.3.2.2.3 Assist in Loading Time Collection Data (Manual Load)**	**1 day**	**Mon 1/7/08**	**Tue 1/8/08**	**CGI-AMS**
336	3.2.3.2.2.3.1 Work Patterns	1 day	Mon 1/7/08	Tue 1/8/08	COUNTY
337	**3.2.3.2.2.4 Create and Load Spreadsheet Tables**	**2 days**	**Tue 1/8/08**	**Thu 1/10/08**	
338	3.2.3.2.2.4.1 Timesheet Pattern	2 days	Tue 1/8/08	Thu 1/10/08	COUNTY
339	3.2.3.2.2.5 Load Time Collection Data in Conversion Staging Application	3 days	Thu 1/10/08	Tue 1/15/08	COUNTY
340	3.2.3.2.2.6 Approve Time Collection Conversion Software	2 days	Tue 1/15/08	Thu 1/17/08	COUNTY
341	***3.2.3.2.2.7 CGI-AMS Deliverables: Data Conversion Software***	***0 days***	***Thu 1/17/08***	***Thu 1/17/08***	***CGI-AMS***
342	**3.2.3.3 System Interfaces**	**29 days**	**Thu 11/15/07**	**Mon 12/31/07**	
343	**3.2.3.3.1 Outbound eCAPS Interfaces Design and Development**	**29 days**	**Thu 11/15/07**	**Mon 12/31/07**	
344	3.2.3.3.1.1 Develop Design - Labor Cost Outbound Interface Update (LBEQ)	10 days	Thu 11/15/07	Fri 11/30/07	CGI-AMS
345	3.2.3.3.1.2 Review Labor Cost Outbound Interface Update (LBEQ) Design	3 days	Mon 12/3/07	Wed 12/5/07	COUNTY
346	3.2.3.3.1.3 Approve Labor Cost Outbound Interface Update (LBEQ) Design	1 day	Thu 12/6/07	Thu 12/6/07	CGI-AMS
347	***3.2.3.3.1.4 CGI-AMS Deliverable: Shared Services Labor Cost Outbound Interface Update (LBEQ) Design***	***0 days***	***Thu 12/6/07***	***Thu 12/6/07***	***CGI-AMS***
348	3.2.3.3.1.5 Develop and Unit Test Labor Cost Outbound Interface Update (LBEQ)	10 days	Fri 12/7/07	Thu 12/20/07	CGI-AMS
349	3.2.3.3.1.6 System Test Labor Cost Outbound Interface Update (LBEQ)	5 days	Fri 12/21/07	Mon 12/31/07	CGI-AMS
350	***3.2.3.3.1.7 CGI-AMS Deliverable: Shared Services Outbound Interface Software***	***0 days***	***Mon 12/31/07***	***Mon 12/31/07***	***CGI-AMS***
351	**3.2.3.4 Time Collection Reports**	**30 days**	**Mon 12/3/07**	**Tue 1/15/08**	
352	**3.2.3.4.1 Develop Technical Designs for Time Collection Reports & Forms**	**15 days**	**Mon 12/3/07**	**Fri 12/21/07**	



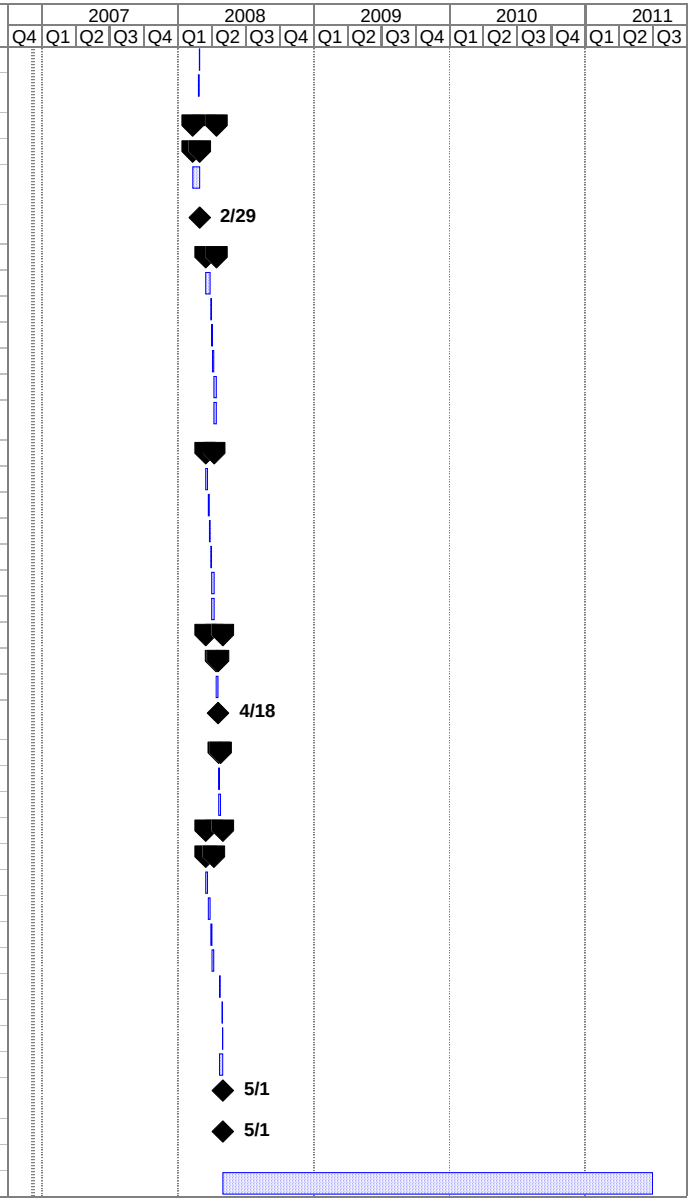
ID	Task Name	Duration	Start	Finish	Responsible
353	3.2.3.4.1.1 Shared Services Paper Timesheet	2 days	Mon 12/3/07	Tue 12/4/07	CGI-AMS
354	3.2.3.4.1.2 Shared Services Cognos Report #1	2 days	Wed 12/5/07	Thu 12/6/07	CGI-AMS
355	3.2.3.4.1.3 Shared Services Cognos Report #2	2 days	Fri 12/7/07	Mon 12/10/07	CGI-AMS
356	3.2.3.4.1.4 Shared Services Cognos Report #3	2 days	Tue 12/11/07	Wed 12/12/07	CGI-AMS
357	3.2.3.4.1.5 Shared Services Cognos Report #4	2 days	Thu 12/13/07	Fri 12/14/07	CGI-AMS
358	3.2.3.4.1.6 Review and Approve Report Designs	5 days	Mon 12/17/07	Fri 12/21/07	COUNTY
359	***3.2.3.4.1.7 CGI-AMS Deliverable: Time Collection Reports/Forms (5) Technical Design***	***0 days***	***Fri 12/21/07***	***Fri 12/21/07***	***CGI-AMS***
360	**3.2.3.4.2 Develop & Test Time Collection Reports & Forms Software**	**15 days**	**Wed 12/26/07**	**Tue 1/15/08**	**CGI-AMS/COUNTY**
361	3.2.3.4.2.1 Shared Services Paper Timesheet	3 days	Wed 12/26/07	Fri 12/28/07	CGI-AMS
362	3.2.3.4.2.2 Shared Services Cognos Report #1	3 days	Mon 12/31/07	Wed 1/2/08	CGI-AMS
363	3.2.3.4.2.3 Shared Services Cognos Report #2	3 days	Thu 1/3/08	Mon 1/7/08	CGI-AMS
364	3.2.3.4.2.4 Shared Services Cognos Report #3	3 days	Tue 1/8/08	Thu 1/10/08	CGI-AMS
365	3.2.3.4.2.5 Shared Services Cognos Report #4	3 days	Fri 1/11/08	Tue 1/15/08	CGI-AMS
366	3.2.3.4.3 Package and Deliver Reports/Forms Software	**0 days**	Tue 1/15/08	Tue 1/15/08	***CGI-AMS***
367	***3.2.3.4.4 CGI-AMS Deliverable: Time Collection Reports/Forms (5) Software***	***0 days***	***Tue 1/15/08***	***Tue 1/15/08***	***CGI-AMS***
368	**3.2.3.5 Software Testing**	**58 days**	**Thu 11/15/07**	**Fri 2/8/08**	
369	**3.2.3.5.1 System Test**	**41 days**	**Thu 11/15/07**	**Wed 1/16/08**	
370	3.2.3.5.1.1 Develop System Test Plan	5 days	Thu 11/15/07	Wed 11/21/07	CGI-AMS
371	3.2.3.5.1.2 Develop System Test Scripts	10 days	Mon 11/26/07	Fri 12/7/07	CGI-AMS
372	**3.2.3.5.1.3 Conduct System Test**	**26 days**	**Mon 12/10/07**	**Wed 1/16/08**	
373	**3.2.3.5.1.3.1 Application Software Modifications**	**8 days**	**Mon 12/10/07**	**Wed 12/19/07**	
374	3.2.3.5.1.3.1.1 Shared Services TIMEI View	8 days	Mon 12/10/07	Wed 12/19/07	CGI-AMS
375	**3.2.3.5.1.3.2 Reports**	**13 days**	**Mon 12/31/07**	**Wed 1/16/08**	
376	3.2.3.5.1.3.2.1 Shared Services Paper Timesheet	1 day	Mon 12/31/07	Mon 12/31/07	CGI-AMS
377	3.2.3.5.1.3.2.2 Shared Services Cognos Report #1	1 day	Thu 1/3/08	Thu 1/3/08	CGI-AMS
378	3.2.3.5.1.3.2.3 Shared Services Cognos Report #2	1 day	Tue 1/8/08	Tue 1/8/08	CGI-AMS
379	3.2.3.5.1.3.2.4 Shared Services Cognos Report #3	1 day	Fri 1/11/08	Fri 1/11/08	CGI-AMS
380	3.2.3.5.1.3.2.5 Shared Services Cognos Report #4	1 day	Wed 1/16/08	Wed 1/16/08	CGI-AMS
381	***3.2.3.5.1.4 CGI-AMS Deliverable: System Test Plan & Results***	***0 days***	***Wed 1/16/08***	***Wed 1/16/08***	
382	**3.2.3.5.2 Acceptance Test Environment Setup**	**10 days**	**Mon 12/10/07**	**Fri 12/21/07**	
383	3.2.3.5.2.1 Install/Update User Acceptance Test Environment	5 days	Mon 12/10/07	Fri 12/14/07	COUNTY
384	3.2.3.5.2.2 Update User Acceptance Test Environment with DCFS employee data and Users	5 days	Mon 12/17/07	Fri 12/21/07	COUNTY
385	*3.2.3.5.2.3 County Obligations: Acceptance Test Environment*	*0 days*	*Fri 12/21/07*	*Fri 12/21/07*	*COUNTY*
386	**3.2.3.5.3 User Acceptance Test**	**30 days**	**Mon 12/31/07**	**Fri 2/8/08**	
387	3.2.3.5.3.1 Develop User Acceptance Test Plan & Scripts	5 days	Mon 12/31/07	Fri 1/4/08	COUNTY
388	*3.2.3.5.3.2 County Obligation: User Acceptance Test Plan & Scripts*	*0 days*	*Fri 1/4/08*	*Fri 1/4/08*	*COUNTY*
389	3.2.3.5.3.3 Execute & Document User Acceptance Test Results	25 days	Mon 1/7/08	Fri 2/8/08	COUNTY
390	3.2.3.5.3.4 Support User Acceptance Test	20 days	Mon 1/7/08	Fri 2/1/08	CGI-AMS
391	*3.2.3.5.3.5 County Obligation: User Acceptance Test Results*	*0 days*	*Fri 2/1/08*	*Fri 2/1/08*	*COUNTY*
392	***3.2.3.5.3.6 CGI-AMS Deliverable: User Acceptance Test Support***	***0 days***	***Fri 2/1/08***	***Fri 2/1/08***	***CGI-AMS***
393	**3.2.4 Preparation for Implementation**	**96 days**	**Mon 12/3/07**	**Tue 4/15/08**	



