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

April 19, 2005

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-AMS, INC. FOR SOFTWARE AND IMPLEMENTATION SERVICES TO ENHANCE THE COUNTY'S FINANCIAL AND HUMAN RESOURCES APPLICATIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)

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

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached amendment (Amendment) to the Auditor-Controller's Services and License Agreement (SLA) with CGI-AMS, Inc (CGI-AMS) to expand the County's financial and human resources software systems on a fixed price deliverable basis for a contract amendment total of $37,291,618, effective upon execution by your Board through the end of the last option year of maintenance services 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-AMS Advantage 3 system, in an amount not to exceed $5,819,100.

3. Approve expenditures of up to $2,379,439 for ISD charges and other eCAPS operating expenses.

4. Increase the Auditor-Controller's authorization to execute change notices to the SLA necessary for the purchase of additional services utilizing contingency funds by $4,500,000 from $700,000 to $5,200,000, included in the contract amendment amount identified in the first recommendation above.

5. Approve the attached budget adjustment for FY 2004-05 in the amount of $16,138,000 to transfer funds from the Provisional Financing Uses to fund designated portions of the SLA for Budget Preparation, Time Collection, project operating expenses, software and needed equipment, effective upon execution by the Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On April 6, 2004, the Board of Supervisors approved a Services and License Agreement (SLA) with American Management Systems, Incorporated (AMS) for upgrades to the central countywide general accounting system (the "eCAPS Project"). Effective as of October 1, 2004, AMS changed its name to CGI-AMS, Inc (CGI-AMS). Under that certain Change Notice No. 1 to the SLA effective as of March 4, 2005 (Change Notice No. 1), the SLA was modified to (i) revise the existing requirements with respect to certain software changes, and (ii) increase the Project Price from $13,115,000 to $13,552,625 (thereby utilizing $437,625 of the $700,000 contingency fund). On January 6, 2005, the Board of Supervisors approved the Auditor-Controller's request to enter into contract negotiations with CGI-AMS to amend the SLA to expand implementation of the AMS Advantage software into other functional areas. This Amendment is the result of those negotiations.

Under the Amendment, the expansion is broken down into five separate modules, each denoted a "Subproject." Three of the Subprojects involve the design and implementation of certain applications; the remaining two Subprojects are for design only. A description of each of the Subprojects follows.

Materials Management Subproject

The Amendment provides for the design and implementation of a Materials Management Subproject, which has three modules: Procurement, Inventory and Fixed Assets.

The Procurement module includes the centralized purchasing functions conducted by ISD as well as the procurement activities performed by each County department. This module will be implemented in two phases. The first phase will replace the central functionality related to the operation of ISD's centralized purchasing system (i.e., CAMIS). This phase will start during July 2005 and is scheduled to Go-Live in November 2006. The module will then be expanded to all County departments to handle their delegated purchasing activities on a phase-in basis after the centralized implementation in November 2006.

The Inventory and Fixed Asset modules will be implemented on a countywide basis. Both of these modules are targeted to begin in July 2005 and are scheduled to Go-Live in November 2006.

Budget Preparation Subproject

The design and implementation of the Budget Preparation Subproject will result in all County departments using the same system for the preparation of the annual budget. Work on implementation is scheduled to begin upon Board approval of the Amendment and is targeted to Go-Live in January 2006 for the Chief Administrative Office (CAO) to use in developing the FY 2006–07 budget. In September 2006, the Budget Preparation application will be expanded to all County departments for use in developing their FY 2007-08 budgets for submission to the CAO.

Time Collection Subproject

The Time Collection Subproject provides for the Countywide design of the time collection functionality and the implementation of that functionality for the Department of Health Services (DHS). The material created by this Subproject can be used by other County departments to implement the standard time collection functionality. Additional costs would be incurred for the conversion of the department's employee data and training department staff.

DHS's current time collection system is inefficient and dependent upon obsolete and failing equipment. The Time Collection Subproject provides for creation of an on-line time card; design of a standard time card to be input to the application; and an interface with the DHS nurse scheduling application. Design of this Subproject is scheduled to begin upon approval of the Amendment by the Board of Supervisors and will be implemented at MLK Hospital, or another hospital selected by DHS, in January 2006. The functionality will then be expanded to the remainder of DHS beginning in March 2006.

Human Resources Management Subproject

Presently, the County does not have a standard, modern computer application to manage its human resources (HR) related functions. The Human Resources Management Subproject will conduct only the design phase focusing on the validation of County requirements in the areas of general HR Administration, Benefit Administration, Payroll, Time & Attendance, Recruitment, Position Control and Employee Self-service. Once the HR requirements are documented and validated, a fit-gap analysis will be performed to determine the need for customization of the Advantage product to meet County requirements.

The main deliverable of the Human Resources Management Subproject will be an Implementation Analysis Document describing a plan, schedule, costs and County required modifications to implement the Advantage HR modules. It is estimated that substantial additional funding will be required to complete the development and implementation of all chosen Advantage HR modules. The Board of Supervisors will be

provided with recommendations for consideration and approval before moving forward with any additional HR modules. The Human Resources Management Subproject is scheduled to begin in July 2005 with completion anticipated by May 2006.

Legacy System Replacement Subproject

There are several County legacy financial applications that are candidates for incorporation into the eCAPS system. Since the business requirements necessary to address this incorporation were not part of the SLA, an additional analysis will be needed to determine how the functionality will be accommodated under the eCAPS system.

Proposed areas of design and analysis include: transitioning the Department of Public Works' (DPW) FAS financial system into the eCAPS system (after the implementation of the Materials Management Subproject described above); interfacing with the DPW facilities management application; replacing the Auditor-Controller's interest allocation application; and a review of the Auditor-Controller's use of the eCAPS system to meet the County's annual financial reporting requirements. The Legacy System Replacement Subproject is scheduled to begin in July 2005 with completion anticipated by May 2006.

Timing Considerations

The Auditor-Controller and affected departments are recommending Board approval of the Amendment at this time in order to meet the County's need to continue to upgrade the County's central financial systems as soon as practicable. In particular, it is essential to promptly begin the Budget Preparation Subproject and Time Collection Subproject to meet the proposed January 2006 implementation dates.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Amendment promotes the Board-approved County Strategic Plan Goals of Service Excellence, Workforce Excellence, Organizational Effectiveness, and Fiscal Responsibility. In addition, the Amendment lays the foundation for standardizing the County's procurement, budget preparation and human resource functions and supports the Auditor-Controller's objective for consolidating and standardizing additional fiscal functions in departments.

FISCAL IMPACT/FINANCING

The total cost of the proposed expansion of the eCAPS Project, set forth in Table 1 below, is $45,490,157 through September 30, 2010.

Table 1: Requested Project Expansion

Category	Amount
I. Service and License Agreement Amendment (SLA)	
• Third party Software	$ 538,760
• Implementation Services	$28,929,895
• County Contingency	$ 4,500,000
• Maintenance Services	$ 3,322,963
SLA Amendment Sub-total	**$37,291,618**
II. Equipment	
• Equipment & Operating Software	$ 4,669,100
• Disaster Recovery Equipment / Software	$ 1,150,000
Equipment Sub-Total	**$5,819,100**
III. Operating Expenses	
• ISD Mid-range charges for expanded services	$2,279,439
• eCAPS Project operating expenses	$100,000
Operating Expense Sub-total	**2,379,439**
Project Expansion Total	**$45,490,157**

Of the total project cost of $45,490,157, funding in the amount of $17,324,000 is available in the FY 2004-05 Provisional Financing Uses Budget to cover the recommended budget adjustment of $16,138,000 and the balance of the total project cost will be recommended in the FY 2005-06 budget.

The contract amendment to the project cost is comprised of the following:

I. <u>Services and License Agreement (SLA) Amendment - $37,291,618</u>

a. Human Resources and Third Party Software ($538,760)

The software for the suite of Advantage human resource modules (Advantage HRM) is being provided to the County at no cost. The cost of the third party software is payable to CGI-AMS during FY 2004-05 upon installation and acceptance of the human resources software. The fee also includes additional software development licenses for implementation of the budget preparation and procurement modules.

b. Implementation Services ($28,929,895)

<u>Design and Implementation Services</u>

i. Materials Management

1. Procurement ($9,846,290)
2. Inventory ($3,587,240)
3. Fixed Assets ($3,132,480)

ii. Budget Preparation ($4,595,000)
iii. Time Collection ($3,955,000)

Design Services Only
iv. Legacy Application Analysis ($818,885)
v. Human Resources Design ($2,995,000)

The contract amendment for implementation services is fixed priced and deliverable based. 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. Final acceptance for a Subproject is scheduled for approximately 90 days after the Go-Live date for that Subproject. The specific Subproject deliverables; implementation services; and payment schedules are identified in each of the Subproject SOWs.

c. County Contingency ($4,500,000)

The Amendment increases the contingency fee in the SLA, by $4,500,000 from $700,000 to $5,200,000, 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. Due to the aggressive Subproject schedules, the contingency funds provide the Auditor-Controller some flexibility to address immediate project needs and not impact a Subproject's schedule. These funds will be used for such items as modifications identified as part of the prototyping; 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 Chief Information Office (CIO).

d. Maintenance Services for Human Resources Applications ($3,322,963)

The Amendment provides for similar maintenance provisions as the financial modules and no maintenance payments are due for 90 days after implementation of the the time collection Subproject at DHS. Increased maintenance payments for all seven human resource applications would begin two years later. Maintenance fees are payable as indicated in Table 2 below, except that the County may decide not to implement one or more of the additional modules and maintenance services would be reduced accordingly.

Table 2: Maintenance Fees

Fiscal Year	Human Resources Applications
FY 2004 – 05	$0
FY 2005 – 06	$ 434,325
FY 2006 – 07	$ 434,325
FY 2007 – 08	$ 981,725
FY 2008 – 09	$ 981,725
FY 2009 – 10	$ 490,863(six months)
TOTAL	$ 3,322,963

Maintenance services have no cost escalator through the end of the contract (approximately a four and one-half year period) and provide for all software upgrades, new major releases, error fixes and corrections.

II. Equipment - $5,819,100

The cost of equipment to cover the web servers, application servers, database servers, and operating system software is estimated not to exceed $4,669,100 as described in the Subproject SOWs for Budget Preparation, Materials Management and Time Collection. In addition, $1,150,000 is included for the purchase of equipment and system operating software to provide disaster recovery backup. This provides backup to applications implemented in the initial contract and this amendment.

III. Operating Expenses - $2,379,439

Funds are requested to cover project operating expenses related to this amendment in two areas: mid-range charges, projected at $2,279,439 for FY 2005-06, from ISD for the operation and setup of the equipment necessary for the development of the Subprojects; and an allocation of $100,000 to cover miscellaneous costs incurred by the eCAPS Project Team.

Operating costs for the project other than those described in this section are proposed to be covered by department operating budgets. These costs may raise other issues, such as backfill of positions, additional Cognos licenses for reporting, purchase of additional training support and space costs, that may need to be considered and require further funding recommendations in FY 2005-06.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Amendment, if approved, follows the same contractual structure as the SLA with (1) implementation services for the remaining financial modules in the Advantage financial suite of applications and the time collection functionality; (2) a

perpetual software license for the CGI-AMS Advantage human resources applications and related third-party software; and (3) an agreement for standard maintenance services from CGI-AMS for the Advantage human resources applications and third-party software for an estimated four and one-half year period, terminating concurrently with the termination of the SLA.

The Amendment for the five Subprojects provides revised appendices and exhibits consisting of:

- A fixed price deliverable based contract amendment for the services identified in each specific Statement of Work.
- A perpetual license for all human resources modules of the CGI-AMS Advantage 3.4 (or later version) application and related third-party modules identified in amended Exhibit H – Appendix A of the SLA.

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

CONTRACTING PROCESS

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

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

- The five Statements of Work are considered Subprojects of the SLA;
- No change to provisions of the SLA that will affect the successful delivery and implementation of the financial applications in the base contract;
- All five Statements of Work are on a fixed price deliverable basis as defined in the SLA;
- The financial penalty provisions for missing Key Milestones, negotiated as part of the SLA, apply to each of the five Subprojects;
- The multi-year maintenance provisions for the human resource applications are the same as the financial application negotiated in the SLA;

- Maintenance payments for the human resource applications begin 90 days after Go-Live of the time collection function for DHS.
- All County required terms and conditions of the SLA are unchanged and apply to the Amendment.
- The project methodology, successfully applied under the SLA, will be followed for each of Subprojects;
- 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 provided for in the SLA.

Several provisions of the Amendment vary for each of the Subprojects as follows:

- Each Subproject is fixed price deliverable based with individual appendices identifying the deliverables, project implementation schedule, and payment schedule for that Subproject;
- The Project Assumptions outlining the County's responsibilities for the Subproject are also tailored to each Subproject's requirements;
- 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

The Amendment for the expansion of the eCAPS Project will continue to have an impact on all County departments. The redesign of the County Chart of Accounts to provide a more robust capability to categorize, allocate, monitor and report on financial expenditures and revenues will be applied to these expanded modules.

The eCAPS project will continue to be led by the Auditor-Controller and staffed with existing County staff from several County departments. Each of the Subprojects will form a Functional Project Team as part of the overall eCAPS Project led by staff from the primary department responsible for the functional area: ISD for Procurement; CAO for Budget Preparation; Auditor-Controller for Fixed Assets and Legacy application analysis; Department of Health Services (DHS) for Inventory; and Department of Human Resources (DHR) for the HR Design Subproject Teams. 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. Presently, it is anticipated that DHS, the Sheriff, and DPW will provide staff to one or more of the Subproject Teams. The CIO will provide project oversight and assistance during the project. The project will be monitored using the new Information Technology Project Tracking System

CONCLUSION

Approval of the Amendment will continue to improve the County's financial and human resources systems operated by the Auditor-Controller, Internal Services Department, Chief Administrative Office, and Department of Human Resources. This expansion greatly reduces the risk of outdated applications hindering those departments' ability to meet the County's financial needs. In addition, the new financial modules will provide the County with enterprise-wide applications for procurement, inventory, fixed assets and budget preparation. The integration with the base financial modules and the standardization of County fiscal processes in these additional areas will allow for more consistent and significantly enhanced reporting of financial information for the Board of Supervisors, CAO and departments; consistent application of County policies and procedures; and improved operations across County departments.

The Amendment develops the design for all seven of the Advantage human resource applications to meet Countywide and departmental needs and lays the foundation for the future implementation of these modules. In addition, implementing the time collection functionality at the Department of Health Services addresses that department's immediate need and lays a foundation for enterprise time collection functionality.

Approval of the Amendment continues the momentum and interest by all County departments in the eCAPS Project and leverages the expertise currently being gained.

Respectfully submitted,

J. Tyler McCauley
Auditor-Controller

Reviewed by:

Jon W. Fullinwider
Chief Information Officer

Attachments (1-Services and License Agreement Amendment)

c: David E. Janssen, Chief Administrative Officer
Michael J. Henry, Director, Department of Human Resources
Dave Lambertson, Director, Internal Services Department
Raymond G. Fortner, County Counsel
Violet Varona-Lukens, Executive Officer, Board of Supervisors
Raoul Freeman, Chair, Information Systems Commission

CIO ANALYSIS

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

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION ☐ DISAPPROVE

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

New/Revised Contract Term: Base Term: _____ Yrs # of Option Yrs _____

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

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

Budget Information :

Base Contract Amount	$13,815,000
Requested Contract Amount	$37,291,618
Aggregate Contract Amount	$51,106,618

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☐	☒	Is this project subvented? If yes, what percentage is offset?