ID	Task Name	Duration	Start	Finish	Responsible
394	**3.2.4.1 Data Cleansing & Legacy Systems Conversion Preparation**	**61 days**	**Mon 1/7/08**	**Fri 3/28/08**	
395	3.2.4.1.1 Implement Data Cleansing Plan (procedures + software)	15 days	Mon 3/10/08	Fri 3/28/08	COUNTY
396	*3.2.4.1.2 County Obligations: Data Cleansing Procedures & Software*	*0 days*	*Fri 3/28/08*	*Fri 3/28/08*	***COUNTY***
397	3.2.4.1.3 Develop Detailed Legacy Conversion Script	5 days	Mon 1/7/08	Fri 1/11/08	COUNTY
398	3.2.4.1.4 Review & Approve Legacy Conversion Script	3 days	Mon 1/14/08	Wed 1/16/08	COUNTY
399	*3.2.4.1.5 County Obligation: Detailed Dept/Legacy Conversion Script*	*0 days*	*Wed 1/16/08*	*Wed 1/16/08*	***COUNTY***
400	**3.2.4.2 Knowledge Transfer & Training**	**96 days**	**Mon 12/3/07**	**Tue 4/15/08**	
401	**3.2.4.2.1 Training Environment Setup**	**10 days**	**Mon 12/3/07**	**Fri 12/14/07**	
402	3.2.4.2.1.1 Install/Update User Trainining/Learning Environments	5 days	Mon 12/3/07	Fri 12/7/07	COUNTY
403	3.2.4.2.1.2 Update User Training/Learning Environments with DCFS employee data and Users	5 days	Mon 12/10/07	Fri 12/14/07	COUNTY
404	*3.2.4.2.1.3 County Obligation: Training/Learning Environments*	*0 days*	*Fri 12/14/07*	*Fri 12/14/07*	***COUNTY***
405	**3.2.4.2.2 Develop End User Training Plan and Materials**	**39 days**	**Mon 12/3/07**	**Mon 1/28/08**	
406	3.2.4.2.2.1 Develop Detailed Training Plan	10 days	Mon 12/3/07	Fri 12/14/07	COUNTY
407	3.2.4.2.2.2 Tailor ADVANTAGE HRM & ESS Integrated Learning Guides	5 days	Mon 12/17/07	Fri 12/21/07	CGI-AMS
408	3.2.4.2.2.3 Approve Integrated Learning Guides	1 day	Wed 12/26/07	Wed 12/26/07	COUNTY
409	3.2.4.2.2.4 Tailor ADVANTAGE HRM & ESS Training Materials	5 days	Thu 1/17/08	Wed 1/23/08	CGI-AMS
410	3.2.4.2.2.5 Approve End User Training Plan & Materials	3 days	Thu 1/24/08	Mon 1/28/08	COUNTY
411	**3.2.4.2.3 Train Trainers for Shared Services**	46 days	Mon 12/17/07	Wed 2/20/08	
412	3.2.4.2.3.1 Finalize Logistics and Attendees	10 days	Mon 12/17/07	Tue 1/1/08	COUNTY
413	3.2.4.2.3.2 Conduct Trainer Training	15 days	Tue 1/29/08	Mon 2/18/08	CGI-AMS
414	3.2.4.2.3.3 Conduct Trainer Training Assessment	2 days	Tue 2/19/08	Wed 2/20/08	CGI-AMS
415	3.2.4.2.3.4 Review & Approve Trainer Training	1 day	Wed 2/20/08	Wed 2/20/08	COUNTY
416	***3.2.4.2.3.5 CGI-AMS Deliverable: Shared ServicesTrain the Trainers Completed***	***1 day***	***Wed 2/20/08***	***Wed 2/20/08***	***CGI-AMS***
417	**3.2.4.2.4 Train End Users**	**86 days**	**Mon 12/17/07**	**Tue 4/15/08**	
418	3.2.4.2.4.1 Provide Training Support for Scheduling	10 days	Mon 12/17/07	Tue 1/1/08	CGI-AMS
419	3.2.4.2.4.2 Finalize Logistics and Attendees	10 days	Mon 12/17/07	Tue 1/1/08	COUNTY
420	3.2.4.2.4.3 Conduct End User Training (County)	40 days	Thu 2/21/08	Tue 4/15/08	COUNTY
421	**3.2.4.3 eCAPS Documentation**	**27 days**	**Mon 2/11/08**	**Mon 3/17/08**	
422	**3.2.4.3.1 Users' Documentation**	**11 days**	**Mon 2/11/08**	**Mon 2/25/08**	
423	3.2.4.3.1.1 Update Online Users' Documentation	5 days	Mon 2/11/08	Fri 2/15/08	COUNTY
424	3.2.4.3.1.2 Prepare Updates/Addendum to eCAPS Time Collection Users' Guides	2 days	Mon 2/11/08	Tue 2/12/08	COUNTY
425	3.2.4.3.1.3 Review Updated Users' Documentation	2 days	Wed 2/13/08	Thu 2/14/08	COUNTY
426	3.2.4.3.1.4 Update Users' Documentation	5 days	Fri 2/15/08	Thu 2/21/08	COUNTY
427	3.2.4.3.1.5 Approve Updated Users' Documentation	2 days	Fri 2/22/08	Mon 2/25/08	COUNTY
428	**3.2.4.3.2 System/Operations Documentation**	**16 days**	**Tue 2/26/08**	**Mon 3/17/08**	
429	3.2.4.3.2.1 Update Online System Documentation	5 days	Tue 2/26/08	Sat 3/1/08	COUNTY
430	3.2.4.3.2.2 Prepare Updates/Addendum to System/Operations Documentation	2 days	Mon 3/3/08	Tue 3/4/08	COUNTY
431	3.2.4.3.2.3 Review Updated System/Operations Documentation	2 days	Wed 3/5/08	Thu 3/6/08	COUNTY
432	3.2.4.3.2.4 Update System/Operations Documentation	5 days	Fri 3/7/08	Thu 3/13/08	COUNTY
433	3.2.4.3.2.5 Approve Updated System/Operations Documentation	2 days	Fri 3/14/08	Mon 3/17/08	COUNTY
434	**3.2.4.3.3 Operations Documentation**	**4 days**	**Tue 2/26/08**	**Fri 2/29/08**	
435	3.2.4.3.3.1 Prepare Updates to County Operations Documentation	3 days	Tue 2/26/08	Thu 2/28/08	COUNTY



ID	Task Name	Duration	Start	Finish	Responsible
436	3.2.4.3.3.2 Review & Approve County Operations Documentation	1 day	Fri 2/29/08	Fri 2/29/08	COUNTY
437	3.2.4.3.3.3 Support development of County Operations Documentation	3 days	Tue 2/26/08	Thu 2/28/08	COUNTY
438	**3.2.4.4 Transition Management**	**47 days**	**Mon 2/11/08**	**Mon 4/14/08**	
439	**3.2.4.4.1 Policies and Procedures**	**15 days**	**Mon 2/11/08**	**Fri 2/29/08**	
440	3.2.4.4.1.1 Update Department Time Reporting Policies & Procedures	15 days	Mon 2/11/08	Fri 2/29/08	COUNTY
441	*3.2.4.4.1.2 County Obligation: eCAPS & Department Policies & Procedures*	*0 days*	*Fri 2/29/08*	*Fri 2/29/08*	***COUNTY***
442	**3.2.4.4.2 Operational/Technical Readiness Assessment**	**21 days**	**Mon 3/17/08**	**Mon 4/14/08**	
443	3.2.4.4.2.1 Prepare Operational Readiness Checklist	5 days	Mon 3/17/08	Fri 3/28/08	COUNTY
444	3.2.4.4.2.2 Review Operational Readiness Checklist	2 days	Mon 3/31/08	Tue 4/1/08	COUNTY
445	3.2.4.4.2.3 Update Operational Readiness Checklist	2 days	Wed 4/2/08	Thu 4/3/08	COUNTY
446	3.2.4.4.2.4 Approve Operational Readiness Checklist	2 days	Fri 4/4/08	Mon 4/7/08	COUNTY
447	3.2.4.4.2.5 Conduct Operational Readiness Assessment	5 days	Tue 4/8/08	Mon 4/14/08	COUNTY
448	3.2.4.4.2.6 Support for Operational Readiness Assessment	5 days	Tue 4/8/08	Mon 4/14/08	CGI-AMS
449	**3.2.4.4.3 Implementation/End-User Readiness Assessment**	**17 days**	**Mon 3/17/08**	**Tue 4/8/08**	
450	3.2.4.4.3.1 Prepare Implementation Readiness Checklist	5 days	Mon 3/17/08	Fri 3/21/08	COUNTY
451	3.2.4.4.3.2 Review Implementation Readiness Checklist	3 days	Mon 3/24/08	Wed 3/26/08	COUNTY
452	3.2.4.4.3.3 Update Implementation Readiness Checklist	2 days	Thu 3/27/08	Fri 3/28/08	COUNTY
453	3.2.4.4.3.4 Approve Implementation Readiness Checklist	2 days	Mon 3/31/08	Tue 4/1/08	COUNTY
454	3.2.4.4.3.5 Conduct Implementation Readiness Assessment	5 days	Wed 4/2/08	Tue 4/8/08	COUNTY
455	3.2.4.4.3.6 Support for Implementation Readiness Assessment	5 days	Wed 4/2/08	Tue 4/8/08	CGI-AMS
456	**3.3 ACHIEVE PHASE**	**34 days**	**Mon 3/17/08**	**Thu 5/1/08**	
457	**3.3.1 Production Environment Setup**	**5 days**	**Mon 4/14/08**	**Fri 4/18/08**	
458	3.3.1.1 Update/configure Production Environment	5 days	Mon 4/14/08	Fri 4/18/08	COUNTY
459	*3.3.1.2 County Obligation: Update and Configure Production Environment*	*0 days*	*Fri 4/18/08*	*Fri 4/18/08*	*COUNTY*
460	**3.3.2 Data Conversion Preparation**	**5 days**	**Mon 4/21/08**	**Fri 4/25/08**	
461	3.3.2.1 Execute & Verify Mock Data Conversion	2 days	Mon 4/21/08	Tue 4/22/08	COUNTY
462	3.3.2.2 Review & Approve Mock Conversion Results	5 days	Mon 4/21/08	Fri 4/25/08	COUNTY
463	**3.3.3 Production Cutover**	**34 days**	**Mon 3/17/08**	**Thu 5/1/08**	
464	**3.3.3.1 Production Cutover Script**	**16 days**	**Mon 3/17/08**	**Mon 4/7/08**	
465	3.3.3.1.1 Draft Production Cutover Script	5 days	Mon 3/17/08	Fri 3/21/08	CGI-AMS
466	3.3.3.1.2 Review Production Cutover Script	5 days	Mon 3/24/08	Fri 3/28/08	COUNTY
467	3.3.3.1.3 Update Production Cutover Script	3 days	Mon 3/31/08	Wed 4/2/08	CGI-AMS
468	3.3.3.1.4 Approve Production Cutover Script	3 days	Thu 4/3/08	Mon 4/7/08	COUNTY
469	3.3.3.2 Execute Cutover Rehearsal	2 days	Wed 4/23/08	Thu 4/24/08	COUNTY
470	3.3.3.3 Execute Production Data Conversion	1 day	Wed 4/30/08	Wed 4/30/08	COUNTY
471	3.3.3.4 Execute Production Cutover	1 day	Thu 5/1/08	Thu 5/1/08	COUNTY
472	3.3.3.5 Technical support for Production Cutover	7 days	Wed 4/23/08	Thu 5/1/08	CGI-AMS
473	***3.3.3.6 CGI-AMS Deliverable: Support for Production Cutover (Live Production Operations for Shared Services Time***	***0 days***	***Thu 5/1/08***	***Thu 5/1/08***	***CGI-AMS***
474	*3.3.3.7 Production Cutover (Live Production Operations)*	*0 days*	*Thu 5/1/08*	*Thu 5/1/08*	*COUNTY*
475					
476	**4 Additional Departmental Rollout Support**	**826 days**	**Fri 5/2/08**	**Thu 6/30/11**	**CGI-AMS**



Appendix C-8 – Business Requirements

(This Page Intentionally Left Blank)

Appendix C-8 – Business Requirements

Functional Category: Time Collection

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
NV = Provided in the Very Next Version
C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number		Category	Business Requirements	Vendor Response	Comments
TCRO	1.00	Time Collection	Create a new Timesheet View for the TIMEI document to include changes as required by DCFS.	C	
TCRO	2.00	Time Collection	Create a new Timesheet View for the TIMEI document to include changes as required by Shared Services.	C	
TCRO	3.00	Time Collection	Modify the timesheet (TIMEI) to include an edit requiring that an overtime reason code is used for overtime events.	C	
TCRO	4.00	Time Collection	Update the Timesheet Daily Approval functionality to include the following: - Issue an error when Validating/Submitting a timesheet and at least one day has a Daily Approval status of 'Rejected' - Issue a confirmation message when the 'Approval All' action is invoked; prompting the approver to confirm that he/she wants to continue with the action - When an approver rejects a given day, they would like to see a status of 'Updated' once any entries for the day have been changed. Currently, the status remains as 'Rejected'.	C	
TCRO	5.00	Time Collection	Enable leave balance checking for eCAPS Time Collection. This will enforce a check of the employee's leave balance when reporting leave usage on the timesheet. When leave hours posted exceed the available balance, leave balance checking can be configured to issue a hard error, issue a warning, or allow the employee to use more than the available balance.	C	An interface from CWTAPPS will be required to pass the employee leave balances to eCAPS Time collection.
TCRO	6.00	Time Collection	Provide the ability to copy existing timesheet (TIMEI) documents and the use of templates to create new timesheets.	C	
TCRO	7.00	Time Collection	Modify the Adobe form used to generate the report displayed when a user clicks on the 'Print' button on the TIMEI document. Modification will update the existing form currently in use for DHS.	C	
TCRO	8.00	Time Collection	Create a Shared Services Timesheet report that will be used as the paper timesheet for Shared Services employees. This paper timesheet can be used for recording time manually, then submitted for online entry at the end of the pay period.	R	
TCRO	9.00	Time Collection	Create 5 Cognos Reports as required for DCFS department rollout.	R	
TCRO	10.00	Time Collection	Create 4 Cognos Reports as required for Shared Services department rollout.	R	

(This Page Intentionally Left Blank)

Appendix D-8 – Interfaces

(This Page Intentionally Left Blank)

Appendix D-8 - Interfaces

The interfaces can be broken down into three types:

1. Permanent Interfaces (P): Interfaces currently between a source system and an HR/Payroll system that is being replaced by the eCAPS Phase III eHR Implementation subproject. These could also be to or from an HR/Payroll system that is not being replaced by HRM (related to internal County systems).