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?

Project/Contract Description:

The Department of the Auditor-Controller (A-C) is requesting your Board's approval of Amendment Number One to a Services and Licenses Agreement (SLA) with CGI-AMS to expand the County's financial applications and enhance its human resources applications. This Amendment includes the following:

- Implementing Advantage Performance Budgeting module and related third party products targeted for use in preparation of the Fiscal Year 2006 – 07 County Proposed Budget;
- Implementing the Advantage 3 Materials Management Modules (Procurement, Vendor Self-Service, Inventory, and Fixed Assets);
- Implementing software modifications necessary to eliminate additional departmental stand-alone systems;
- Providing consulting services to assist the County in refining business requirements for all Advantage 3 Human Resources applications and the implementation of time collection functionality at the Department of Health Services;
- Increasing contingency funds from $700,000 to $5,200,000, an increase of $4,500,000, under County control, for purchase of additional software, services, and equipment; and
- Accepting CGI-AMS' proposal to license the Advantage 3 Human Resources Management suite of software products, at no cost, and a multi-year maintenance agreement for these products.

This amendment will increase the maximum contract amount by $37,291,618 to a total of $51,106,618.

In addition, the A-C is requesting Board approval to direct the Internal Services Department 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 budgeted adjustment from the Provisional Financing Uses (PFU) Budget necessary to fund designated portions of the SLA as well as required hardware and third-party software acquisitions.

Background:

The County entered into an Agreement with CGI-AMS to upgrade the County's existing legacy financial system in April, the project was labeled "eCAPS". The implementation plan identified a phased implementation for the full suite of Advantage 3 financials. The initial phase will implement General Ledger, Accounts Payable, Accounts Receivable, and Cost/Project/Grant Accounting, with subsequent phases anticipated for the balance of the financial modules, subject to Board approval. Phase I of eCAPS is proceeding on schedule and is planned for a July 1, 2005 implementation.

CGI-AMS subsequently provided the County with a letter which offered software licenses for their Advantage 3 Human Resources suite of products, at no cost for the licenses. Their letter further indicated their willingness to negotiate the cost and terms of providing software maintenance for the human resources software.

During the initial months of the Phase I implementation a number of departments identified critical needs for additional functionality that resides within the Advantage 3 suite of financial and human resources modules offered to the County by CGI-AMS. Turning to the Advantage 3 modules as a solution for these departmental and countywide needs offered the opportunity to reduce the County's cost in implementing these modules, providing a standard countywide system that will reduce the ongoing cost of support by limiting required interfaces, eliminating the need for retraining as staff move between departments, and providing a higher level of automation to support County business functions.

Project Justification/Benefits:

This Amendment provides the opportunity for the County to realize significant progress and related benefits by taking an approach that would provide an integrated countywide software solution to address business functions that are common across County departments. Using the modules provided within the Advantage 3 software provides the required level of integration without the costly ongoing cost of supporting separate interfaces to different products. Additionally, CGI-AMS' offer to provide the Advantage 3 Human Resources Management software licenses at no cost represents a significant upfront reduction in County costs (cost avoidance).

Project Metrics:

The Amendment identifies five subprojects by functional area that will comprise the eCAPS Phase II Project. This includes: (1) Budget Preparation Design and Implementation; (2) Materials Management Design and Implementation (Procurement, Inventory, and Fixed Assets); (3) Legacy Systems Analysis Design; (4) Human Resources Design; and (5) Time Collection Design and Implementation. Each of subprojects has a Statement of Work (SOW), which identify key milestones that 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 built-into the five subproject work plans to alleviate potential risks and to build a project plan that maximizes the probability of project success.

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.

- Two defined warranty periods against defects for the base software or third-party software and customizations to the Application Software.
- Maintenance services are acquired under the standard level of service that AMS provides to all customers. During the warranty period, the County will be provided a broader coverage under the SLA's definition of deficiency.
- 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 project will be monitored using the new Information Technology Project Tracking System.

Financial Analysis:

Amendment Number One will increase the maximum contract amount by $37,291,618 to an Agreement Maximum of $51,106,618. The A-C has also identified preliminary eCAPS Phase II project costs (not included in the Amendment) to purchase additional hardware, third-party software, and services necessary to operate these new applications and ensure disaster recovery, which total an estimated $8,198,539. When taken together, the total cost for eCAPS Project Phase II is an estimated $45,490,157 ($37,291,618 + 8,198,539). Funding in the amount of $17,324,000 is available in the Fiscal Year (FY) 2004-05 PFU Budget and the balance will be recommended in the FY 2005-06 Proposed Budget

CIO Concerns:

None

CIO Recommendations:

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

CIO APPROVAL

Date Received: 04/08/2005

Prepared by:

Date: 04/08/2005

Approved:

Date: 4-8-05

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BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No. 060

DEPARTMENT OF **CHIEF ADMINISTRATIVE OFFICE**

APRIL 6, 2004 2005

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 2004-05

3 - VOTES

SOURCES	USES
PROVISIONAL FINANCING USES SERVICES AND SUPPLIES A01-BS-13760-2000 $15,324,000	AUDITOR-CONTROLLER SERVICES AND SUPPLIES A01-AU-10799-2000 $16,138,000
PROVISIONAL FINANCING USES OTHER CHARGES A01-BS-13760-5500 $814,000	

JUSTIFICATION

To transfer funding from Provisional Financing Uses to the Auditor-Controller to fund designated portions of the Services and License Agreement with CGI-AMS, Inc. for Budget Preparation, Time Collection, Project Operating expenses, software and needed equipment.

Amylen Clarke, Acting Assistant Division Chief

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR -- ACTION

✓ RECOMMENDATION

AUDITOR-CONTROLLER BY

NO. 311 April 6, 2005

APPROVED AS REQUESTED AS REVISED

04/06 2005

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 20

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

AMENDMENT NUMBER ONE

TO

SERVICES AND LICENSE AGREEMENT

BETWEEN

COUNTY OF LOS ANGELES

AND

CGI-AMS INC.

TABLE OF CONTENTS

Page(s)

1. Definitions 1
2. Increase in Project Price and Contract Sum 1
3. Baseline Application Software 2
4. Expansion of Project; Addition of New Subprojects 2
5. Incorporation of New Exhibits and Appendices 3
6. Specification Documents 5
7. Key Milestones 5
8. Freeze Dates 6
   - 8.1 Definition 6
   - 8.2 Software Versions 6
9. Hardware Environment 7
10. Completion of Milestones; Relationships Among Payment Schedules 7
11. Live Testing and Final Acceptance of Initial Project and Subprojects 7
12. Baseline Warranty Period 8
13. Customization Warranty Period 8
   - 13.1 Definition 8
   - 13.2 Warranty 9
   - 13.3 9
14. Holdback Releases for New Subprojects 9
15. Distinct Payment Schedules 11
16. Term 11
17. Maintenance 11
   - 17.1 Initial Maintenance Period 11
   - 17.2 Maintenance Fees – Initial Project 12
   - 17.3 Maintenance Fees – HR 12

TABLE OF CONTENTS
(continued)

Page(s)

18. Limitation of Liability 13

19. Additional Licensed Software 13

19.1 Additional CGI-AMS Software 13

19.2 Additional Documentation 13

19.3 Additional Third-Party Software Capacity 14

19.4 Additional Third-Party Software 14

20. Due Dates 15

21. Amendments 15

22. Entire Agreement 15

23. Headings and Labels 15

24. Conflicts 15

LIST OF EXHIBITS 17

AMENDMENT NUMBER ONE TO SERVICES AND LICENSE AGREEMENT

This Amendment Number One to Services and License Agreement ("Amendment Number One") is executed as of April ___, 2005 (the "Amendment Number One Effective Date"), by and between the County of Los Angeles in the State of California (hereafter, "COUNTY") and CGI-AMS Inc., a Delaware corporation ("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 a Change Notice Number One to the SLA ("Change Notice Number One"). The SLA, as amended by Change Notice Number One, is referred to herein as the "Agreement".

D. The parties now wish to supplement and amend the Agreement in order to provide for: (1) the performance of additional services, organized as five new subprojects (each a "Subproject" and collectively the "Subprojects"); (2) the licensing of additional software in connection with the new Subprojects; and (3) the extension of maintenance services to cover the licensed additional software.

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 One will have the meanings indicated for them in the Agreement.

2. 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 Forty-Six Million, Three Hundred Forty-Four Thousand, Two Hundred Forty-Three Dollars ($46,344,243). 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 Fifty-One Million, One Hundred Six Thousand, Six Hundred Eighteen Dollars ($51,106,618)."

3. Baseline Application Software. The first sentence of Subparagraph 1.4.9 (Baseline Application Software) of Paragraph 1 (definitions) of the SLA is hereby amended to read:

> "As used herein, the term "Baseline Application Software" shall mean the following modules of the Licensed Software: (i) Financial Management Base System, (ii) Project & Grants Management, (iii) Procurement Professional and Procurement Vendor, (vi) Asset Management, (v) Inventory Management, (vi) Performance Budgeting, (vii) Human Resources, (viii) Time & Attendance and (ix) Employee Self Service, together with any other modules or components of the Licensed Software which the parties mutually agree to implement and all of the Pre-Approved Third-Party Software."

Those modules identified in (i) and (ii) above were provided for the Initial Project. The remaining modules identified in (iii) through (ix) above will be provided in connection with the applicable Subprojects as defined in Section 4 below.

4. 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 One Effective Date (the "Initial Project") 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

Each Subproject *n* (where *n* may be any of 1 through 5) is organized in the exhibits and appendices to Amendment Number One 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-1 (Statement of Work) is the statement of work for Subproject 1 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."

5. 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 One, 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-1, Exhibit A-2, Exhibit A-3 (including Attachment 1 thereto), Exhibit A-4 and Exhibit A-5 to Amendment Number One.

4.6.2 Appendix A (Deliverables Definitions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix A-1 to Exhibit A-1 to Amendment Number One, Appendix A-2 to Exhibit A-2 to Amendment Number One, Appendix A-3 to Exhibit A-3 to Amendment Number One, Appendix A-4 to Exhibit A-4 to Amendment Number One and Appendix A-5 to Exhibit A-5 to Amendment Number One.

4.6.3 Appendix B (Project Plan) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix B-1 to Exhibit A-1 to Amendment Number One, Appendix B-2 to Exhibit A-2 to Amendment Number One, Appendix B-3 to Exhibit A-3 to Amendment Number One, Appendix B-4 to Exhibit A-4 to Amendment Number One and Appendix B-5 to Exhibit A-5 to Amendment Number One.

4.6.4 Appendix C (Business Requirements) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix C-1 to Exhibit A-1 to Amendment Number One, Appendix C-2 to Exhibit A-2 to Amendment Number One and Appendix C-4 to Exhibit A-4 to Amendment Number One.

4.6.5 Appendix D (Interfaces) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix D-1 to Exhibit A-1 to Amendment Number One, Appendix D-2 to Exhibit A-2 to Amendment Number One and Appendix D-4 to Exhibit A-4 to Amendment Number One.

4.6.6 Appendix E (Conversions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix E-1 to Exhibit A-1 to Amendment Number One, Appendix E-2 to Exhibit A-2 to Amendment Number One and Appendix E-4 to Exhibit A-4 to Amendment Number One.

4.6.7 Appendix F (Reports) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix F-1 to Exhibit A-1 to Amendment Number One, Appendix F-2 to Exhibit A-2 to Amendment Number One and Appendix F-4 to Exhibit A-4 to Amendment Number One.

4.6.8 Appendix G (Business Processes) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix G-1 to Exhibit A-1 to Amendment Number One, Appendix G-2 to Exhibit A-2 to Amendment Number One and Appendix G-4 to Exhibit A-4 to Amendment Number One.

4.6.9 Appendix I (Project Architecture Schematic) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix I-1 to Exhibit A-1 to Amendment Number One, Appendix I-2 to Exhibit A-2 to Amendment Number One, Appendix I-3 to Exhibit A-3 to Amendment Number One and Appendix I-4 to Exhibit A-4 to Amendment Number One.

4.6.10 Appendix J (Configurations and Customizations) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix J-1 to Exhibit A-1 to Amendment Number One and Appendix J-4 to Exhibit A-4 to Amendment Number One.

4.6.11 Appendix K (Training Volumes) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix K-1 to Exhibit A-1 to Amendment Number One, Appendix K-2 to Exhibit A-2 to Amendment Number One and Appendix K-4 to Exhibit A-4 to Amendment Number One.

4.6.12 Appendix L (Legacy Reports Inventory) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix L-1 to Exhibit A-1 to Amendment Number One, Appendix L-2 to Exhibit A-2 to Amendment Number One and Appendix L-4 to Exhibit A-4 to Amendment Number One.

4.6.13 Appendix M (Project Assumptions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix M-1 to Exhibit A-1 to Amendment Number One, Appendix M-2 to Exhibit A-2 to Amendment Number One, Appendix M-3 to Exhibit A-3 to Amendment Number One, Appendix M-4 to Exhibit A-4 to Amendment Number One and Appendix M-5 to Exhibit A-5 to Amendment Number One.

4.6.14 Exhibit B (Schedule of Payments) to the Agreement is hereby supplemented to include Exhibit B-1, Exhibit B-2, Exhibit B-3, Exhibit B-4 and Exhibit B-5 to Amendment Number One.

4.6.15 Exhibit D (Project Schedule) to the Agreement is hereby supplemented to include Exhibit D-1, Exhibit D-2, Exhibit D-3, Exhibit D-4 and Exhibit D-5 to Amendment Number One.

6. 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, for the Initial Project (i.e., the Specifications prior to the Amendment Number One Effective Date) shall continue to apply after incorporation of the additional System Components resulting from the new Subprojects."

7. Key Milestones. Subparagraph 1.4.36 (Key Milestones) of Paragraph 1 (Definitions) of the Agreement is amended to read:

"1.4.36 Key Milestones

As used herein, the term "Key Milestones" shall mean: (i) the following Milestones for the Initial Project: Milestone 2.6.6 (eCAPS Upgrade Analysis), Milestone 3.5.3.9 (Performance Test Plan and Results), Milestone 3.6.3.3.5 (Trainer Training), Milestone 3.6.3.4.5 (End-User Training), and Milestone 4.2.9 (Live Production Operations); and (ii) the following Milestones for Subprojects 1-5:

Subproject	Implementation Analysis Document	Performance Test Plan & Results	Trainer Training	End User Training	Live Production
1 (Materials Management)	2.6.6	3.5.4.9	3.6.4.4.5	3.6.4.5.6	4.3.10
2 (Time Collection)	2.5.6	3.5.3.9	3.6.2.4.5	2.6.2.5.6	4.4
3 (HR Design)	2.2.8.6	N/A	N/A	N/A	N/A
4 (Budget System)	2.2.8.6	3.3.2.4	3.4.1.5.5	3.4.1.6.6	4.3.10
5 (Legacy Systems)	2.2.9.6	N/A	N/A	N/A	N/A

8. Freeze Dates. The following modifications to the Agreement are hereby made with respect to the Freeze Date.

8.1 Definition. Subparagraph 1.4.33 (Freeze Date) of Paragraph 1 (Definitions) of the Agreement is amended to read:

"1.4.33 Freeze Date

As used herein, the term "Freeze Date" shall mean: (i) with respect to the Initial Project, the date of Acceptance of Deliverable 3.1.5 (Advantage 3, 3rd Party Tools, and infoAdvantage Installation Deliverable); (ii) with respect to Subproject 1, sixty days after the date of Acceptance of Deliverable 2.6.6 (eCAPS Phase II Implementation Analysis Document); (iii) with respect to Subproject 2, sixty days after the date of Acceptance of Deliverable 2.5.6 (DHS Time Collection Implementation Analysis Document); and (iv) with respect to Subproject 4, sixty days after the date of Acceptance of Deliverable 2.2.8.6 (Budget System Implementation Analysis Document).

8.2 Software Versions. Subparagraph 9.2.5 (Software Versions) of Paragraph 9 (Acceptance of Deliverables by COUNTY) of the Agreement is amended to read:

"9.2.5 SOFTWARE VERSIONS

For purposes of Conditional Acceptance of the Initial Project or any individual Subproject, the System may be implemented with the most current version of the Baseline Application Software implemented pursuant to such Initial Project or Project as of the Freeze Date for such Initial Project or Subproject, as applicable,

provided that CGI-AMS shall upgrade the System (including without limitation any necessary modifications to the Application Software Customizations) to the most current version of the Baseline Application Software as of the date of Conditional Acceptance of such Initial Project or Subproject, as applicable, promptly after such Conditional Acceptance. In addition, the parties acknowledge and agree that CGI-AMS may apply emergency software patches and/or sub-releases during the time period between the applicable Freeze Date and any such upgrade."

9. Hardware Environment. Subparagraph 10.10 (Response Time Warranties) of Paragraph 10 (Warranty) is hereby amended by adding the following thereto:

"CGI-AMS warrants that the hardware environment specified in Appendix I-*n* (Architecture Schematic) of Exhibit A-*n* (Statement of Work) for any Subproject *n* is the additional hardware that is required to implement the software for such Subproject *n* in order to achieve the performance criteria specified in the Agreement (as amended hereby) when operating at the transaction volumes specified in Appendix H (System Performance and Transaction Volumes) to Exhibit A (Statement of Work) of the Agreement."

10. Completion of Milestones; Relationships Among Payment Schedules. Paragraph 8 (Invoices and Payments) of the Agreement is hereby amended by adding the following Subparagraph 8.6:

"8.6 COMPLETION OF MILESTONES; RELATIONSHIPS AMONG PAYMENT SCHEDULES:

Nothing in Amendment Number One is intended to impose any additional conditions or requirements to CGI-AMS's completion of any Milestones specified in connection with the Initial Project or to CGI-AMS's earning any of the payments specified in Exhibit B (Schedule of Payments) to the Agreement, as Exhibit B existed prior to the Amendment Number One Effective Date. Subject to Subparagraph 9.5 (Live Testing and Final Acceptance of Initial Project and Subprojects) below, 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."

11. 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 of Subprojects 1, 2 and 4, 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 One, as well as the required payments in connection with the same, shall not be affected by the terms of Amendment Number One. With respect to each of Subprojects 1, 2 or 4, 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 3 and 5, 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)."

12. Baseline Warranty Period. Subparagraph 1.4.10 (Baseline Warranty Period) of Paragraph 1 (Definitions) of the Agreement is amended to read:

"1.4.10 Baseline Warranty Period

As used herein, the term "Baseline Warranty Period" shall mean, with respect to the Initial Project, the period commencing on the Effective Date and extending for 90 days after the beginning of Live Testing of the Initial Project, subject to any extensions in accordance with the terms of this Agreement, and shall mean, with respect to Subproject 2, the period commencing on Live Testing of Subproject 2 and extending for 90 days thereafter, subject to any extensions in accordance with the terms of this Agreement."

13. Customization Warranty Period. The following modifications to the Agreement are hereby made with respect to the Customization Warranty Period.

13.1 Definition. Subparagraph 1.4.21 (Customization Warranty Period) of Paragraph 1 (Definitions) of the Agreement is amended to read:

"1.4.21 Customization 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 Subproject, subject to any extensions in accordance with the terms of this Agreement."

13.2 Warranty. Subparagraphs B and C 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.

C. During the Customization Warranty Period applicable to the Initial Project or to any Subproject, CGI-AMS hereby warrants to COUNTY that any and all Conversions pursuant to such Initial Project or Subproject shall have been properly made in accordance with the Specifications and this Agreement. CGI-AMS further warrants that during the Customization Warranty Period applicable to the Initial Project or to any Subproject the data resulting from the Conversions pursuant to such Initial Project or Subproject shall be properly formatted for use in connection with the System, provided that the COUNTY has properly performed any and all of its conversion and corresponding data-cleansing responsibilities as set forth in Exhibit A (Statement of Work)."

13.3

14. 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 1-5 shall be released in the same manner as the releases for the Initial Project, subject to the additional considerations set forth in this Subparagraph 8.4.1.5. Similar to the Initial Project, each of Subprojects 1, 2 and 4 has both a First Release Event (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, and a release event with respect to the remainder of the holdbacks for such Subproject, i.e., Final Acceptance of such Subproject. For each of Subprojects 1, 2 and 4, the First Release Event shall be subject to the requirements (e.g., no Level 1 or Level 2 Deficiency) set forth in Subparagraph 8.4.1.1 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement. Each of Subprojects 3 and 5 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	33% Release	67% Release	100% Release
1	90 days after Acceptance of Deliverable 4.3.9 (Support for Production Cutover)	90 days after Acceptance of Deliverable 4.5.2.6 (Completed Security & Workflow Set-up)	N/A
2	90 days after Acceptance of Deliverable 4.3.9 (MLK Pilot Roll-Out support)	75 days after Acceptance of Deliverable 4.7.4 (last month of post implementation support)	N/A
3	N/A	N/A	30 days after Acceptance of Deliverable 2.2.8.6 (HRM Design Document)
4	90 days after Acceptance of Deliverable 4.3.9 (Support for Budget System Production Cutover)	100 days after Acceptance of Deliverable 4.6.7 (Co-trainer Refresher Course)	N/A
5	N/A	N/A	30 days after Acceptance of Deliverable 2.2.9.6 (Legacy Systems Analysis Document)

CGI-AMS's invoice after Final Acceptance of any Subproject may, in addition to any other amounts due upon such Final Acceptance, request

payment of all amounts held back by COUNTY under such Subproject and not already refunded, subject to COUNTY's right to withhold a portion of such holdback as described in Subparagraph 9.2.3 (Final Acceptance Testing)."

15. 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), Subproject 1 (i.e., Exhibit B-1), Subproject 2 (i.e., Exhibit B-2), Subproject 3 (i.e., Exhibit B-3), Subproject 4 (i.e., Exhibit B-4) and Subproject 5 (i.e., Exhibit B-5) 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."

16. Term. Paragraph 5 (Term) of the Agreement is amended to read:

"5 TERM:

The term of this Agreement shall commence on the Effective Date and shall continue through the end of the Initial Maintenance Period, unless sooner terminated, in whole or in part, as provided in this Agreement."

17. Maintenance. The following changes are hereby made to the Agreement in relation to the Maintenance Provisions.

17.1 Initial Maintenance Period. Paragraph 1 (Maintenance Period) of Appendix A (Software Maintenance Terms) to Exhibit E (Maintenance Provisions) of the Agreement is amended to read:

"1. Maintenance Period. The Initial Maintenance Period for the Licensed Software other than the additional software and the additional Third Party Software server or user licenses, as the case may be, licensed pursuant to Amendment Number One (the "Initial Maintenance Period for the Initial Project") is the Baseline Warranty Period for the Initial Project and the five-year period thereafter (such five-year period being referred to as the "Paid Maintenance Period"). The Initial Maintenance Period for the additional software and the additional Third Party Software server or user licenses, as the case may be, licensed pursuant to Amendment Number One (the "Initial Maintenance Period for the New Software") commences concurrently with the Baseline Warranty Period for Subproject 2 and ends concurrently with the expiration of the Initial Maintenance Period for the Initial Project."

17.2 Maintenance Fees – Initial Project. The first sentence of Paragraph 2 (Maintenance Fee) of Appendix A (Software Maintenance Terms) to Exhibit E (Maintenance Provisions) of the Agreement is amended to read:

> "The maintenance fees for the Initial Maintenance Period for the Initial Project shall be as follows:"

17.3 Maintenance Fees – HR. The following text is hereby added immediately after the table (modified pursuant to Change Notice Number One) in Paragraph 2 (Maintenance Fee) of Appendix A (Software Maintenance Terms) to Exhibit E (Maintenance Provisions) of the Agreement:

> "The parties acknowledge that, pursuant to Subproject 2, COUNTY intends to have CGI-AMS configure and implement the (i) Human Resources, (ii) Time & Attendance and (iii) Employee Self Service modules (the "Initial HR Modules") of the Human Resources Management suite.
>
> The maintenance fees for the Initial Maintenance Period for the New Software shall be as follows. During the Baseline Warranty Period for Subproject 2, no maintenance fee shall be due. Thereafter, the aggregate yearly maintenance fee for all of the Initial HR Modules, together with all related Third-Party Products, shall be $434,325. Additional aggregate maintenance fees for all of the other four modules of the Human Resources Management suite (the "Remaining HR Modules"), together with all related Third-Party Products, shall be paid at the rate of $547,400 per year beginning two years after the beginning of paid maintenance for the Initial HR Modules, unless COUNTY notifies CGI-AMS in writing at least 30 days prior to the end of such two-year period that it has elected not to have CGI-AMS configure or implement (as opposed to merely installing) any or all of the Remaining HR Modules. If such notification states that CGI-AMS is not to configure or implement any of the Remaining HR Modules, no portion of such $547,400 shall be payable. If such notification states that CGI-AMS is not to configure or implement some (the "Declined HR Modules"), but not all, of the Remaining HR Modules, the yearly maintenance fee for the others of the Remaining HR Modules to which the notification does not apply (the "Non-Declined HR Modules"), together with all related Third-Party Products, shall be a prorated (calculated as the ratio of the sum of the then-current list prices of the Non-Declined HR Modules to the sum of the then-current list prices for all of the Remaining HR Modules) amount of such $547,400. Maintenance fees for the Initial Maintenance Period for the New Software shall be invoiced yearly commencing upon the expiration of the Baseline Warranty Period for Subproject 2 (likely resulting in a different annual invoice date and payment period than the respective annual invoice date and payment period for the Initial Project).
>
> The parties acknowledge that the Project Price reflects a reserve of $3,322,963 to cover maintenance fees for modules of the Human Resources Management suite and related Third-Party Products; if the actual maintenance fees attributable to such software during the Initial Maintenance Period for the New Software exceed

this amount, an appropriate Change Notice or amendment will be required, and if the actual maintenance fees attributable to such software are less than this amount, the Project Price automatically shall be deemed reduced by the difference."

18. Limitation of Liability. Subparagraph 23.1 of Paragraph 23 (Limitation of Liability) of the Agreement is amended to read:

"**23.1** Except as set forth in Subparagraph 23.2, the total aggregate liability of CGI-AMS under the Initial Project or any Subproject shall be limited to 150% of the total amount scheduled to be paid with respect to such Initial Project or Subproject (i.e., in the corresponding Payment Schedule). In addition, except as set forth in Subparagraph 23.2, CGI-AMS's total liability for failing to meet any or all of its obligations under the Maintenance Provisions during any one-year portion of any Initial Maintenance Period shall be limited as follows: (i) for the first one-year period of paid maintenance, all maintenance fees paid or payable for the entire Initial Maintenance Period; and (ii) for each subsequent one-year period thereafter, the limitation for the preceding one-year period less the annual fees paid for such preceding one-year period."

19. Additional Licensed Software. Appendix A (Licensed Materials and Additional Terms) to Exhibit H (License Provisions) of the Agreement is hereby amended as follows.

19.1 Additional CGI-AMS Software. The following is added to the list of Licensed Software in Paragraph 1 (Licensed Software) of Appendix A (Licensed Materials and Additional Terms) to Exhibit H (License Provisions) of the Agreement:

"AMS Advantage® Human Resources Management System v. 3.3 or higher (in a platform/database approved by COUNTY in writing), including the following modules:

Human Resources

Position Control

Recruiting & Staffing

Benefits Administration

Time & Attendance

Payroll Management

Employee Self Service"

19.2 Additional Documentation. The following is added to the list of Licensed Documentation in Paragraph 2 (Licensed Documentation) of Appendix A (Licensed Materials and Additional Terms) to Exhibit H (License Provisions) of the Agreement:

"AMS Advantage HRM WebSphere Network Deployment Install Guide

AMS Advantage HRM Performance Tuning Guide

AMS Advantage HRM System Administration Guide

AMS Advantage HRM Payroll Engine System Admin Guide

AMS Advantage HRM Payroll Engine Developer Guide

AMS Advantage HRM Installation Guide

AMS Advantage HRM Getting Started Guide

AMS Advantage HRM Developer Guide

AMS Advantage HRM User Guide"

19.3 Additional Third-Party Software Capacity. The license capacity for each of the following Third-Party Products listed in Paragraph 5 (Third-Party Products) of Appendix A (Licensed Materials and Additional Terms) to Exhibit H (License Provisions) of the Agreement is hereby increased by the additional capacities indicated below:

Adobe Present Central Pro (3 server license)

Adobe Present Output Designer (12 user licenses)

Pervasive (f/k/a Data Junction) Integrator Pro Developer (24 user licenses)

eHelp Corporation's RoboHelp® Office (4 user license)

Versata Designer Studio (12 user licenses)

19.4 Additional Third-Party Software. The following is added to the list of Third-Party Products in Paragraph 5 (Third-Party Products) of Appendix A (Licensed Materials and Additional Terms) to Exhibit H (License Provisions) of the Agreement:

"Pervasive Data Integrator Pro Integration Engine (6 Dual CPU AIX)

IRI CoSort AIX (1 server license)

MicroFocus COBOL:
Application Server for Server Express (1 server license)
Server Express (2 user licenses)

IBM WebSphere Server Network Processor (6 server licenses)

IBM WebSphere Portal Express (2 server licenses)"

20. Due Dates. Subparagraph 1.4.26 (Due Date) of Paragraph 1 (Definitions) of the Agreement is amended to read:

"1.4.26 Due Date

As used herein, the term "Due Date" shall mean, with respect to any Deliverable, the date required for completion by CGI-AMS of such Deliverable as set forth in the Payment Schedule."

21. 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.

22. Entire Agreement. From and after the Effective Date, this Amendment 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.

23. 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.