2. Vendor Interfaces (V): Interfaces currently between an HR/Payroll system that is being replaced by the eCAPS Phase III eHR Implementation subproject and an external source.

3. Temporary Interfaces (T): Interfaces that may be replaced by the eCAPS Phase III eHR Implementation subproject during a later phase of implementation, but will continue to exist until then. They are scheduled to become obsolete sometime during the life of the eCAPS project.

For Inputs, the Destination System ID is the system that will be replaced and will change to eHR at a future time. For Outputs, the Source System ID is the system that will be replaced and will change to eHR at a future time.

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
Time Collection Interfaces							
CWTAPPS	A/C	CWTAPPS	Leave Balances	eCAPS Time Collection	Input	This process will update the leave balances for employees in eCAPS Time Collection. The leave balances will be used to validate leave usage posted by employees in their timesheet. This new interface supports Software Customization TCRO-5.00.	T
CWTAPPS	DHS, Shared Services	eCAPS Time Collection	Labor Cost (Update)	eCAPS Financial	Output	This process will update the Labor Cost (LBEQ) outbound interface to eCAPS Financial to support labor cost requirements for Shared Services. This an update to the existing LBEQ interface designed and developed during eCAPS Phase II Time Collection subproject.	T

(This Page Intentionally Left Blank)

Appendix E-8 – Conversions

(This Page Intentionally Left Blank)

Appendix E-8 – Conversions

For the Time Collection Department Rollout, additional data from legacy systems may need to be brought into eCAPS Time Collection. The legacy data will fall into one of two categories, reference data or employee data. The volume of data to be brought over will determine if the data is converted or manually entered into eCAPS Time Collection. CGI-AMS will support the County with the required conversion activities. This Appendix outlines the major categories of data that will be required to support the rollout of eCAPS Time Collection to Department of Children and Family Services (DCFS) and Shared Services departments.

1. Reference Data

This data is used for validation of timesheet and employee data.

a. Work Locations

This is the list of valid work locations and its associated information. This is used to specify the location where an employee is based. New codes will be required for DCFS and Shared Services.

b. Pay Locations

This is the list of valid pay locations and its associated information. This is used to specify the location at which an employee's pay is earned. New codes will be required for DCFS and Shared Services.

c. Pay and Leave Policies

This is the list of valid payroll and leave policies. New codes may be required to handle time reporting policies for DCFS and Shared Services that may differ from those in DHS.

d. Schedule Types

The list of valid work schedule types (regular, flex, etc.) and related scheduling information. Work schedules specific to DCFS and Shared Services may be required.

2. Employee Data

Employee data required to support time entry in eCAPS Time Collection.

a. Employee Demographic Information

Based on the demographic information required by DCFS and Shared Services, the following conversion processes used by DHS may need to be updated:

- **Employee Status Maintenance (ESMT)**

  Provides the employee assignment information and classification information. This includes employee name, employment status, assignment effective date, home department, home unit, title, and sub-title information.

- **Department Specific Data (DEPTD)**

  Provides the employee department specific information. This includes the employee's processing center and work cycle code (work pattern).

b. Leave Balances

Leave balances for vacation, sick and other leave types will be loaded to eCAPS Time Collection to support leave balance checking. This supports Software Customization TCRO-5.00.

Appendix F-8 – Reports

(This Page Intentionally Left Blank)

Appendix F-8 – Reports

Functional Category: Time Collection

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
NV = Provided in the Very Next Version
C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number		Category	Business Requirements	Vendor Response	Comments
TCRO	8.00	Time Collection	Create a Shared Services Timesheet report that will be used as the paper timesheet for Shared Services employees. This paper timesheet can be used for recording time manually, then submitted for online entry at the end of the pay period.	R	
TCRO	9.00	Time Collection	Create 5 Cognos Reports as required for DCFS department rollout.	R	
TCRO	10.00	Time Collection	Create 4 Cognos Reports as required for Shared Services department rollout.	R	

(This Page Intentionally Left Blank)

Appendix G-8 – Business Processes

This Appendix is not applicable to eCAPS Phase III – Subproject 8.

(This Page Intentionally Left Blank)

Appendix H-8 – System Performance and Transaction Volumes

This Appendix is not applicable to eCAPS Phase III – Subproject 8.

(This Page Intentionally Left Blank)

Appendix I-8 – Subproject Architecture and Schematic

This Appendix is not applicable to eCAPS Phase III – Subproject 8.

(This Page Intentionally Left Blank)

Appendix J-8 – Configurations and Customizations

(This Page Intentionally Left Blank)

Appendix J-8 - Configurations and Customizations

Functional Category: Time Collection

Vendor Response Codes:
F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
NV = Provided in the Very Next Version
C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number		Category	Business Requirements	Vendor Response	Comments
TCRO	1.00	Time Collection	Create a new Timesheet View for the TIMEI document to include changes as required by DCFS.	C	
TCRO	2.00	Time Collection	Create a new Timesheet View for the TIMEI document to include changes as required by Shared Services.	C	
TCRO	3.00	Time Collection	Modify the timesheet (TIMEI) to include an edit requiring that an overtime reason code is used for overtime events.	C	
TCRO	4.00	Time Collection	Update the Timesheet Daily Approval functionality to include the following: - Issue an error when Validating/Submitting a timesheet and at least one day has a Daily Approval status of 'Rejected' - Issue a confirmation message when the 'Approval All' action is invoked; prompting the approver to confirm that he/she wants to continue with the action - When an approver rejects a given day, they would like to see a status of 'Updated' once any entries for the day have been changed. Currently, the status remains as 'Rejected'.	C	
TCRO	5.00	Time Collection	Enable leave balance checking for eCAPS Time Collection. This will enforce a check of the employee's leave balance when reporting leave usage on the timesheet. When leave hours posted exceed the available balance, leave balance checking can be configured to issue a hard error, issue a warning, or allow the employee to use more than the available balance.	C	An interface from CWTAPPS will be required to pass the employee leave balances to eCAPS Time collection.
TCRO	6.00	Time Collection	Provide the ability to copy existing timesheet (TIMEI) documents and the use of templates to create new timesheets.	C	
TCRO	7.00	Time Collection	Modify the Adobe form used to generate the report displayed when a user clicks on the 'Print' button on the TIMEI document. Modification will update the existing form currently in use for DHS.	C	

(This Page Intentionally Left Blank)

Appendix K-8 – Training Volumes

(This Page Intentionally Left Blank)

Appendix K-8 - Department of Children and Family Services (DCFS) Training Volumes

eCAPS Training Areas	Session Duration Hrs	Number of Users	Number of Sessions
End User Training			
Time Collection			
Functional Training (Trainers)	8	193	10
System Administration	16	10	1
End User Training Totals	24	203	11
Project Team Training			
Department Implementation Team	4	10	1
Core Implementation Team	2	10	1
Project Team Training Totals	6	20	2
TRAINING TOTALS	**30**	**223**	**13**

Assumptions:

(1) Number of sessions is based on a class size of 20.

(2) The training delivery (e.g., Instructor led, web-cast, online independent study) will be finalized as part of the Training Plan.

(3) It is assumed that 1 - 3 training sessions for each End User Training class will be used to prototype the training materials and acquaint the trainers with the materials.

(4) Trainer Training is for 193 DCFS staff. No post implementation end-user training requirement has been identified.

(5) The initial number of Trainers (193) represents approximately 3% of the total DCFS end user population.