24. Conflicts. The requirements set forth in this Amendment (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 and the exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Amendment. 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 One 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 One to be subscribed on its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By_____
Chairman, Board of Supervisors

ATTEST:

By_____
Deputy

APPROVED AS TO FORM:

Raymond G. Fortner, Jr.
County Counsel

By
_____
Jose Silva
Principal Deputy County Counsel

CGI-AMS Inc.

By_____
Donna Morea
President

LIST OF EXHIBITS

Subproject 1

Exhibit A-1 Statement of Work
- Appendix A-1 Deliverables Definitions
- Appendix B-1 Project Plan
- Appendix C-1 Business Requirements
- Appendix D-1 Interfaces
- Appendix E-1 Conversions
- Appendix F-1 Reports
- Appendix G-1 Business Processes
- Appendix I-1 Sub-Project Architecture Schematic
- Appendix J-1 Configurations and Customizations
- Appendix K-1 Training Volumes
- Appendix L-1 Legacy Reports Inventory
- Appendix M-1 Project Assumptions

Exhibit B-1 Schedule of Payments

Exhibit D-1 Project Schedule

Subproject 2

Exhibit A-2 Statement of Work
- Appendix A-2 Deliverables Definitions
- Appendix B-2 Project Plan
- Appendix C-2 Business Requirements
- Appendix D-2 Interfaces
- Appendix E-2 Conversions
- Appendix F-2 Reports
- Appendix G-2 Business Processes
- Appendix I-2 Sub-Project Architecture Schematic
- Appendix K-2 Training Volumes
- Appendix L-2 Legacy Reports Inventory
- Appendix M-2 Project Assumptions

Exhibit B-2 Schedule of Payments

Exhibit D-2 Project Schedule

Subproject 3

Exhibit A-3 Statement of Work
- Attachment 1 Preliminary Business Requirements
- Appendix A-3 Deliverables Definitions
- Appendix B-3 Project Plan
- Appendix I-3 Sub-Project Architecture Schematic

Appendix J-3 Configurations and Customizations
Appendix M-3 Project Assumptions
Exhibit B-3 Schedule of Payments
Exhibit D-3 Project Schedule

Subproject 4

Exhibit A-4 Statement of Work
Appendix A-4 Deliverables Definitions
Appendix B-4 Project Plan
Appendix C-4 Business Requirements
Appendix D-4 Interfaces
Appendix E-4 Conversions
Appendix F-4 Reports
Appendix G-4 Business Processes
Appendix I-4 Sub-Project Architecture Schematic
Appendix J-4 Configurations and Customizations
Appendix K-4 Training Volumes
Appendix L-4 Legacy Reports Inventory
Appendix M-4 Project Assumptions
Exhibit B-4 Schedule of Payments
Exhibit D-4 Project Schedule

Subproject 5

Exhibit A-5 Statement of Work
Appendix A-5 Deliverables Definitions
Appendix B-5 Project Plan
Appendix M-5 Project Assumptions
Exhibit B-5 Schedule of Payments
Exhibit D-5 Project Schedule

TABLE OF CONTENTS

Introduction

Section I – Implementation Methodology

1. Overview of Implementation Methodology
2. Project Work Productions by Phase

Section II – Project Management

1. Project Management
2. Planning
3. Project Site
4. Communications
5. Staffing
6. Project Staffing Assumptions

Section III – Software Application

1. Software Description
2. AMS Advantage Software Implemented
3. Third Party Products
4. End User Training Tool

Section IV – Business Requirements and Reporting

1. Business Requirements
2. Reporting / Query

Section V – Technical

1. AMS Advantage Technical Architecture
2. Data Warehouse
3. Workstation Specifications
4. Conversion Approach
5. Interface Approach

Section VI – Change Management

1. Change Readiness Assessment
2. Business Process Modeling

3. Training
4. Knowledge Transfer

Section VII – Maintenance and Support

1. Software Maintenance and Support
2. AMS Advantage Software Upgrade Support
3. Post Implementation Support
4. Third Party Software
5. Technical Support

Appendices

A-1. Deliverables Definition
B-1. Subproject Plan
C-1. Business Requirements
D-1. Interfaces
E-1. Conversions
F-1. Reports
G-1. Business Processes (Application Functionality)
H-1. System Performance and Transaction Volumes
I-1. Subproject Architecture and Schematic
J-1. Configurations and Customizations
K-1. Training Volumes
L-1. Legacy Reports
M-1. Subproject Assumptions

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI-AMS (formerly American Management Systems, Inc.) to develop and deliver the eCAPS Phase II - Materials Management Subproject 1 described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eCAPS Phase II - Materials Management Subproject 1 engages CGI-AMS to successfully implement additional financial modules to the existing AMS Advantage® Financial system of the County, the Countywide Accounting and Purchasing System (eCAPS).

This SOW details the tasks, deliverables and system functionality to be implemented and/or delivered during the Subproject 1 which encompasses:

- eCAPS Phase II - Materials Management project implementation of the following AMS Advantage modules:
    - Inventory Management
    - Asset Management
    - Procurement (Professional and Vendor)

This SOW specifies the obligations for CGI-AMS to deliver to the County the functioning modules integrated with the system implemented during the eCAPS Phase I project that supports the County's business requirements as listed in the appendices of this document according to the Deliverables Definitions in Appendix A-1. A description of the County's obligations for this Subproject 1 and other key project assumptions is provided as Appendix M-1 of this SOW. For purposes of this SOW, AMS Advantage application means the Inventory Management, Asset Management and Procurement (Professional and Vendor).

The goals of the eCAPS Phase II - Materials Management Subproject 1 are to extend beyond the base system of financial management implemented during the eCAPS Phase I project by offering specialized features in:

- **Inventory Management**—handles request management, warehouse management, inventory replenishments, and stock transfers
- **Asset Management**—conforms to GAAP for fixed-asset accounting and supports financial reporting of fixed assets as mandated by the Government Accounting Standards Board (GASB)

- **Procurement (Professional and Vendor)**—provides an opportunity for reduced costs, decreased order cycle times, increased user satisfaction and improved tracking and reporting.

The major objectives to be achieved with the eCAPS Phase II - Materials Management Subproject 1 are to:

- Increase data integrity
- Reduce data redundancy
- Promote data sharing
- Reduce and/or eliminate duplicate and disparate departmental systems
- Integrate systems and data sharing
- Improve/standardize business processes
- Improve visibility and decision-making opportunities
- Adopt “best practices” in the way the County does business
- Provide browser-based entry and presentation of data
- Provide robust ad-hoc query and reporting functionality.

CGI-AMS shall follow a deliverables-based project management approach to validate the County’s business requirements, work with the County to establish the To-Be business processes, and configure or customize the AMS Advantage software application to support the County’s business requirements as stated in Appendix C-1 of this SOW.

The eCAPS Phase II - Materials Management Subproject 1 will begin in July 2005 following the Subproject Plan outlined in this SOW (Appendix B-1) to provide for:

- Software installation and support
- Project team and end-user training
- Fit-Gap Analysis to confirm the approach for supporting the business requirements in Appendix C-1 for the project
- Design sessions for configuration of the application to meet the County’s stated business requirements
- Software design, development, and testing services
- A plan and execution of the plan for end-user training
- Knowledge transfer plan to support the on-going system operation at the completion of the project
- Implementation support
- 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 II - Materials Management Subproject 1, including:

- An overview of the implementation methodology proposed by CGI-AMS for the duration of the Subproject 1
- Identification of the business functions to be implemented
- A high-level description of the eCAPS Phase II - Materials Management Subproject Plan
- An overview of the major tasks and timelines proposed for the Subproject 1 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 the additional financial modules (Inventory Management, Asset Management, and Procurement). Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the Subproject 1 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. 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-1: Deliverables Definition and in the remaining sections of this SOW.

2.1 Planning & Management (Subproject 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) (Subproject 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 II - Materials Management Subproject 1. 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 II - Materials Management Subproject 1 management strategies for the following areas:

Project Planning

- Detailed Subproject Plan
- Project Governance and Structure
- Communication
- Staffing and Team Management
- Software Estimation and Metrics

Scope Management

- Deliverables Management
- Change Control Process Management
- Requirements Management

Issue and Risk Management

- Issue Management (including issue escalation processes)
- Project Risk Management

Quality

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

CGI-AMS shall provide on-site, full-time project management services to the eCAPS Phase II - Materials Management Subproject 1 for the duration of the Subproject 1 through implementation and part-time project management services for the duration of the post-implementation period.

CGI-AMS ongoing project management tasks include (Subproject Plan Task 1.3):

- 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

2.2 Envision Phase (Subproject Plan Task2)

During the Envision phase, CGI-AMS shall translate the County's functional business requirements, as specified in Appendix C-1 into a set of detailed project tasks via two steps. The first step documents at a high level the modifications necessary for the system to support the County's business requirements thereby validating the project scope. The second step defines the method for completing the functional and technical tasks to support these requirements. The objective of the Envision phase is to create the blueprint that guides the new process implementation and evaluates the current County processes in order to come to agreement on the To-Be County processes utilizing the AMS Advantage software applications. CGI-AMS shall be primarily responsible for the completion of the following tasks/deliverables during the Envision phase:

- AMS Advantage 3 Prototype Environment
- Functional Analysis
- Technical Assessment
- Implementation Assessment
- Implementation Analysis Document.

2.2.1 Establish AMS Advantage 3 Prototype Environment (Subproject Plan Task 2.1)

CGI-AMS shall install the baseline AMS Advantage application and bundled third-party products on the hardware components provided by the County and perform the installation tests necessary to confirm that these software components can be accessed and executed by the project team. CGI-AMS shall also configure the software components for the purpose of prototyping the functionality of the AMS Advantage financial software and conducting product training for the County project team.

2.2.2 Functional Analysis (Subproject Plan Task 2.2)

The Functional Analysis is comprised of three key tasks: product training, prototyping sessions and the Fit-Gap Analysis.

<u>Product Training (Subproject Plan Task 2.2.1)</u>

CGI-AMS shall provide product training to the County project team and subject matter experts as indicated in Appendix K-1: Training Volumes. The purpose of this training is for CGI-AMS to provide the County team with a general overview of AMS Advantage functionality. This overview is intended to help facilitate the County's participation in the prototyping sessions and subsequent implementation tasks.

Prototyping Sessions (Subproject Plan Task 2.2.3, 2.2.4, 2.2.5)

Prototyping sessions are application design sessions directed by CGI-AMS to demonstrate the capabilities of the AMS Advantage application to support the County's stated business requirements in Appendix C-1 using representative County data. In preparation for these sessions, CGI-AMS shall map the County's requirements to the To-Be business processes identified in Appendix G-1. Once this mapping is complete, CGI-AMS shall develop scripts for prototyping how AMS Advantage will support the To-Be processes and corresponding business requirements.

By conducting the prototyping sessions, CGI-AMS shall provide a process which allows County managers and end users from the representative County departments to participate in the design of the To-Be system. The County will identify the appropriate County staff that will participate in these sessions and facilitate their participation.

Fit-Gap Analysis (Subproject Plan Task 2.2.6)

As the prototyping scripts are executed, CGI-AMS shall identify the options and alternatives for supporting the County's requirements and conduct a Fit-Gap Analysis to assess the fit between AMS Advantage baseline functionality and these requirements. Where appropriate, CGI-AMS shall identify the table-driven setups, user interface configurations, application customizations, and business process changes required to close any gaps in functionality between the County's stated requirements and the baseline software.

CGI-AMS's primary work products from the completed prototyping sessions and Fit-Gap Analysis include: a) Requirements Traceability Matrix (RTM), which will be a cross-reference of County business requirements and the alternatives adopted by the County to support these requirements, b) prioritized list of potential software configurations and customizations, and c) recommendations for potential changes to County business processes. These components shall be included in the Fit-Gap Analysis Report (Project Plan Task 2.2.6.9). Subsequent to the publication of this report, the County retains the right to request additional software customizations through the Change Control Process.

2.2.3 Technical Assessment (Subproject Plan Task 2.3)

CGI-AMS shall work with County staff to assess the infrastructure requirements, transaction volumes, and technical platform alternatives for implementing the AMS Advantage components identified in the Introduction section. This assessment will be

based on the County's current usage information, transaction volumes, archival requirements, and growth projections and will support the technical requirements.

Based on this assessment, CGI-AMS shall design the technical architecture for each of the project environments identified by the County to support the eCAPS Phase II - Materials Management project implementation. CGI-AMS shall summarize the results of the Technical Assessment and technical architecture design process in the Technical Specifications Document deliverable.

2.2.4 Implementation Assessment (Subproject Plan Task 2.5)

During the Implementation Assessment activity, CGI-AMS shall work with the County to review, confirm, and update its requirements as stated in Appendices D-1: Interfaces, E-1: Conversions, F-1: Reports, and K-1: Training Volumes. Based on this review, CGI-AMS shall draft the following key strategies to support the implementation:

- Data Conversion Strategy
- System Interface Strategy
- Training Strategy
- Transition Strategy
- Reporting Strategy.

In these strategies, CGI-AMS shall identify the approaches, software tools, and testing methodologies that will govern the design and development of the associated Create phase work products and deliverables. CGI-AMS shall compile these strategies in the Implementation Analysis Document.

2.2.5 eCAPS Implementation Analysis Document (Subproject Plan Task 2.6)

Upon completion of the Functional Analysis, Technical Assessment, and Implementation Assessment, CGI-AMS shall summarize these analyses, produce the detailed estimates for the work products identified in these analyses, and incorporate the results into a formal scope definition document (eCAPS Phase II - Materials Management Implementation Analysis Document) and updated eCAPS Phase II - Materials Management Subproject Plan. These documents will be presented to the County for feedback, review, and approval before beginning the next phase of work.

2.2.6 Envision Phase: Summary of CGI-AMS Deliverables

A summary list of the deliverables and interim work products to be produced by CGI-AMS during the Envision phase is provided in Appendix A-1: Deliverables Definition.

2.3 Create Phase (Subproject Plan Task 3)

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 set-up
- Technical project team training
- Table-driven application configuration
- Software construction
- Software testing
- Preparation for implementation.

2.3.1 Technical Environment Set-Up (Subproject Plan Task 3.1)

Upon the County's establishment of the following technical environments (i.e., installation and configuration of hardware and system software), CGI-AMS shall confirm that these environments are consistent with the specifications provided in the Technical Specifications Document:

- Baseline
- Development / unit test
- System test
- User acceptance test / practice
- Conversion
- Training
- Production
- Cognos (Reporting)

CGI-AMS shall work with the County to adjust the inconsistencies with the technical specifications and install and test the AMS Advantage application and third-party software in these environments in accordance with the approach described in the

Technical Specifications Document. CGI-AMS staff shall develop and test AMS Advantage configurations and customizations in the development / unit test and system test environments.

In order to support the County's reporting requirements (Appendix F-1: Reports), CGI-AMS shall install the baseline AMS Advantage data model (i.e., pre-structured tables for reporting and inquiry) and the AMS *info*Advantage ETL software components. The County will install the Cognos software that will be used for performing ad hoc queries and developing reports against this model. CGI-AMS and County shall perform the installation tests to confirm that these components may be accessed by the project team members.

2.3.2 Technical Project Team Training (Subproject Plan Task 3.2)

As defined in the training strategy developed during the Envision phase, CGI-AMS shall conduct training for the number of County technical staff identified in Appendix K-1. This training will utilize baseline training materials and cover the following topics: AMS Advantage Design Studio, Data Junction and Adobe forms.

Technical training shall 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)
- Software Migration (i.e., procedures, documentation templates, approval process)
- Software Version Control Procedures
- Testing (unit testing scripts and templates)
- AMS Advantage / Third-Party Software Upgrades (approach, available AMS Advantage toolkits, release notes, instructions)
- Emergency Patches and Sub-Releases (procedures for securing, applying, and testing across all environments).

CGI-AMS shall assist the County in configuring/installing the AMS Advantage bundled toolsets on developer workstations in order to facilitate hands-on training for the aforementioned topics.

2.3.3 Table-Driven Application Set-up (Subproject Plan Task 3.3)

During the Envision phase, the table-driven set-ups will be identified and documented. Where applicable, these set-ups will allow the project team to tailor AMS Advantage processing to support County-specific requirements instead of software modifications. The minimization of custom software modifications of AMS Advantage software will help the County lower on-going system maintenance/upgrade costs.

In the Create phase, CGI-AMS shall assist County staff in applying these table set-ups by populating the reference and system tables as defined in the Fit-Gap Analysis Report. CGI-AMS shall also assist County staff as they execute tests to confirm that these table set-ups support the County's stated requirements. With input from County subject matter experts, the system tables within each of the key functional areas: Inventory Management, Asset Management, and Procurement will be set-up**.**

2.3.4 Software Construction (Subproject Plan Task 3.4)

Software construction entails the design and development of the user interface configurations, and application customizations 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 (Subproject Plan Task 3.4.1)
- Data conversion processes (Subproject Plan Task 3.4.5)
- Inbound & Outbound system interfaces (Subproject Plan Task 3.4.6)

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 the project plan (Appendix B-1).

CGI-AMS shall create a Functional Design for each application customization (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, data conversion process, inbound and outbound system interfaces, and reports 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 and system interface processes, CGI-AMS shall develop a eCAPS Phase II - Materials Management Conversion Plan (Subproject Plan Task 3.4.5.1) 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, Data Junction, 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.

2.3.5 Software Testing (Subproject Plan Task 3.5)

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. Software testing is comprised of four (4) types of tests:

- Integrated System Test (Subproject Plan Task 3.5.1)
- User Acceptance Test (Subproject Plan Task 3.5.3)
- Performance Test (Subproject Plan Task 3.5.4)
- Regression Test (Subproject Plan Task 3.5.5)

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 and Regression Tests. CGI-AMS shall provide support by helping to resolve and track incidents reported by the County team and developing any software fixes required to resolve these incidents.

Integrated System Test (Subproject Plan Task 3.5.1)

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 (Subproject Plan Task 3.5.4)

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-1and the Technical Specifications Document. 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 County database administrators and technical staff to perform the system and database tuning necessary to support the County's stated requirements.

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.

2.3.6 Preparation for Implementation (Subproject Plan Task 3.6)

Preparation for implementation entails the completion of the following tasks:

- Security and workflow set-up (Subproject Plan Task 3.6.1)
- Data cleansing and departmental/legacy conversion preparation (Subproject Plan Task 3.6.3)
- Training and knowledge transfer (Subproject Plan Task 3.6.4)
- Documentation development (Subproject Plan Task 3.6.5)
- Transition management (Subproject Plan Task 3.6.6)

CGI-AMS shall be primarily responsible for the development of the training plan, AMS Advantage documentation updates, and the transition management-related checklists to assess the County's operational and implementation readiness for the go-live. CGI-AMS shall also deliver system administration and trainer training.

CGI-AMS shall also answer questions and provide support to the County team assigned to complete the remaining implementation preparation activities as identified in the project plan (Appendix B-1), including the development of an security plan 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 II - Materials Management Subproject 1 go-live).

Training and Knowledge Transfer (Subproject Plan Task 3.6.4)

In accordance with the training strategy developed during the Envision phase and the training volumes specified in Appendix K-1, CGI-AMS shall prepare a detailed training plan for governing training materials development and execution and 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 shall execute the plan via both a co-training and train-the-trainer approach for end-user training. In the co-training approach CGI-AMS shall jointly conduct training courses with County trainers as specified in SOW Section VI – Change Management. In the train-the-trainer approach, County trainers will conduct training courses after completing train-the-trainer courses conducted by CGI-AMS.

Throughout the project 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. The scope of this support shall be defined in the training strategy and presented to the County during technical training.

Documentation (Subproject Plan Task 3.6.5)

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 II - Materials Management project 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 II - Materials Management Subproject 1 modifications.

AMS Advantage Systems / Operations 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 (Subproject Plan Task 3.6.6)

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

In the departmental rollout area, CGI-AMS shall provide the support identified in the County's departmental rollout plan. This support includes the development of an AMS Advantage Procedures Manual (i.e., end users' data entry guide) that will serve as the basis for the County to develop its fiscal policies and procedures manual as well as the department-specific handbooks.

In the change management area, CGI-AMS shall prepare checklists for helping the County assess its 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 the other shall focus on a review of the County's implementation/end-user readiness (e.g., end users trained, department outreach activities completed, etc.). CGI-AMS shall also provide assistance in conducting the readiness assessments and complete the change management support tasks identified in the transition strategy developed during the Envision phase.

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-1: Deliverables Definition.

2.4 Achieve Phase (Subproject Plan Task 4)

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 (Subproject Plan Task 4.2)
- Production Cutover (Subproject Plan Task 4.3)
- Post-Implementation Support (Subproject Plan Task 4.4)
- Procurement Inter-Departmental Rollout Support (Subproject Plan Task 4.5).

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 Data Conversion Preparation (Subproject Plan Task 4.2)

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 for review, verification, and approval.

2.4.2 Production Cutover (Subproject Plan Task 4.3)

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. These activities include a full back-up of the County's production data by the County prior to the final conversion.

2.4.3 Post-Implementation Support (Subproject Plan Task 4.4)

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

- Production operations monitoring
- Production incidents resolution
- Change Order support
- Post-Implementation training

Production Operations Monitoring

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.

Production Incidents Resolution

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. CGI-AMS shall also assist County staff in the set-up and of the help desk and help the County team transition into their roles and responsibilities for on-going support.

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 unit test results to County staff for review, approval, and acceptance testing.

Post-Implementation End-User Training

The purpose of post-implementation end-user training is to provide the County's end user community with refresher training and/or make-up courses for those who were unable to attend the training conducted during the Create phase of the project. Via the co-training approach identified in the training plan, CGI-AMS shall assist County staff in conducting post-implementation end-user training in accordance with the training volumes identified in Appendix K-1.

2.4.4 Procurement Inter-Departmental Rollout Support (Subproject Plan Task 4.5)

CGI-AMS shall assist the County in the security and workflow setup of the Procurement module (Professional and Vendor) to the County's additional Procurement departments for processing of inter-departmental procurement requirements.

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-1: Deliverables Definition.

Section II – Project Management

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

- Provide project direction and oversight to the Subproject 1
- Establish an approach to communicating the status of Subproject 1 activities and deliverables
- Establish the staffing requirements and staffing projections for the implementation
- Establish the eCAPS Phase II - Materials Management Subproject 1 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-1: Subproject Assumptions.

The purpose of these activities is to establish the protocols for managing the eCAPS Phase II - Materials Management Subproject 1, 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
- Conduct kickoff meetings.

1.1 Project Team Operations (Subproject Plan Task 1.3)

The on-going 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

1.2 Change Control Strategy (Subproject 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 and Board of Supervisor mandates
- Departmental requests for changes
- Project Team request for changes

The County desires to minimize any modifications to the AMS Advantage application software 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 response times for analysis of costs, workload, impact on County departments and timeframe needed to implement requested change
- Flow chart of Change Control process, including decision tree
- Recommended solution to track and monitor changes.

1.3 Status Reports (Subproject Plan Task 1.3.3)

CGI-AMS shall submit weekly and monthly status reports to County Management that include:

- Project status against the project timetable
- Status of deliverables
- Project Issues
- Review of the Project Plans (as necessary)
- 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 (Subproject Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase II - Materials Management Subproject 1, 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 Subproject 1 will be critical for the successful implementation of the eCAPS Phase II - Materials Management Subproject 1. The project 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 (Subproject Plan Task 1.1) within the first two months of the project and update the plan as necessary during the project.

3. Project Site

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

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document (Subproject Plan Task 2.3.7)

- Installing the AMS Advantage application and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments (Subproject Plan Task 3.1.1 and 3.1.2)

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

- Providing and installing training software/ equipment necessary for training County Project Team members (Subproject Plan Task 2.2.1 and 3.2)

4. Communications

The eCAPS Phase II - Materials Management Subproject 1 is a countywide initiative that requires the complete support and understanding of all County departments. 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

- 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 (Subproject 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
- Assistance in developing and participation in departmental briefings.

4.2 Kick-off Meetings / Periodic Briefings

AMS shall plan and conduct a kick-off meeting for project team members and assist the County in conducting informational meetings for departments (Subproject Plan

Task 1.2.7). The informational meetings will primarily consist of an eCAPS Phase II - Materials Management Subproject 1 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., Inventory Management, Asset Management, and Purchasing) and present these overview materials at the start of the Design / Prototyping Sessions for each area. 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 the Subproject 1
- Communicate the status of the Subproject 1
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.)
- Distribute Subproject 1 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 & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase II - Materials Management Subproject 1 (Subproject Plan Task 1.1.1). These roles and responsibilities may be modified at any time during the Subproject 1 through mutual agreement between the County of Los Angeles and CGI-AMS.

Key personnel will be, unless identified as otherwise, dedicated full-time to the Subproject 1 during the specific times indicated by the Subproject Plan. These staff members will be assigned to the Subproject 1 in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

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 1:

	Title	Name
1.	Project Director / Engagement Manager	TBD
2.	Project Manager	James Colbert

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 1 are provided in Appendix M-1: Subproject Assumptions.

In addition to the Key Staff identified, CGI-AMS shall provide a Deputy Project Manager for the Subproject 1 as needed.

5.1 Project Management

CGI-AMS Project Manager

The CGI-AMS Project Manager shall:

- Direct responsibility for and supervise the overall performance of the eCAPS Phase II - Materials Management Subproject 1 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 of Los Angeles
- Develop weekly and monthly progress reports to County Management and participate in status meetings and project advisory committee briefings (Subproject Plan Task 1.3)

5.2 Functional Teams

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
- Conduct training courses.

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
- Design “To-Be” business processes
- Identify potential software configurations, customizations, and business process changes during the Fit-Gap 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
- Design and develop training materials
- Conduct training courses.

5.3 Technical Resources

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
- Determine overall conversion and interface architecture strategy
- Coordinate software incident resolution activities with CGI-AMS Customer Support staff.

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
- System administration support
- Reporting architecture definition
- 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., interfaces, conversion programs, etc.)
- Apply patches and fixes to AMS Advantage software
- Manage and configure the AMS Advantage software during the Subproject 1 in accordance with the eCAPS Phase II - Materials Management Subproject 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
- Identify software rollout requirements
- Build and execute software installation scripts
- Confirm consistency of security approach across clients and systems and resolve any security related issues.

5.4 Change Management

CGI-AMS Change Management Team Members

The responsibilities of the CGI-AMS staff assigned to change management activities shall be to:

- Track change and transition management work and progress to-date on a monthly basis
- Coordinate work assigned to CGI-AMS change management team resources
- Forecast and manage work requirements for change management tasks on a monthly basis
- Assist the County change management lead in coordinating communication with County stakeholders in accordance with the eCAPS Phase II - Materials Management Subproject Plan
- Assist the County change management lead in facilitating departmental readiness for the new system in accordance with the eCAPS Phase II - Materials Management Subproject Plan
- Track change management-related issues and initiate issue resolution on a weekly basis
- Lead management review and approval process of change management deliverables, as needed.

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-1 License Provisions.

It is the County's intent to implement the following AMS Advantage modules under this SOW:

- Inventory Management
- Asset Management
- Procurement – Professional and Vendor

The project team shall implement above modules on the scheduled go-live date of November 10, 2006 for Inventory Management, Asset Management, and Procurement. A software "freeze date" shall be established to coincide with the installation of the AMS Advantage application in the production environment (Subproject Plan Task 3.1.4). At such time, the AMS Advantage version will be "frozen" with the corresponding version of the operating software platform (i.e., operating system and database management system). While CGI-AMS may apply emergency software patches and/or sub-releases during the time period between the freeze date and the implementation date, CGI-AMS shall implement any major AMS Advantage software releases made available between the these dates at a mutually agreeable time during the post-implementation period.

2. AMS Advantage Software Implemented

This section presents a high-level summary of the functionality provided by the baseline AMS Advantage software modules to be installed by CGI-AMS under the eCAPS Phase II - Materials Management Subproject 1. The actual functionality to be implemented shall be fully in accordance with the Business Requirements identified in Appendix C-1 and the design decisions that will be made by the County during the Design / Prototyping Sessions and Fit-Gap Analysis activities of the Subproject 1.

The AMS Advantage software shall be supplied and installed by CGI-AMS. The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules. Although the entire AMS Advantage suite of financial products has been delivered to the County, only the following financial modules and associated reporting tool will be implemented: (i) Inventory Management, (ii) Asset Management, and (iii) Procurement (Professional and Vendor).

Based on feedback and input from the County, CGI-AMS shall perform tasks to install the software and review the County's set-up of the project technical environments, including but not limited to the following:

- Install and test AMS Advantage software and prototyping environment (Subproject Plan Task 2.1)
- Review County network infrastructure (Subproject Plan Task 2.3.2)
- Analyze transaction volumes (current and future) (Subproject Plan Task 2.3.3)
- Review technical platform alternatives (Subproject Plan Task 2.3.1)
- Develop Technical Specifications Document (Subproject Plan Task 2.3.4)
- Install and test AMS Advantage software and third party tools in the project technical environments (Subproject Plan Task 3.1.1 and 3.1.2)

The AMS Advantage modules to be implemented during the project are:

- **Inventory Management** - supports requisition processing, inventory control, purchasing, and physical inventory reconciliation. Through real-time system updates, inventory users are apprised of the availability of stocked items and the status of stock requests. The Inventory Management module helps minimize inventory investments by allowing an organization to base purchasing decisions on usage history. It provides automated tools to reduce clerical costs and improves financial control of the inventory by posting charge backs to the user organizations.
- **Asset Management** - allows an organization to manage and control its fixed assets throughout their life cycle. Asset Management functionality is integrated with the accounting functions of our solution, in order to verify that the codes used to classify assets are consistent with those in your organization's general ledger.
- **Procurement (Professional and Vendor)** - provides an end-to-end procurement management solution built for government organizations. The AMS Advantage Procurement system leverages Web technology to create a complete end-to-end system for vendors, procurement professionals, and casual shoppers. The component-based design provides the flexibility to implement the system in a manner that is consistent with and supportive of the existing procurement processes and priorities while providing a seamless integration for a collaborative, end-to-end solution.