Appendix K-8 - Auditor-Controller's Shared Services Division's Clients Training Volumes

eCAPS Training Areas	Session Duration Hrs	Number of Users	Number of Sessions
End User Training			
Time Collection			
Functional Training (Trainers)	8	146	8
System Administration	16	10	1
End User Training Totals	24	156	9
Project Team Training			
Department Implementation Team	4	10	1
Core Implementation Team	2	10	1
Project Team Training Totals	6	20	2
TRAINING TOTALS	**30**	**176**	**11**

Assumptions:

(1) Number of sessions is based on a class size of 20.

(2) The training delivery (e.g., Instructor led, web-cast, online independent study) will be finalized as part of the Training Plan.

(3) It is assumed that 1 - 3 training sessions for each End User Training class will be used to prototype the training materials and acquaint the trainers with the materials.

(4) Trainer Training is for 146 Shared Services staff. No post implementation end-user training requirement has been identified.

(5) The initial number of Trainers (146) represents approximately 3% of the Shared Services total end user population.

Appendix L-8 – Legacy Reports

This Appendix is not applicable to eCAPS Phase III – Subproject 8.

(This Page Intentionally Left Blank)

Appendix M-8 – Subproject Assumptions

(This Page Intentionally Left Blank)

Appendix M-8 – Subproject Assumptions

1. Introduction

The assumptions in this appendix are provided to describe the basis on which CGI-AMS has relied to draft the scope, timing, resources, roles and responsibilities for the eCAPS Phase III – Time Collection Rollout Subproject 8.

The assumptions represent and provide further clarification of CGI-AMS's Statement of Work (SOW) Narrative, Deliverables Definition and Project Plan. These assumptions are intended to establish a clear understanding between the County and CGI-AMS, thereby, ensuring full understanding and clarity throughout project execution.

The SOW Narrative and Deliverables Definition describe the Tasks, Work Products, and Deliverables to be completed by CGI-AMS for the eCAPS Phase III – Time Collection Rollout Subproject 8. In order for Subproject 8 to be successful, CGI-AMS must perform these Tasks in partnership with the County and the County must complete reciprocal Tasks, Work Products, and Deliverables as described in this appendix and outlined in the eCAPS Phase III - Subproject 8 plan.

2. Section I – Implementation Methodology

2.1 Envision Phase

a. Time Collection Department Rollout Kick-off Presentation will be limited to one (1) 2-hour session per Departmental rollout group.

b. Product training on time collection system functionality for Department Implementation Team and Core Implementation Team participants will be limited to one (1) day per Departmental rollout group. Training will leverage existing training materials developed during Subproject 2 for DHS.

2.1.1 Technical Assessment

County Department Implementation teams will leverage the Technical Specifications document developed as a part of the HRM Design during eCAPS Phase II to analyze the infrastructure requirements and transaction volumes for implementing the AMS Advantage® components at their respective departments.

2.2 Create Phase

2.2.1 Hardware/Software Procurement (Project Plan Tasks 2.1.3, 3.1.3), Confirm Technical Environments Set-Up (Project Plan Tasks 2.2.1, 3.2.1), Acceptance Test Environment Setup (Project Plan Tasks 2.2.3.5.2, 3.2.3.5.2), Training Environment Setup (Project Plan Tasks

2.2.4.2.1, 3.2.4.2.1), Production Environment Setup (Project Plan Tasks 2.3.1, 3.3.1)

a. County Department Implementation teams will leverage the Technical Specifications document developed as a part of the HRM Design during eCAPS Phase II to analyze the infrastructure requirements and transaction volumes for implementing the AMS Advantage components at their respective departments.

b. The County will perform the Tasks necessary to procure, establish or leverage existing technical environments to support the eCAPS Phase III - Subproject 8 in accordance with the specifications provided in the HRM Design during eCAPS Phase II for each of the following environments:

- Development / Unit Test;
- System Test;
- User Acceptance Test;
- Training / Learning;
- Conversion; and
- Production.

c. These Tasks include, but are not limited to: installation/upgrade and testing of servers and system software, system software upgrades, definition of table spaces, printer set-up, establishment of network and Internet access, etc.

2.2.2 System Control Table Set-Up (Project Plan Tasks 2.2.2, 3.2.2)

a. Based on changes to reference data set-up identified during Prototype sessions for each department rollout, the County will populate system tables and confirm that the tables have been populated correctly. In supporting this effort, CGI-AMS will recap configurations identified during the Scope Definition sessions and provide support to County staff for populating tables.

b. County shall update the current time collection system technical architecture for each of the project environments in order to support the eCAPS Phase III – Time Collection Rollout Subproject 8 implementation.

2.2.3 Software Construction (Project Plan Tasks 2.2.3, 3.2.3)

a. CGI-AMS will be responsible for the design, development, and testing of software customizations to the eCAPS Time Collection application in response to the County's business requirements as stated in Appendix C-8 (Business Requirements). The County will review application software

design specifications and provide feedback per the project schedule and project guidelines specified within the project control document (PCD).

b. Additional requirements identified during departmental prototyping will the Change Control process of the Agreement.

c. The development tools that are bundled with the AMS Advantage 3 application (i.e., AMS Advantage Design Studio, Pervasive Data Integrator, and Adobe forms) will be utilized by the County in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI-AMS to County technical staff

2.2.4 Data Conversion (Project Plan Tasks 2.2.3.2, 3.2.3.2)

a. The County requires that current employee data be converted and the County will be responsible for the data cleansing (i.e., planning and execution of the data cleansing procedures and software) of this data prior to conversion and after the execution of the conversion process in the target application. Under the assumption that employee data for all departments within the County reside in the County's CWTAPPS system, the County will leverage the existing conversion processes developed for DHS during eCAPS Phase II to load to eCAPS Time Collection the employee data for departments electing to be included in the Time Collection Department Rollout project. Employee data that does not exist will need to be manually entered into the Time Collection application by the County.

b. Additional conversion requirements may be identified during the Prototype sessions that cannot be addressed by existing processes developed during eCAPS Phase II. The County may request the development of new conversion processes through the Change Control process of the Service Level Agreement (SLA).

c. Pervasive Data Integrator will be the primary tool used for data conversion. The County will provide data in the format required by CGI-AMS per the project schedule. The County will be responsible for any manual data conversion as identified during Prototype sessions for each department.

d. The County shall review, verify, and approve the mock conversion results.

2.2.5 System Interfaces (Project Plan Tasks 2.2.3.3, 3.2.3.3)

a. For inbound system interfaces, the County will leverage existing processes in use by eCAPS Time Collection by extracting data from the external systems and providing it in the file format already predefined for existing interfaces. If necessary, the County will be responsible for the

analysis, planning, designing, developing and testing of modifications to the external systems software to support the inbound interfaces.

b. For outbound system interfaces, the County will leverage existing processes in use by eCAPS Time Collection. County staff or the staff the external systems accepting the eCAPS Time Collection-generated files will load the files into their respective systems. If necessary, the County will be responsible for the analysis, planning, designing, developing and testing of modifications to the external system software to support the outbound interfaces.

c. In some cases, certain departments may require the development of new inbound or outbound interfaces to accommodate information sharing with external systems. Pervasive Data Integrator and SysManUtil will be the primary tools used for system interface development. Custom system interfaces will be limited to the extent possible. The County may request the development of new interfaces through the Change Control process of the Service Level Agreement (SLA).

2.2.6 Time Collection Reports (Project Plan Tasks 2.2.3.4, 3.2.3.4)

a. The County will leverage the use of eCAPS Time Collection online inquiry windows and Cognos reports to support reporting business requirements for departments electing to be included in the Time Collection Department Rollout project.

b. Additional report requirements may be identified during the Functional Analysis activities that cannot be addressed by existing reports developed during eCAPS Phase II. This may require the development of new Cognos reports and/or updates to the Framework Manager Models (FWMM). The number of reports to be developed by CGI-AMS is identified in Appendix J-8 (Configurations and Customizations). County may request the development of new reports through the Change Control process of the Service Level Agreement (SLA).

2.2.7 Data Cleansing and Legacy Systems Conversion Preparation (Project Plan Tasks 2.2.4.1, 3.2.4.1)

The County will design, develop, and test procedures and software for cleansing and correcting all data to be used as input to the Time Collection Department Rollout conversion process and in the application databases after execution of the conversion.

2.2.8 Policy & Procedure Development (Project Plan Tasks 2.2.4.4.1, 3.2.4.4.1)

The County will be responsible for creating and updating the policies and procedures and any department-specific procedures and manuals affected by the

Time Collection Department Rollout. The existing on-line help in place for eCAPS Time Collection can serve as a reference guide to assist the County's end user community in entering data into the time collection application.

2.2.9 Review Security and Workflow Tables (Project Plan Tasks 2.2.2.2.3, 3.2.2.2.3)

The County will work with each department electing to be included in the Time Collection Department Rollout project to identify changes and/or additions required to the eCAPS Time Collection Security and Workflow setup. This may include the creation of new security roles, application resource access definition, workflow rules, and creation of user accounts.

2.2.10 End User Training Plan (Project Plan Tasks 2.2.4.2.2, 3.2.4.2.2)

The County will work with each department electing to be included in the Time Collection Department Rollout project to identify training requirements and develop a Training Plan. This may include determining the number of training sessions required, the types of training sessions to be delivered (i.e. Train-the-Trainer, End User Training), and planning out a training schedule to deliver or required sessions in accordance with the rollout schedule for each department.

2.2.11 Implementation Readiness Planning (Project Plan Tasks 2.2.4.4.3, 3.2.4.4.3)

The County will work with each department electing to be included in the Time Collection Department Rollout project to plan and confirm implementation readiness for all facilities within each department. This may include workstation configuration, network access, policies and procedure updates, and conversion preparation. The County may leverage the Implementation Readiness Checklist developed for DHS during eCAPS Phase II as a reference to support this task.

2.3 Achieve Phase

2.3.1 Data Conversion Preparation (Project Plan Tasks 2.3.2, 3.3.2)

The County will design, develop, and test procedures and software for cleansing and correcting all data to be used as input to the Time Collection Department Rollout conversion process and in the application databases after execution of the mock conversion.

2.4 Additional Departmental Rollout Support

The County may request Additional departmental rollout support through the Change Control process of the Service Level Agreement (SLA).

3. Section II – Project Management

3.1 Planning and Management (Project Task 1.0)

a. The County and CGI-AMS will follow a closely coordinated and collaborative approach to project management for the Time Collection Department Rollout project with the overall Time Collection Department Rollout project Management Plan.

b. The County and CGI-AMS Team Leads will jointly maintain the eCAPS Phase III – Time Collection Rollout Subproject 8 Project Plan and provide status reporting on project progress to the County and CGI-AMS Time Collection Department Rollout Project Management Team.

c. The County and CGI-AMS Team Leads will jointly maintain the eCAPS Phase III – Time Collection Rollout Subproject 8 Project Plan and provide status reporting on project progress to the County and CGI-AMS Time Collection Department Rollout Project Management Team.

d. County will appoint a team of dedicated key personnel as Functional Team Leads. These leads and their respective support staffs will be responsible for completing the County's Tasks on the Subproject 8 as outlined in the Project Plan provided in Appendix B-8 (Project Plan). The County will supply the project infrastructure necessary to support the co-location of the County and CGI-AMS team, and completion of Subproject 8 Tasks as defined in the Agreement.

e. At a County designated project site, the County shall be responsible for:

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document created during the eCAPS Phase II - HRM Design Subproject 3;
- Making the project management tools/templates adopted by CGI-AMS and the County available on the project team; and
- Providing and installing training software/ equipment necessary for training County Project Team members.

f. The County will establish and maintain with CGI-AMS input and assistance a website as part of the Communication Plan. This website will be used to:

- Maintain project materials on Subproject 8;
- Communicate the status of Subproject 8;
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.); and
- Distribute Subproject 8 materials.

g. The County will be responsible for maintaining the website and CGI-AMS shall assist in developing materials for placement on the site and completing its assigned tasks as identified in the Communication Plan.

4. Section III – Software Application

a. CGI-AMS has provided the AMS Advantage HRM 3.6.0.1 modules and accompanying third party tools to the County as a part of the eCAPS Phase II – Time Collection Upgrade Subproject 2 effort. Therefore, for the eCAPS Phase III – Time Collection Rollout Subproject 8, it is assumed that software application activities, installation and installation testing, are not required.

b. The County will set-up all required Cognos reporting environments to support development, system testing, user acceptance testing and production for all reporting activities.

c. The County will be responsible for sizing the reporting databases and servers, conducting the performance tuning of the Cognos configuration to support the performance targets for the Time Collection reports.

5. Section IV – Business Requirements and Reporting

a. As it relates to this SOW, the County will be responsible for maintaining the existing production Cognos Framework Manager Model / Package, Cognos reports, and Adobe forms developed as part of Subproject 2. Reports in this category minimally include the following:

RPT01 – Missing Timesheet List Report

RPT02 – Event Codes

RPT03 – Actual Hours Worked

RPT04 – Proxy Timesheet Report

RPT05 – Employee Status Change Report

RPT06 – Incoming Employee Report

RPT10 – Audit Trail Report

RPT11A – Manual Timesheet (DHS Paper Version) Redesign

RPT12 – Unit Deviation Code Report

RPT14 – Employee & Approver Audit Report

RPT15 – Overtime Reason Code Report

RPT16 – TIMEI (Print) [Adobe Form]

b. It is assumed that the current production Cognos Framework Manager Model / Package will support any additional reporting requirements identified during this subproject.

6. Section V – Technical

a. As it relates to this SOW, the County will be responsible for maintaining the existing interfaces.

b. The County shall develop and test the inbound and outbound eCAPS Phase III – Time Collection Rollout Subproject 8 interfaces in accordance with the list of interface requirements provided in eCAPS Phase II –Time Collection Subproject 2.

7. Section VI – Change Management

a. County staff will have the lead responsibility for all communications to County departments and third party vendors related to the Time Collection Department Rollout project, including, but not limited to: informational briefings, executive briefings, identification and coordination with departmental liaisons, etc. The County will provide staff to support the clerical and administrative Tasks for the Time Collection Department Rollout project, including, but not limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

b. The Department Implementation Project team members will attend formal AMS Advantage training prior to the Design / Prototyping Sessions during the Envision phase of Subproject 8. In addition, the County will determine the best approach for training the remaining County members involved in later stages and manage additional training needs if turnover occurs on the project team.

c. The County shall be responsible for the roll-out and execution of end-user training. CGI-AMS will provide 1.0 FTE for end-user training support for duration specified in the project plan.

d. The County will be responsible for maintaining at least two training/learning environments to facilitate the training effort. This includes backups and restores of basic data in the environments to facilitate the training effort.

e. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training and learning databases and maintaining the training and learning application on an on-going basis.

f. The County will be responsible for updating the operations and implementation readiness assessment checklists, distributing the checklists to the departments, collecting the responses, evaluating the responses, addressing the change management issues, and implementing the change management plan.

g. The County will be responsible for defining its own plans and schedules. However, DHS training materials developed during eCAPS Phase II will be leveraged as a basis for training materials.

h. The County will develop training plans to confirm the training requirements of the end users of the AMS Advantage application and new business processes. The

Training Plan shall outline the detailed logistics, methodologies, and materials necessary to prepare end users to operate in the new environment.

i. The County will be responsible for creating and updating the policies and procedures and any department-specific procedures and manuals affected by the implementation of the Time Collection functionality.

8. Section VII – Maintenance and Support

The County will maintain current enrollment in the AMS Advantage maintenance program if the County wishes to receive software updates and upgrades during the term of this agreement.

(This Page Intentionally Left Blank)

Exhibit B-8 – Schedule of Payments

(This Page Intentionally Left Blank)