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

- Conducting prototyping sessions and product training (Subproject Plan Tasks 2.2.1, 2.2.3, 2.2.4, 2.2.5)
- Conducting technical training (Subproject Plan Task 3.2)

- Completing configurations, customizations, software development, and reports development, and software testing (Subproject Plan Tasks 3.3, 3.4, 3.5)
- Completing system administration and end user training (Subproject Plan Task 3.6.4)
- Completing production cutover activities (Subproject Plan Task 4.3).

The installation and installation testing process for each environment shall include the CGI-AMS delivery of a written certification (verification memorandum) that the AMS Advantage application can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment). The modified AMS Advantage software will be implemented in production operations only after the County completes its acceptance test.

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 (License Provisions – Exhibit H-1).

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

- Conducting prototyping sessions and product training (Subproject Plan Tasks 2.2.1, 2.2.3, 2.2.4, 2.2.5)
- Conducting technical project team training (Subproject Plan Task 3.2)
- Completing configurations, customizations, software development, and reports development, and software testing (Subproject Plan Tasks 3.3, 3.4, 3.5)
- Completing system administration and end user training (Subproject Plan Task 3.6.4)
- Completing production cutover activities (Subproject Plan Task 4.3).

The installation and installation testing process for each environment shall include the CGI-AMS delivery of a written certification (verification memorandum) that the third-party tools can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment). The third-party software will

be implemented in production operations only after the County completes its acceptance test of the modified AMS Advantage software.

4. End User Training Tool

CGI-AMS shall provide AMS Advantage training materials to support the end user training, subject matter expert orientations, product training, and technical training volumes identified in Appendix K-1. The Subproject 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. For those modules and training topics where baseline materials are not available, CGI-AMS shall develop comparable materials that are subject to review and approval by the County (Subproject Plan Task 3.6.4.3). 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.

Section IV – Business Requirements and Reporting

1. Business Requirements

The County's business requirements for each of the AMS Advantage financial modules are detailed in Appendix C-1 of this Statement of Work (SOW). CGI-AMS has identified how the AMS Advantage financial modules can accommodate these business requirements and their response is included in the following Appendices:

- Appendix C-1: Business Requirements – CGI-AMS's response to all of the County's stated business requirements

- Appendix J-1: Configurations and Customizations – Business requirements CGI-AMS has 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

- Appendix F-1: Reporting – Appendix F-1 is a subset of Appendix C-1 that identifies 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.

CGI-AMS shall be responsible for the design and development of up to 62 Assets Management reports and forms, and up to 31 Inventory Management reports and forms based on the requirements identified in Appendix F-1. The County shall be responsible for the design and development of all the reports and forms for Procurement (Professional and Vendor) and any additional reports for Inventory Management and Asset Management based on the requirements identified in Appendix F-1.

CGI-AMS shall review the business requirements and shall present the options and alternatives available for meeting these requirements during the following activities:

- Functional Analysis (i.e., Design / Prototyping Sessions (Subproject Plan Task 2.2.2) and Fit-Gap Analysis (Project Plan Task 2.2.6)) and

- Implementation Assessment (Subproject Plan Task 2.5) wherein the eCAPS Phase II - Materials Management project reporting strategy will be developed.

The County will select the approach to achieving the functionality for each business requirement. This selection process will be accommodated through the County's participation in the Functional Analysis and Implementation Assessment. The actual customizations to be applied will be dependent upon the further refinement of requirements by the County during the Design / Prototyping Sessions of the Subproject 1 and a subsequent structured County – CGI-AMS prioritization process to be

conducted prior to the publication of the Implementation Analysis Document and final Subproject Plan (Subproject Plan Task 2.6).

1.1 The CGI-AMS Approach

Appendix C-1 encompasses CGI-AMS's response to the County's business requirements. CGI-AMS shall perform a Functional Analysis of the County's stated functional and reporting-related requirements by conducting Design / Prototyping Sessions and a Fit-Gap Analysis. Based on the results from these activities, CGI-AMS shall develop the overall strategy for supporting the County's Appendix F-1 reporting requirements during the Implementation Assessment activity.

The results of the Functional Analysis will confirm the actual customizations and reports to be implemented during the Project. Absent any properly executed agreement between CGI-AMS and the County to modify the stated business requirements and CGI-AMS response, it is the sole responsibility of CGI-AMS to provide the business functionality identified as fully provided in Appendix C-1.

In the event that additional business requirements (i.e., not included in Appendix C-1) are identified by the County during the Functional Analysis, CGI-AMS and the County shall identify the appropriate solutions, estimates, and schedule for supporting these requirements through the Change Control process.

There are 1,259 business requirements in Appendix C-1. CGI-AMS shall use the standard AMS Advantage toolsets to configure the software to support the functional requirements and work with the County to develop the reports to support its stated reporting requirements. The results of the Functional Analysis and Implementation Assessment shall demonstrate, in the Requirement Traceability Matrix (RTM), how the AMS Advantage software suite:

- Meets the Fully Provided "Out-of-the Box" requirements
- Will be configured with the CGI-AMS built-in toolset
- Supports the County's stated reporting requirements.

The final version of the RTM shall be incorporated in the Implementation Analysis Document (Subproject Plan Task 2.6).

1.2 Functional Analysis (Subproject Plan Task 2.2)

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

1) Analyze and confirm the County's business requirements as provided in Appendix C-1

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

CGI-AMS shall complete the Functional Analysis by conducting Design / Prototyping Sessions and a Fit-Gap Analysis as described below.

1.2.1 Design / Prototyping Sessions

The Design / Prototyping Sessions shall be conducted by CGI-AMS with participation from the County and shall provide an opportunity for the County project team to observe the proposed process for utilizing the CGI-AMS application and bundled reporting tool to meet the County's business requirements.

These sessions shall address the functional business requirements in Appendix C-1: Business Requirements. Appendix C-1 contains a) functional requirements which are to be supported by the AMS Advantage application and b) reporting requirements which are to be supported by inquiry features in the AMS Advantage application, standard java reports in the AMS Advantage application and ad hoc/reports development capabilities provided by the County's standard Business Intelligence toolset, Cognos. A description of the process for prototyping these requirements are provided below.

Functional Requirements

CGI-AMS shall develop and execute the prototyping scripts for these sessions based on the key business processes identified in Appendix G-1: Business Processes (To-Be). For those requirements listed in Appendix J-1: Customizations, CGI-AMS shall identify alternatives for consideration which will minimize the impact on the County for future upgrades, avoid software customizations and not interfere with the County's ability to maintain the eCAPS Phase II - Materials Management software through future upgrades.

Reporting Requirements

CGI-AMS shall develop and execute prototyping scripts to prototype how each of the requirements identified in Appendix F-1 will be supported by one of the following solutions:

- Online AMS Advantage inquiry page
- Standard AMS Advantage reports

The County has drafted and included Appendix L-1 – Legacy Reports Inventory in order to provide data points as to the types of reports and information that the County currently produces to support its financial reporting needs. During the prototyping sessions, CGI-AMS shall identify the AMS Advantage sources for the information provided in these reports in order to create a cross-walk between legacy reports and eCAPS Phase II - Materials Management project reports. The reports listed in Appendix L-1 may not necessarily be re-created.

1.2.2 Fit-Gap Analysis

Concurrent with the Design / Prototyping Sessions, CGI-AMS shall perform a Fit-Gap Analysis to identify the table-driven application set-ups, user interface configurations, application customizations, and business process changes that must be implemented to close any gaps between the County's stated business requirements and the AMS Advantage baseline software as these items are identified.

Additionally, CGI-AMS and the County shall identify the reports to be developed during the eCAPS Phase II - Materials Management system implementation. Each of the requirements listed in Appendix F-1 does not represent a separate report. During the Fit-Gap Analysis, the County and CGI-AMS will group related requirements together in order for the project team to determine how many separate custom reports must be developed by County and CGI-AMS staff and how the remaining requirements can be supported by AMS Advantage inquiry functionality and ad hoc queries using the reporting tool.

CGI-AMS shall update the RTM such that the solution for supporting each requirement can be documented. Upon completion of the Fit-Gap Analysis, CGI-AMS shall produce a summary Fit-Gap Analysis report for the County's review.

1.3 Implementation Assessment (Subproject Plan Task 2.5)

Upon completion of the Functional Analysis, another key activity to be conducted during the Envision phase is the Implementation Assessment. It is during this activity that CGI-AMS and the County shall:

- Confirm and update the system interfaces to be implemented during the Subproject 1 as listed in Appendix D-1
- Confirm and update the data conversion requirements as listed in Appendix E-1
- Confirm and update the County's reporting requirements as listed in Appendix F-1
- Assist the County in identifying the AMS Advantage data sources corresponding to the County's existing legacy reports as identified in Appendix L-1.

Upon completion of this review and analysis, CGI-AMS shall develop strategies for supporting the County's stated data conversion, system interface, and reporting requirements. Among other items, these strategies shall describe the development tools and methodologies and testing approaches to be used by the project team. A more detailed description of the County's requirements for the reporting strategy is provided in sub-section 2 – Reporting / Query below.

1.4 eCAPS Phase II - Materials Management Implementation Analysis Document (Subproject Plan Task 2.6)

Along with the results of the Technical Assessment (Subproject Plan Task 2.3) – which shall be discussed in Section V - Technical, CGI-AMS shall summarize the results of the Functional Analysis and Implementation Assessment in the eCAPS Phase II - Materials Management Implementation Analysis Document.

The following work products will be incorporated into this document:

- Requirements Traceability Matrix (RTM) identifying how each of the business requirements in Appendix C-1 will be met
- Updated To-Be business processes (i.e., updates to Appendix G-1) for the functionality being implemented during the eCAPS Phase II - Materials Management Subproject 1
- 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 sub-section 2. Reporting / Query for additional details of development approach.)
- Prioritized list of customizations and reports and updated deliverables schedule
- Updated Subproject plan.

The County's contribution and level of participation in the creation of these work products and Implementation Analysis Document deliverable are described in Appendix M-1: Subproject Assumptions.

2. Reporting / Query

CGI-AMS will develop a strategy for supporting the County's reporting requirements (Appendix F-1). This strategy shall describe the approach, development and testing tools, and methodologies governing the following areas:

- Leverage of the existing Standard java reports within the AMS Advantage application to satisfy reporting requirements.
- Implementation of the baseline data warehouse data model for the components being implemented.
- Creation of the Cognos Model/Packages (meta-data layer) based on the baseline AMS Advantage universes for reports for the components being implemented.
- Responsibility of CGI-AMS and County for the design and development of reports
- Report distribution approach for ad hoc and production reports.

This strategy shall also include an inventory of the reports to be produced for the eCAPS Subproject 1 by functional area. As stated above, CGI-AMS shall be responsible for the design and development of 62 Asset Management reports and forms, and 31 Inventory Management reports and forms based on the requirements identified in Appendix F-1 and for providing the standard reports to the County. The County shall be responsible for the design and development of Procurement (Professional and Vendor) reports and forms and the design and development of additional reports for Inventory Management and Assets Management based on the requirements identified in Appendix F-1.

CGI-AMS shall also assist County staff in identifying the AMS Advantage inquiry pages and AMS Advantage data model tables and fields available for inquiry and ad hoc reporting to support the County's remaining Appendix F-1 requirements.

2.1 Reporting Tools

The baseline AMS infoAdvantage reporting software provided by CGI-AMS is integrated with the AMS Advantage application and uses Business Objects as the reporting tool. The AMS infoAdvantage reporting software includes the data warehouse data model, Extract-Transform-Load (ETL) software, baseline Business Object Universes (meta-data layer) for the components being implemented, baseline Business Object Reports, report generation, report scheduler, and report distribution capabilities.

The County has selected Cognos as the reporting tool instead of the baseline Business Objects tool. The County will implement the data warehouse model and the ETL component of the infoAdvantage software that is delivered with the AMS Advantage software. The infoAdvantage Universes and baseline reports delivered with the infoAdvantage software will be replaced using the equivalents available in

the Cognos reporting tool. The AMS Advantage application will be integrated with the Cognos reporting tool. This integration will only be at the single sign-on level and will not include any UI integration.

2.2 Ad-Hoc Querying Tools

The ad-hoc querying tool available in Cognos is the Query Studio Editor that allows end-users to drag and drop data elements onto report to create ad-hoc reports. This tool depends on the appropriate Cognos Model/Packages being developed to support this functionality. The CGI-AMS team will assist the County reporting team in defining these ad-hoc Cognos Model/Packages.

2.4 Production Reporting Tools

AMS infoAdvantage software along with the Cognos Model/Packages and data model delivered with the AMS Advantage software and appropriately configured hardware/storage shall provide the County the ability to generate and distribute reports that contain complex business rules against large volumes of data. AMS infoAdvantage is a part of CGI-AMS's report scheduling and distribution infrastructure.

CGI-AMS shall provide the County with:

- End user bundle specified in the Services and License Agreement (SLA)
- Technical Training for the use of AMS infoAdvantage software components in accordance with the training volumes identified in Appendix K-1 and the training plan to be developed during the Envision phase.

2.5 Managing and Viewing Reports

The end-users will be able to navigate to the Cognos reporting tool directly from a link in the AMS Advantage application. The access capabilities of the user within Cognos will be based on the roles that have been set up in the AMS Advantage application security tables.

Section V – Technical

1. eCAPS Technical Architecture

Appendix I-1 provides an estimate of processing capacity requirements for eCAPS Phase II - Materials Management Subproject 1 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.

CGI-AMS shall prepare a Technical Specifications Document (Subproject Plan Task 2.3.4) to describe the recommended technical architecture for the project and the testing / verification approach for securing the County's Conditional Acceptance that is viable for production operations.

Prior to the County's acceptance test process, CGI-AMS shall conduct the installation tests to confirm connectivity and functionality within each project environment as described in SOW Section III – Software Application.

1.1 Performance

When CGI-AMS has completed installation and configuration of the CGI-AMS software, CGI-AMS shall certify the technical architecture as ready and capable of supporting the Subproject 1 (Subproject Plan Task 3.1).

Subsequent to the initial certification, CGI-AMS shall verify the system performance prior to the scheduled implementation. The verification process shall take the form of fulfilling the applicable performance standards in Appendix I-1. Conformance to the application performance (e.g., transaction processing response time targets, test methodology) is also documented in Appendix I-1.

1.2 Environments

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

1. Baseline
2. Development / Unit Test
3. System Test
4. User Acceptance Test / Practice
5. Conversion
6. Training
7. Production
8. Cognos (Reporting).

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.

CGI-AMS shall provide the design and specifications for each of these environments in the Technical Specifications Document.

1.3 Communication Protocols

CGI-AMS shall document the communication software/protocols that eCAPS Phase II - Materials Management Subproject 1 will use in the Technical Specifications Document (Subproject Plan Task 2.3.4). CGI-AMS shall also document the ports that will be required to support the protocols used by the system. This document shall be presented to the County for their staffs use in implementing the necessary hardware and configuration necessary to support the communication requirements of the system.