Exhibit B-8 - Schedule of Payments

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
1.1.7	Project Control Document	02/14/07	$15,000.00	$2,250.00	$12,750.00
1.2.4	Monthly Status Reports January 2007 - October 2007; 10 Months @ $18,000 per Month less $2,700 Holdback)	5th working day of each month	$180,000.00	$27,000.00	$153,000.00
2.1.1.6	DCFS Rollout Project Kick-Off Meeting	01/22/07	$20,000.00	$3,000.00	$17,000.00
2.1.2.1.4	Product Training	02/02/07	$10,000.00	$1,500.00	$8,500.00
2.2.3.1.1.1.4	Application Software Modification Functional Designs - DCFS Iteration I	04/10/07	$36,416.00	$5,462.40	$30,953.60
2.2.3.1.1.6	Application Software Modifications - DCFS Iteration I	04/30/07	$54,624.00	$8,193.60	$46,430.40
2.2.3.1.2.1.4	Application Software Modification Functional Designs - DCFS Iteration II	05/29/07	$93,376.00	$14,006.40	$79,369.60
2.2.3.1.2.6	Application Software Modifications - DCFS Iteration II	08/21/07	$140,064.00	$21,009.60	$119,054.40
2.2.3.2.2.1.4	Data Conversion Designs	05/14/07	$17,800.00	$2,670.00	$15,130.00
2.2.3.2.2.6	Data Conversion Software	05/24/07	$26,800.00	$4,020.00	$22,780.00
2.2.3.3.1.4	DCFS Leave Balances Inbound Interface Designs	05/21/07	$8,000.00	$1,200.00	$6,800.00
2.2.3.3.1.7	DCFS Leave Balances Inbound Interface Software	06/11/07	$10,000.00	$1,500.00	$8,500.00
2.2.3.4.1.7	Reports/Forms (5) Technical Designs	05/25/07	$20,480.00	$3,072.00	$17,408.00
2.2.3.4.4	Reports/Forms (5) Software	06/15/07	$30,720.00	$4,608.00	$26,112.00
2.2.3.5.1.5	System Test Plan and Results	09/17/07	$130,000.00	$19,500.00	$110,500.00
2.2.3.5.3.1.6	User Acceptance Test Support - DCFS Iteration I	05/29/07	$55,000.00	$8,250.00	$46,750.00
2.2.3.5.3.2.6	User Acceptance Test Support - DCFS Iteration II	09/02/07	$45,000.00	$6,750.00	$38,250.00
2.2.4.2.3.5	Train Trainers for DCFS	09/27/07	$105,000.00	$15,750.00	$89,250.00
	Release of Withhold 1 (33%)	10/02/07			$49,414.86
2.3.3.6	Support for Production Cutover	11/05/07	$50,000.00	$5,000.00	$45,000.00
	Release of Withhold 2 (67%)	12/05/07			$105,327.14
1.2.4	Monthly Status Reports November 2007 - June 2008; 8 Months @ $18,000 per Month less $2,700 Holdback)	5th working day of each month	$144,000.00	$21,600.00	$122,400.00
3.1.1.6	Shared Services Rollout Project Kick-Off Meeting	09/24/07	$20,000.00	$3,000.00	$17,000.00
3.1.2.1.4	Product Training	10/05/07	$10,000.00	$1,500.00	$8,500.00
3.2.3.1.1.2	Application Software Modification Functional Designs	11/14/07	$27,456.00	$4,118.40	$23,337.60
3.2.3.1.6	Application Software Modifications	12/21/07	$41,184.00	$6,177.60	$35,006.40
3.2.3.2.2.1.4	Data Conversion Designs	12/20/07	$17,800.00	$2,670.00	$15,130.00
3.2.3.2.2.7	Data Conversion Software	01/17/08	$26,800.00	$4,020.00	$22,780.00
3.2.3.3.1.4	Shared Services Labor Cost Outbound Interface Designs	12/06/07	$8,000.00	$1,200.00	$6,800.00
3.2.3.3.1.7	Shared Services Labor Cost Oubound Interface Software	12/31/07	$10,000.00	$1,500.00	$8,500.00
3.2.3.4.1.7	Reports/Forms (5) Technical Designs	12/21/07	$20,480.00	$3,072.00	$17,408.00
3.2.3.4.4	Reports/Forms (5) Software	01/15/08	$30,720.00	$4,608.00	$26,112.00
3.2.3.5.1.4	System Test Plan and Results	01/16/08	$120,000.00	$18,000.00	$102,000.00
3.2.3.5.3.6	User Acceptance Test Support	02/01/08	$75,000.00	$11,250.00	$63,750.00
3.2.4.2.3.5	Train Trainers for Shared Services	02/20/08	$105,000.00	$15,750.00	$89,250.00
	Release of Withhold 3 (33%)	03/02/08			$32,493.78
3.3.3.6	Support for Production Cutover	05/01/08	$50,000.00	$5,000.00	$45,000.00
	Release of Withhold 4 (67%)	05/31/08			$70,972.22
4.0	Additional Departmental Rollout Support	06/30/11	$2,245,280.00		
	Total Payments and Holdbacks		**$4,000,000.00**	**$258,208.00**	**$1,754,720.00**

(This Page Intentionally Left Blank)

Exhibit C-8 – Rates

No changes required to this Exhibit for eCAPS Phase III – Subproject 8.

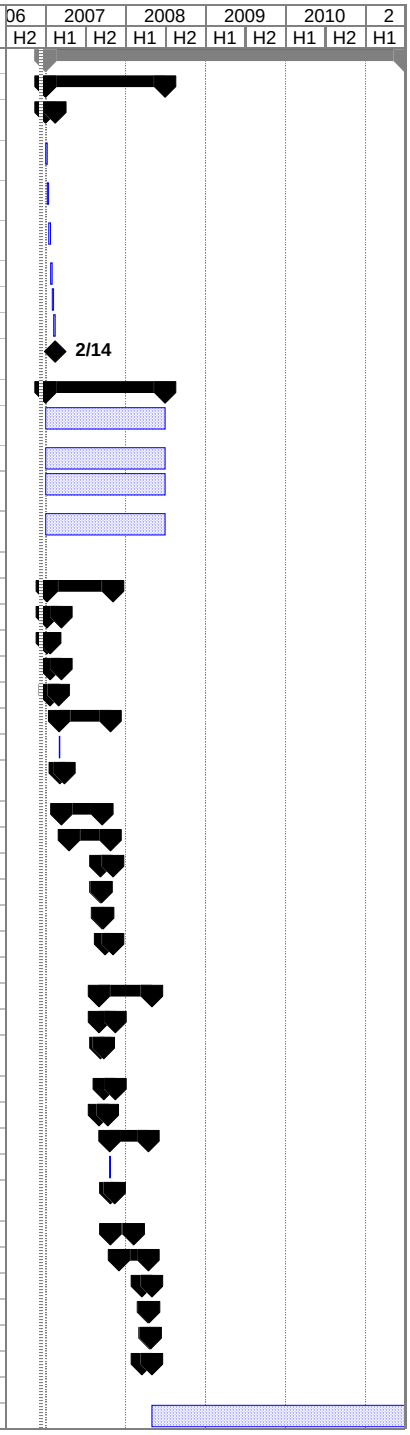
Please refer to Exhibit C of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit D-8 – Project Schedule

(This Page Intentionally Left Blank)

ID	Task Name	Duration	Start	Finish
0	**Time Collection Rollout SUBPROJECT 8**	**1173 days**	**Tue 1/2/07**	**Thu 6/30/11**
1	**1 PLANNING & MANAGEMENT**	**389 days**	**Tue 1/2/07**	**Mon 6/30/08**
2	**1.1 Develop Time Collection Rollout Project Control Document (incl. plan, PM strategies, etc.)**	**32 days**	**Tue 1/2/07**	**Wed 2/14/07**
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	5 days	Tue 1/2/07	Mon 1/8/07
4	1.1.2 Establish Project Management Standards and Tools	5 days	Tue 1/9/07	Mon 1/15/07
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	7 days	Tue 1/16/07	Wed 1/24/07
6	1.1.4 Update Project Control Document	5 days	Thu 1/25/07	Wed 1/31/07
7	1.1.5 Review Project Control Document	5 days	Thu 2/1/07	Wed 2/7/07
8	1.1.6 Approve Project Control Document	5 days	Thu 2/8/07	Wed 2/14/07
9	***1.1.7 CGI-AMS Deliverable: Time Collection Rollout Project Control Document***	***0 days***	***Wed 2/14/07***	***Wed 2/14/07***
10	**1.2 On-Going Management**	**389 days**	**Tue 1/2/07**	**Mon 6/30/08**
11	1.2.1 Provide Project Management Oversight / Maintain Project Plan	389 days	Tue 1/2/07	Mon 6/30/08
12	1.2.2 Provide Quality & Risk Management	389 days	Tue 1/2/07	Mon 6/30/08
13	1.2.3 Develop Time Collection Department Rollout Semi-monthly & Monthly Status Reports	389 days	Tue 1/2/07	Mon 6/30/08
14	***1.2.4 CGI-AMS Deliverables: Monthly Status Reports***	***389 days***	***Tue 1/2/07***	***Mon 6/30/08***
15				
16	**2 DCFS Rollout**	**218 days**	**Mon 1/8/07**	**Mon 11/5/07**
17	**2.1 ENVISION PHASE**	**48 days**	**Mon 1/8/07**	**Wed 3/14/07**
18	**2.1.1 Time Collection DCFS Rollout Kick-off**	**11 days**	**Mon 1/8/07**	**Mon 1/22/07**
25	**2.1.2 Functional Analysis**	**37 days**	**Tue 1/23/07**	**Wed 3/14/07**
45	**2.1.3 Hardware/Software Procurement**	**30 days**	**Mon 1/22/07**	**Fri 3/2/07**
49	**2.2 CREATE PHASE**	**171 days**	**Mon 3/5/07**	**Thu 10/25/07**
50	2.2.1 Confirm Technical Environments Set-Up	3 days	Mon 3/5/07	Wed 3/7/07
51	**2.2.2 Time Collection System Control Tables Setup**	**15 days**	**Thu 3/8/07**	**Wed 3/28/07**
61	**2.2.3 Software Construction**	**135 days**	**Thu 3/15/07**	**Mon 9/17/07**
181	**2.2.4 Preparation for Implementation**	**138 days**	**Thu 4/19/07**	**Thu 10/25/07**
244	**2.3 ACHIEVE PHASE**	**41 days**	**Mon 9/10/07**	**Mon 11/5/07**
245	**2.3.1 Production Environment Setup**	**5 days**	**Mon 9/10/07**	**Fri 9/14/07**
248	**2.3.2 Data Conversion Preparation**	**5 days**	**Mon 9/17/07**	**Fri 9/21/07**
251	**2.3.3 Production Cutover**	**26 days**	**Mon 10/1/07**	**Mon 11/5/07**
263				
264	**3 Shared Services Rollout**	**171 days**	**Mon 9/3/07**	**Thu 5/1/08**
265	**3.1 ENVISION PHASE**	**55 days**	**Mon 9/3/07**	**Fri 11/16/07**
266	**3.1.1 Time Collection Shared Services Rollout Kick-off**	**11 days**	**Mon 9/10/07**	**Mon 9/24/07**
273	**3.1.2 Functional Analysis**	**39 days**	**Tue 9/25/07**	**Fri 11/16/07**
293	**3.1.3 Hardware/Software Procurement**	**30 days**	**Mon 9/3/07**	**Fri 10/12/07**
297	**3.2 CREATE PHASE**	**124 days**	**Mon 10/22/07**	**Tue 4/15/08**
298	3.2.1 Confirm Technical Environments Set-Up	3 days	Mon 10/22/07	Wed 10/24/07
299	**3.2.2 Time Collection System Control Tables Setup**	**14 days**	**Thu 10/25/07**	**Tue 11/13/07**
309	**3.2.3 Software Construction**	**73 days**	**Thu 10/25/07**	**Fri 2/8/08**
393	**3.2.4 Preparation for Implementation**	**96 days**	**Mon 12/3/07**	**Tue 4/15/08**
456	**3.3 ACHIEVE PHASE**	**34 days**	**Mon 3/17/08**	**Thu 5/1/08**
457	**3.3.1 Production Environment Setup**	**5 days**	**Mon 4/14/08**	**Fri 4/18/08**
460	**3.3.2 Data Conversion Preparation**	**5 days**	**Mon 4/21/08**	**Fri 4/25/08**
463	**3.3.3 Production Cutover**	**34 days**	**Mon 3/17/08**	**Thu 5/1/08**
475				
476	**4 Additional Departmental Rollout Support**	**826 days**	**Fri 5/2/08**	**Thu 6/30/11**



(This Page Intentionally Left Blank)

Exhibit E-8 – Maintenance Provisions

Please refer to Appendix A to Exhibit E of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit F-8 – Confidentiality

No changes required to this Exhibit for eCAPS Phase III – Subproject 8.

Please refer to Exhibit F of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit G-8 – EEO Certification

No changes required to this Exhibit for eCAPS Phase III – Subproject 8.

Please refer to Exhibit G of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit H-8 – License Provisions

Please refer to Appendix A to Exhibit H of eCAPS Project Contract 74797.

(This Page Intentionally Left Blank)

Exhibit I-8 – County Mandated Provisions

(This Page Intentionally Left Blank)

Exhibit I-8 – County Mandated Provisions

1. Exhibit I of the Agreement is amended by deleting Paragraph 2 in its entirety and inserting the following in its place:

"2. NONDISCRIMINATION, AFFIRMATIVE ACTION AND COMPLIANCE WITH CIVIL RIGHTS LAWS

2.1 Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries and holding companies will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental handicap, marital status or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

2.2 Contractor shall, pursuant to Los Angeles County Code Section 4.32, certify to and comply with the provisions of the Contractor's EEO Certification (Exhibit G).

2.3 Contractor shall ensure that applicants and employees are treated equally during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental handicap, marital status or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

2.4 Contractor certifies and agrees that it will deal with its subcontractors, bidders or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental handicap, marital status or political affiliation, except to the extent necessary to comply with applicable Federal and State anti-discrimination laws and regulations.

2.5 Contractor certifies that it, its affiliates, subsidiaries and holding companies are in compliance with all Federal, State, and local laws, including, but not limited to:

1. Title VII, Civil Rights Act of 1964;
2. Section 504, Rehabilitation Act of 1973;
3. Age Discrimination Act of 1975;
4. Title IX, Education Amendments of 1973, as applicable; and
5. Title 43, Part 17, Code of Federal Regulations, Subparts A & B,

and that no person shall, on the grounds of race, creed, color, national origin, political affiliation, marital status, sex, age, or handicap, be subject to discrimination as to any privileges or uses gained under this Agreement or under any project, program or activity supported by this Agreement.

2.6 If County finds that any of the provisions of this Paragraph 2 have been violated, such violation shall, at the election of County, constitute a material breach of this Agreement upon which County may terminate or suspend this Agreement. While County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated State or Federal anti-discrimination laws or regulations shall constitute a finding by County that Contractor has violated the anti-discrimination provisions of this Agreement.

2.7 The parties agree that in the event Contractor is found to have violated the anti-discrimination provisions of this Agreement, and that such discrimination was directly associated with the performance of services provided under this Agreement, County may require, pursuant to Los Angeles County Code Section 4.32.010 (E), that Contractor pay the sum of Five hundred Dollars ($500) for each such violation, in lieu of termination or suspension hereof, as liquidated damages are extremely difficult to ascertain or calculate precisely. In the alternative, County may elect to terminate this Agreement pursuant to Section 29 (Termination for Default).

2.8 The parties agree that for purposes of the calculation of the sum of liquidated damages in Sub-paragraph 2.7, an act of Contractor affecting multiple employees shall be counted as a single violation."

2. Exhibit I of the Agreement is amended by deleting Paragraph 6 in its entirety and inserting the following in its place:

"6. <u>RESTRICTIONS ON LOBBYING</u>

6.1 <u>Federal Funds Projects</u>

If any Federal funds are to be used to pay portion for any of Contractor's work under this Agreement, the County shall notify Contractor in writing in advance of such payment and Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

6.2 County Projects

Contractor, and each County lobbyist or County lobbying firm, as defined in Los Angeles County Code Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any County lobbyist or County lobbying firm retained by Contractor to fully comply with County Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which County may immediately terminate or suspend this Agreement."

3. Exhibit I of the Agreement is amended by deleting Paragraph 9 in its entirety and inserting the following in its place:

"9. CONTRACTOR RESPONSIBILITY AND DEBARMENT

9.1 A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible contractors.

9.2 Contractor is hereby notified that, in accordance with Chapter 2.202 of the Los Angeles County Code, if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in the contract, debar Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts Contractor may have with County, including this Agreement.

9.3 County may debar Contractor if County's Board of Supervisors finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a contract with County, or a nonprofit corporation created by County, (2) committed any act or omission which negatively reflects on Contractor's quality, fitness or capacity to perform a contract with County, any other public entity or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against County or any other public entity.

9.4 If there is evidence that Contractor may be subject to debarment, County's Project Director, or his/her designee, will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise

Contractor of the scheduled date for a debarment hearing before County's Contractor Hearing Board.

9.5 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor, County's Project Director, or his/her designee, and County's Departments shall be provided with an opportunity to object to the tentative proposed decision prior to its presentation to County's Board of Supervisors.

9.6 After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to County's Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.7 If Contractor has been debarred for a period longer than five (5) years, Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.

9.8 The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of the debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.9 The terms and procedures of this Paragraph 9 shall also apply to subcontractors, consultants and partners of Contractor performing work under this Agreement."

4. Exhibit I of the Agreement is amended by deleting Paragraph 11 in its entirety and inserting the following in its place:

"11. CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

11.1 Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through employment or contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

11.2 As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this Agreement to comply with all applicable State and Federal provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or County's Child Support Services Department Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5245(b)."

5. Exhibit I of the Agreement is amended by deleting Paragraph 12 in its entirety and inserting the following in its place:

"12. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 11 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) shall constitute a default by Contractor under this

Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure to cure such default within ninety (90) days of notice by County's Child Support Services Department shall be grounds upon which County's Board of Supervisors may terminate this Agreement pursuant to Section 29 (Termination for Default) and pursue debarment of Contractor pursuant to Paragraph 9 (Contractor Responsibility and Debarment)."