2. Data Warehouse

The Subproject 1 shall include the implementation of a data warehouse facility comprised of the AMS Advantage data model, the Cognos business intelligence software and Cognos Models/Packages. The AMS Advantage data model includes the tables that will be populated with the data generated by eCAPS Phase II - Materials Management subsequent to the eCAPS Phase II - Materials Management go-live. The historical data from the current legacy systems being replaced by eCAPS Phase II - Materials Management will be retained in their current databases and formats.

3. 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.

3.1 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 512MB 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.

3.2 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 1GB is the minimum for most configuration and administration functions, CGI-AMS suggests a minimum of a Pentium 4 with 2GB 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.

4. Conversion Approach

Data Conversion for eCAPS Phase II - Materials Management 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-1 – Subproject Assumptions.

4.1 eCAPS Phase II - Materials Management Conversion Plan Development

CGI-AMS shall develop the data conversion plan in two stages. During the Envision phase, CGI-AMS shall develop a data conversion strategy that will include any updates to the County's data conversion requirements (as stated in Appendix E-1) and describe the development and testing methodologies to be used during the conversion software design/development effort. This strategy shall also confirm the types and volume of data that must be converted (Project Plan Task 2.5.1).

In the Create phase, CGI-AMS shall build upon this high-level strategy and create the Conversion Plan (Subproject Plan Task 3.4.5.1).

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
- Post-conversion clean-up assumptions

- Contingency plans
- Overall conversion schedule.

4.2 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 staff 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 shall be responsible for developing the data mapping documents for eCAPS Phase II - Materials Management databases and files (Subproject Plan Task 3.4.5.3.1).

4.3 Development and Testing (Subproject Plan Tasks 3.4.5.3.5, 3.4.5.4.5, 3.4.5.5.5)

Upon completion of the detailed conversion designs and data mapping, CGI-AMS 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 II. The end result of the string test should be an eCAPS Phase II - Materials Management 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 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 time frames required to run the jobs, and facilitating the County's final review of the quality of the data.

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

4.4 Deployment/Conversion

CGI-AMS staff will provide assistance to the County staff assigned to execute and verify the results of the conversion processes in production operations. 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.

4.5 Conversion Risk Areas (Subproject Plan Task 3.4.5)

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.
- Performance of the selected tools and utilities must be monitored to manage the conversion run times.

4.6 Data Targeted for Conversion

As stated in Appendix E-1: Conversions, the legacy data to be converted will fall into one of two categories: reference data or historical data. Appendix M-1: Subproject Assumptions describes the County and CGI-AMS roles and responsibilities for data conversion and scope of data to be converted.

4.6.1 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:

- Commodity
- Buyer
- Procurement Location

- Delivery Method
- Shipping Types
- Shipping and Billing Locations
- Warehouse
- Return Code
- Adjustment Code
- Stock Keeping Units SKUs
- Fixed Assets Location
- Fixed Assets Type
- Fixed Assets Acquisition/Disposition Method
- Fixed Assets Group, Category, Class
- Fixed Assets Custodian
- Vendors
- Standard Terms and Conditions

4.6.2 Historical Data

In accordance with Appendix E-1: Conversion and the roles and responsibilities described for County and CGI-AMS staff in Appendix M-1: Subproject Assumptions, CGI-AMS shall include the following items in the conversion software design/development effort for the eCAPS Phase II - Materials Management Subproject 1:

- Open Purchase Requisitions (that do not have associated bids/awards)
- Open Master (Price) Agreements
- Fixed Assets
- Open Inventory Stock Requisitions
- Inventory Counts
- Accumulated Depreciation

CGI-AMS shall employ standard AMS Advantage upgrade tools/templates, CGI-AMS best practices, 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, CGI-AMS shall employ the following proven approaches for converting the aforementioned items.

Open Items

Legacy systems open purchase orders and encumbrances will be reflected in the eCAPS Document Catalog and any other related tables after conversion. CGI-AMS shall create Data Junction templates for translating data from the legacy systems open item tables into AMS Advantage documents. These documents shall be

processed in eCAPS in order to create the appropriate entries in the Document Catalog and ledgers.

For example, if a $100 purchase order reflects a $40 balance in the legacy purchasing system, a Data Junction template will be used to create an AMS Advantage document. During the conversion process, the document will be processed in eCAPS, thus, creating a Document Catalog entry for $40 along with the corresponding entries on the eCAPS ledgers.

The previous history (i.e., detail associated with the $60 previously liquidated) shall be reflected in the current legacy system files and will not be converted into the eCAPS database.

5. Interface Approach

Interfaces will exist in two forms in eCAPS, temporary and permanent. The temporary interfaces are those that will exist in eCAPS until legacy systems are phased out by the County or until all legacy data have been processed. eCAPS interfaces will both import data to eCAPS and export from eCAPS to legacy systems. Examples of temporary interfaces are for the fixed assets data from the DPW for Stock/Stores data.

Permanent interfaces are those that will survive the project implementation and have no foreseeable expiration. Examples of a permanent interface are bank issuance files.

During the Implementation Assessment, the County and CGI-AMS shall develop an Interface development strategy and CGI-AMS shall include this strategy in the eCAPS Phase II - Materials Management Implementation Analysis Document.

This strategy will take into account the following items:

- Confirmation of the interface requirements identified in Appendix D-1
- Identification of a complete list of eCAPS Phase II - Materials Management interfaces
- Determination of the types of interface (temporary or permanent)
- Implementation phase.

Upon the County's confirmation that the specific interfaces have been identified and the review and approval of the eCAPS Implementation Analysis Document, the design effort can begin for the development of the interfaces.

CGI-AMS technical staff will be primarily responsible for the design, development and unit testing of inbound and outbound system interfaces. The County shall complete its acceptance testing of these interfaces by coordinating the execution of interface testing

with any entities external to the County and among County departments interfacing data to and from eCAPS.

In order to provide a unified structure and strategy for developing system interface processes, CGI-AMS shall provide County technical staff with the standard 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 County legacy maintenance staff. Data and test schedules will need to be coordinated to enable proper system testing. The level of participation of County staff in the design, development, and testing of system interfaces is provided in Appendix M-1: Subproject Assumptions.

5.1 Additional Interface Requirements

- A number of the County's current purchasing, inventory management and asset management systems will be replaced at the end of this Subproject 1. Therefore, 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 Appendix D-1: Interfaces.
- CGI-AMS shall provide output interface files in a format specified by the County legacy maintenance staff.
- CGI-AMS shall provide the format for input interface files to County legacy maintenance staff.

5.2 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

- Complete identification of required interfaces

- Compatibility of data between eCAPS and legacy systems.

5.3 Interfaces To Be Developed

CGI-AMS shall develop and test the inbound and outbound eCAPS Phase II - Materials Management interfaces in accordance with the list of interface requirements provided in Appendix D-1.

Section VI – Change Management

1. Change Readiness Assessment

Project team and department readiness is a critical factor to the timely completion of the eCAPS Phase II - Materials Management implementation and CGI-AMS shall incorporate the following project tasks in the detailed implementation plan:

- Project Team Training (Subproject Plan Task 2.2.1)

- Operational and Implementation Readiness Assessments (Subproject Plan Task 3.6.6.4.1 and 3.6.6.4.2)

1.1 Project Team Training

CGI-AMS shall train the project team members (Subproject Plan Task 2.2.1 and 3.2). Training will include:

- Orientation to the AMS Advantage implementation methodology
- Functionality of the application modules being implemented
- Training for technical staff responsible for the installation, development, implementation and support of the application
- AMS Advantage tools
- Third-party software provided as part of the software license.

1.2 Transition Strategy

During the Implementation Assessment (Envision phase), CGI-AMS shall work with the County to develop the strategy for facilitating a smooth transition to eCAPS (Subproject Plan Task 2.5.13) CGI-AMS shall draft this strategy based on the County's determination of the departments' change readiness and change resistance. Specifically, the Change Management Team shall analyze the County's level of motivation for change, understanding of the eCAPS Phase II - Materials Management implementation vision, current end user skills and overall support for change.

The Change Management Team, based on this analysis, shall define the transition strategy to address detected change management-related risks. This strategy shall be consistent with the risk mitigation and departmental communication strategies outlined in the Project Control Document (Subproject Plan Task 1.1.7) CGI-AMS shall assist the County project team and department liaisons to determine each department's state of readiness prior to the deployment of the upgraded system. The level of CGI-AMS assistance to be provided shall be defined in the transition strategy. This strategy shall

be incorporated into the eCAPS Implementation Analysis Document (Subproject Plan Task 2.6.2).

2. Business Process Modeling Strategy

CGI-AMS's implementation methodology is designed to align the County's business processes to take advantage of the best practices supported by the AMS Advantage software. This allows the project team to keep modifications to the software at a minimum, thereby reducing short-term implementation costs and long-term software upgrade costs.

Once the Functional Analysis (i.e., Design / Prototyping Sessions and Fit-Gap Analysis) is complete (Subproject Plan Task 2.2), the County shall update its fiscal policies and procedures based on the business impacts identified and documented during the prototyping sessions and Fit-Gap Analysis. The County shall work with the central services departments (e.g. CAO, Auditor Controller) to implement the new / revised fiscal policies and procedures. It is important that central countywide policies and procedures (Subproject Plan Task 3.6.5.3) are developed and distributed early so other departments have time to adapt and incorporate them into departmental policies and procedures.

3. Training Volumes (Appendix K-1)

During the Implementation Assessment (Envision phase), CGI-AMS shall design a blended training strategy combining formal classroom training, technology-based training, knowledge transfer between CGI-AMS specialists and County staff, and customized training for end-users to prepare the County for implementation and ongoing operation of the proposed systems. In this strategy, CGI-AMS shall provide for a training approach which will provide opportunities for identified 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, CGI-AMS shall develop and maintain a detailed training plan (Subproject Plan Task 3.6.4.3) 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 on-going training sessions for each phase of software implementation
- Identifying resources necessary to conduct the training
- Materials necessary to develop the training.

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

3.1 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: project team training and end user training.

3.2 Project Team Training (Subproject Plan Task 2.2.1 and 3.2)

County project team members will attend formal AMS Advantage training prior to the Design / Prototyping Sessions during the Envision phase of the Subproject 1. In addition, CGI-AMS shall work with the County to determine the best approach for training the remaining departmental members involved in later phases 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 1. The technical team training shall also cover the software development and testing methodologies and standards to be used during the eCAPS Phase II - Materials Management Subproject 1.

CGI-AMS offers an array of training courses that are designed for project team members of an AMS Advantage implementation Subproject 1. 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.

3.3 End User Training (Subproject Plan Task 3.6.4.3)

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 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 County 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.

CGI-AMS shall deliver two types of training: 1) instructor orientation and 2) instructor-led classroom training. CGI-AMS shall familiarize the County personnel

with the training development material to maintain end-user training materials for future updates and use.

CGI-AMS proposes to use baseline AMS Advantage training materials and standard training methodologies as the basis for the end-user training materials and shall customize the products to correspond to County procedures and configuration of the AMS Advantage application.

AMS Advantage End-User Training products provide out of the box training materials, including the Instructor and Participant Guides, and learning aids. These materials can be customized to reflect the specific County business processes (Subproject Plan Task 3.6.4.3). Any modules not provided by EUT will be developed in the same style/fashion as EUT to provide consistency between training materials.

Depending upon the training plan to be developed by CGI-AMS, end-user training may include:

- Technology Based Learning (TBL)
- Instructor Facilitated Learning (IFL)
- Learning aids
- Instructor Facilitated e-Learning
- On The Job Sessions (OTJ)
- On-going 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)
- 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.

3.4 Timing of Training

CGI-AMS's training strategy and detailed plan (Subproject Plan Task 2.5.9 and 3.6.4.3.1) shall strive to conduct training as close to the actual application of the training concepts and the production cutover as possible, as described below:

- CGI-AMS shall train the County's functional analysts in their applicable functional applications prior to the start of the Design /Prototyping Sessions.

- CGI-AMS shall train the project team technical support personnel prior to use of the particular toolset in the required work activity.

- CGI-AMS shall train the project team analysts and programmers in AMS Advantage Third Party tools prior to the design/build process of the modifications.

It is possible that some team members may be trained in AMS Advantage toolsets prior to the Design / Prototyping Sessions in order to research objects within the AMS Advantage applications in the Envision stage.

- CGI-AMS shall train the end users in the software functionality prior to roll-out of the system, as close as possible to the date they will begin to use the software.

3.5 Training Needs Assessment

CGI-AMS 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
- 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.

3.6 Training Plan

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

<u>Planning</u>

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

<u>Course Development and Delivery</u>

- 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
- Approach for ongoing training maintenance and delivery

3.7 Training Facilities

CGI-AMS shall use County-provided training facilities for end-user training courses. Where stated in the detailed training plan, CGI-AMS may 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-1. CGI-AMS shall recommend the training facilities specifications for these courses (e.g., size of room, number of PCs, etc.) during the Envision Phase (Subproject Plan Task 2.5.9).

3.8 Credential and Experience of the Trainers

CGI-AMS instructors, with AMS Advantage experience, shall conduct project team training. End user training shall be conducted by a team of two to three people, comprised of CGI-AMS personnel and County personnel, per course. These trainers will have functional expertise in the areas they are conducting training, AMS Advantage knowledge, as well as training experience. CGI-AMS recommends that each course has both a primary and a secondary instructor. The primary instructor will lead the class discussions, explain the exercises, demonstrate software modules, and answer questions. The secondary instructor assists the primary instructor to observe participants, help participants with exercises, set up classrooms, and manages course materials. CGI-AMS shall provide at least one member for each of the training sessions to be either the lead trainer or a co-facilitator. CGI-AMS shall identify the number of trainers required, as well as desired skills and experience in the detailed training plan.

4. Training Environment

CGI-AMS shall develop a Training Environment to roll out the new application to end users 1 to 2 months before the system goes into production.

- The technical 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.

- 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.

This also gives the training team a way of identifying the users who may need additional training during the post-implementation support period.

5. 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 1.

As part of the overall training and knowledge transfer strategy developed during the Envision phase, CGI-AMS shall develop a Knowledge Transfer plan and present the details of this plan to County staff during the technical project team training. This plan shall identify the details for:

- Preparing the County to manage the application after each stage of implementation
- Preparing the County to manage the application on an on-going basis after completion of the Subproject 1
- Providing documentation of the system
- Documenting procedures for maintaining the system.

Section VII – Maintenance and Support

1. Software Maintenance and Support

CGI-AMS shall provide a complete set of AMS Advantage users and systems documentation and the associated updates to this documentation to reflect modifications made during the eCAPS Phase II - Materials Management implementation (Subproject Plan Task 3.6.5.1 and 3.6.5.2). CGI-AMS's standard maintenance and escalation process are included in the Services and License Agreement (SLA) to which this SOW is attached.

2. AMS Advantage Software Upgrade Support

CGI-AMS shall implement the latest version of AMS Advantage software before the end of the implementation Subproject 1 or such other mutually agreeable time that does not interfere with the system go-live process.

Assumptions:

- The upgrade activities will occur on-site at the County facilities
- The onsite CGI-AMS team will support any corporate CGI-AMS technical staff assigned to perform mid-project software upgrades
- Upgrades will be implemented when development activity is minimal
- Upgrades should be executable within the term of this agreement
- New AMS Advantage software releases shall be released to the project team as soon as possible to enable the County to perform a gap analysis between the old business processes and new or changed functionality in the new release.

A software "freeze date" shall be established to coincide with the installation of the AMS Advantage application in the eCAPS Phase II - Materials Management production environment (Subproject Plan Task 3.1.4). At such time, the AMS Advantage version will be "frozen" with the corresponding version of the operating software platform (i.e., operating system and database management system). While CGI-AMS may apply emergency software patches and/or sub-releases during the time period between the freeze date and the eCAPS Phase II - Materials Management implementation date, CGI-AMS shall implement any major AMS Advantage software releases made available between the these dates at a mutually agreeable time during the post-implementation period.

3. Post Implementation Support

CGI-AMS shall provide an 8-month period of post implementation support with a minimum of 8 full-time equivalent on-site staff for Months 1-5 and a minimum of 3 full-time equivalent on-site staff for Months 6-8 (Subproject Plan Task 4.4). CGI-AMS shall provide appropriately skilled staff to support Subproject 1.

In accordance with the detailed Subproject Plan developed at the end of the Envision phase, the CGI-AMS Post Implementation Support team will be engaged in the following activities during the 8-month post-implementation support period (as described in Section I – Implementation Methodology):

- Production Operations Monitoring
- Production Incidents Resolution
- Change Order Support
- Post-Implementation End-User Training.

CGI-AMS shall provide Knowledge Transfer to facilitate County staff's ability to support the system after the twelve-month period and to assume the longer-term application maintenance responsibilities.

4. Third Party Software

CGI-AMS proposed the use of a number of third party software products to supplement the base functionality of the AMS Advantage software as well as the technical architecture and development process. CGI-AMS shall maintain the relationships with these third parties and upgrade the AMS Advantage software as required when these third parties upgrade their software. These changes shall be transparent to the County and should be reflected in the County's system when regular software upgrades are applied. Any problems or issues with the required software will be directed to CGI-AMS who will negotiate the resolution.

To provide for the continued viability of the eCAPS system, third party software upgrades must be properly managed. Managing third party software upgrades is handled by CGI-AMS when they release new versions of AMS Advantage. Each AMS Advantage release specifies the software versions it supports. CGI-AMS shall take all responsibility for testing third party upgrades.

Some additional third party products, not provided as part of the software license agreement, will need to be maintained and upgraded independently of the AMS Advantage application.

Technical Support – The ongoing technical support will be the responsibility of the County. In accordance with the training strategy for eCAPS, CGI-AMS shall provide the training and knowledge transfer that these staffs will require to support eCAPS on an on-going basis (Subproject Plan Task 2.5.9).

Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	eCAPS Phase II Project Control Document	• Subproject 1 Charter and Roadmap describing Subproject 1 objectives, scope, assumptions, and overall timelines for Subproject 1 phases and deliverables.	1.1	1.1.7
		• Detailed Project Plan for Envision Phase describing project schedule, milestones, resource assignments and task dependencies.	1.1.3	
		• Subproject 1 Organization describing roles and responsibilities of Subproject 1 teams, including entities for project management and oversight.	1.1.1	
		• Project Governance that describes the process, tools and standards for: ○ Communication ○ Status reporting ○ Scope management ○ Risk and issue management ○ Project documentation standards	1.1.2	
2.	eCAPS Phase II Kick-off	• Kick-off presentation materials	1.2.1	1.2.6
		• One kick-off presentation to eCAPS Phase II Subproject 1 team	1.2.5	
		• Two kick-off presentations to County departments	1.2.5	
3.	Informational Meetings	• Prepare and conduct up to three informational meetings with County Department representatives.	1.2.7	1.2.8
4.	Monthly Status Reports	• Monthly Status Report that comprised of a compilation of weekly status reports for the month with an executive summary describing: ○ Subproject 1 deliverables completed ○ Subproject 1 risks and issues ○ Key accomplishments ○ Goals for Next Period ○ Updated project plan ○ Updated matrix of work products/deliverables and their progress	1.3.3	1.3.4
		• Weekly Status Report that includes: ○ Tasks, work products, and deliverables completed ○ Tasks, work products, and deliverables in progress ○ Tasks, work products, and deliverables scheduled but not completed	1.3.3	

	○ Issue log		

Envision Phase

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
5.	Establish eCAPS Phase II Prototyping Environment	• Install and test the following Advantage 3 modules in the eCAPS Phase II Prototype Environment provided by the County: ○ Assets Management ○ Inventory Management ○ Procurement Professional ○ Procurement Vendor	2.1.2	2.1.4
		• Review installed Advantage 3 modules in the eCAPS Phase II Prototype Environment.	2.1.3	
6.	Product Training	• Baseline Advantage 3 training materials for: ○ Assets Management ○ Inventory Management ○ Procurement Professional ○ Procurement Vendor	2.2.1.1	2.2.1.4
		• Conduct product training sessions for prototype participants for each of the following Advantage 3 application software: ○ Assets Management ○ Inventory Management ○ Procurement Professional ○ Procurement Vendor The purpose of the product training session is to review Advantage 3 functionality that will be used for the prototype sessions.	2.2.1.2	
7.	Prototype Scripts	• Review and update business requirements for the following eCAPS Phase II business areas: ○ Assets Management ○ Inventory Management ○ Procurement Professional ○ Procurement Vendor	2.2.2.2	2.2.2.9
		• Prepare for the prototyping sessions by developing the following: ○ Business scenarios and prototype scripts for each of the eCAPS Phase II business areas. ○ A Requirements Traceability Matrix referencing prototype scripts to the business requirements for each of the business areas. ○ Schedule of prototype sessions.	2.2.2.3	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
8.	eCAPS Phase II Fit-Gap Analysis Report	• Set-up data to support Prototype sessions for each business area to include: ○ Reference tables ○ Basic chart of accounts ○ Transactional data	2.2.6.1	2.2.6.11
		• Execute prototype scripts and conduct prototype sessions for: ○ Assets Management ○ Inventory Management ○ Procurement Professional ○ Procurement Vendor At the beginning of each prototype session, CGI-AMS will provide an overview of the process and functionality to be prototyped.	2.2.3, 2.2.4, and 2.2.5	
		• A Fit-Gap Report comprised of the following: ○ An Executive Summary highlighting results from the prototype sessions in terms of the degree of fit for each of the business areas and key software customizations identified. ○ High-level functional descriptions of software customizations by business area. ○ Application and reference table set-up requirements. ○ Impacts and changes to business operations by business area. ○ An inventory of prototype issues and their resolution by business area. ○ Outstanding issues and action items.	2.2.6.7	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Updated Requirements Traceability Matrix with one of the following dispositions for each business requirement: ○ Fully met – with baseline functionality and a corresponding description of any application and/or reference table set-up requirements, if needed. ○ Application customization – includes modifications that can be performed using the Versata toolkit, e.g. screen label changes. ○ Software customization – where the business requirement can only be partially or entirely met by a software customization. ○ Business process change – where the business requirement will be met by a change to current business process with no software customization required. ○ Eliminated – where the business requirement is no longer required.	2.2.6.9	
9.	Technical Specifications Document	• Analyze the County's eCAPS and network infrastructure and evaluate its capacity to support the implementation of eCAPS Phase II application modules.	2.3.1	2.3.8
		• Analyze the County's projected transaction volumes and work with County staff to identify the hardware, software, network, and storage specifications to support the County's technical and performance requirements.	2.3.3	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Updated eCAPS Technical Assessment Document to include: ○ An Executive Summary highlighting changes to eCAPS architecture, hardware sizing and software requirements, and operations architecture. ○ Assumptions to include transaction volumes and performance requirements for each of the business areas: Asset Management, Inventory Management, and procurement. ○ Additional hardware and software requirements to support the implementation of the eCAPS Phase II business areas. ○ A "Shopping List" for the acquisition of hardware and software required. ○ A technical assessment to determine the Cognos packages required to support the reporting requirements. ○ Open issues and action items.	2.3.6	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
10.	eCAPS Phase II Implementation Analysis Document comprised of separate sections for Procurement, Asset Management and Inventory.	• An Executive Summary highlighting the roadmap and implementation approach for eCAPS Phase II, planning assumptions, outstanding issues and action items.	2.6.1	2.6.6
		• A Transition Strategy that is comprised of the following components: ○ Approach for two stage rollout including central and related functional rollout and subsequent Department rollout – describing the tools and methods to facilitate the Department implementation of the eCAPS Phase II software modules. ○ Updated Communication Strategy – describing the methods and tools for communicating with Departments, target audiences and their corresponding information needs. ○ Updated Training Strategy – describing a proposed course structure and an approach for organizing, planning, and executing Co-Trainer Training and User Training, as well as developing user documentation and training materials.	2.5.13	
		• A Conversion Strategy describing the scope and types of data to be converted, their method of conversion, approach for data cleansing, and planning assumptions. The Conversion Strategy shall include the following components: ○ A list of eCAPS tables that need to be populated and/or set-up for production operations. ○ Preliminary list of source systems from which data will be converted and the type of data that will be converted. ○ Data cleansing considerations. ○ Approach for data conversion, including the use of eCAPS Document formats and rules.	2.5.1	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Separate Interface Strategies for Procurement, Fixed Assets and Inventory describing the number, types, and approach for inbound and outbound interfaces. The Interface Strategy shall include the following components: ○ Approach for system interfaces for eCAPS Phase II, including the organization of interfaces into logical groupings for implementation. ○ Inventory of inbound interfaces and description of eCAPS documents that will be used for inbound interfaces. ○ Inventory of outbound interfaces and description of the type of data to be extracted from eCAPS and the target systems receiving the outbound interface file. ○ Identify record layouts for external systems (in/outbound),	2.5.5	
		• A Reporting Strategy describing the number and types of predefined reports, forms and queries, including an approach for integrating Cognos as the business intelligence tool for developing predefined reports and queries, and the use of the eCAPS data warehouse. The Reporting Strategy shall include an inventory of eCAPS Phase II reports, the report title, report usage, frequency, distribution and distribution methods. The Reporting Strategy shall also include a report layout identifying data elements.	2.5.17	
		• Updated eCAPS Phase II Implementation Plan that includes: ○ An updated eCAPS Project Plan and deliverables schedule. ○ Software development methodology for designing, constructing, and testing software customizations, conversion programs, inbound/outbound system interfaces, and reports. ○ Approach for software testing, including iteration tests, regression test, integrated system test, performance test, and user acceptance test.	2.6.4	

Create Phase

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
11	eCAPS Phase II Software Installation	• Installation of the latest version of the Advantage 3 software modules, and applicable 3rd party software for eCAPS Phase II in the following Technical Environments provided by the County: ○ Baseline Environment ○ Development/Unit Test Environment ○ System Test Environment ○ Conversion Environment	3.1.1.1, 3.1.1.2, 3.1.1.3, and 3.1.1.4	3.1.4
		• Delivery of software licenses and demonstrate that installed baseline Advantage 3 software modules for eCAPS Phase II can be accessed in each of the aforementioned technical environments.	3.1.3	
12	Technical Project Team Training	• Prepare materials for technical team training in the following areas: ○ AMS Advantage Design Studio ○ AMS Advantage Document Load Utility (SysManUtil) ○ Data Junction ○ Adobe Forms ○ AMS Advantage and 3rd party software installation.	3.2.1	3.2.4
		• Conduct technical team training for each of the aforementioned areas.	3.2.2	
13	Procurement System Control Tables Set-up	• Identify and describe the Procurement system control tables to be set-up and corresponding methods for populating tables.	3.3.1.1	3.3.1.6
		• Set-up Procurement System Control Tables.	3.3.1.2	
		• Review and test Procurement System Control Tables set-up	3.3.1.3 and 3.3.1.5	
14	Inventory Management System Control Tables Set-up	• Identify and describe the Inventory Management system control tables to be set-up and corresponding methods for populating tables.	3.3.2.1	3.3.2.6
		• Set-up Inventory Management System Control Tables.	3.3.2.2	
		• Review and test Inventory Management System Control Tables set-up	3.3.2.3 and 3.3.2.5	
15	Assets Management System Control	• Identify and describe the Asset Management system control tables to be set-up and corresponding methods for populating tables.	3.3.3.1	3.3.3.6

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
	Tables Set-up	• Set-up Asset Management System Control Tables.	3.3.3.2	
		• Review and test Asset Management System Control Tables set-up	3.3.3.3 and 3.3.3.5	
16	Software Modifications Functional Designs - Iteration I	• Functional Designs for Iteration I software modifications.	3.4.1.1	3.4.1.2
17	Application Software Modifications - Iteration I	• Technical Designs for Iteration I software modifications.	3.4.13	3.4.1.7
		• Developed and unit tested Iteration I software modifications.	3.4.1.4	
		• System Test scripts and results for Iteration I software modifications.	3.4.1.5	
		• Packaged and delivered Iteration I software modifications for Client Iteration Test.	3.4.1.6	
18	Software Modifications Functional Designs - Iteration II	• Functional Designs for Iteration II software modifications.	3.4.2.1	3.4.2.2
19	Application Software Modifications - Iteration II	• Technical Designs for Iteration II software modifications.	3.4.2.3	3.4.2.7
		• Developed Iteration II software modifications.	3.4.2.4	
		• Unit and System Test scripts and results for Iteration II software modifications.	3.4.2.5	
		• Packaged and delivered Iteration II software modifications for Client Iteration Test.	3.4.2.6	
20	Software Modifications Functional Designs - Iteration III	• Functional Designs for Iteration II software modifications.	3.4.3.1	3.4.3.2
21	Software Modifications – Iteration III	• Technical Designs for Iteration II software modifications.	3.4.3.3	3.4.3.7
		• Developed Iteration III software modifications.	3.4.3.4	
		• Unit and System Test scripts and results for Iteration II software modifications.	3.4.3.5	
		• Packaged and delivered Iteration II software modifications for Client Iteration Test.	3.4.3.6	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
22	Software Modifications Functional Designs - Iteration IV	• Functional Designs for Iteration IV software modifications.	3.4.4.1	3.4.4.2
23	Software Modifications – Iteration IV	• Technical Designs for Iteration IV software modifications.	3.4.4.3	3.4.4.7
		• Developed Iteration IV software modifications.	3.4.4.4	
		• Unit and System Test scripts and results for Iteration IV software modifications.	3.4.4.5	
		• Packaged and delivered Iteration IV software modifications for Client Iteration Test.	3.4.4.6	
24	eCAPS Phase II Conversion Plan	• eCAPS Phase II Conversion Plan comprised of the following components for each functional module: ○ List of the tables within the eCAPS modules that need to be populated for production ○ Source data for these tables (source systems and files) ○ Data integrity rules for the final version of the tables ○ Data conversion timing and sequence ○ Required control reporting ○ An indication of the proposed conversion method (automated or manual) ○ Testing strategy, conditions, and cycles ○ Detailed testing schedule ○ Description of any other Subproject 1 impacts ○ Considerations for the County's departmental/legacy conversions ○ Participants (roles & responsibilities) ○ Procedures for database population and refresh This plan shall support the County's CAPS conversion requirements as outlined in Appendix E-1 and the Conversion Strategy developed during the Envision phase.	3.4.5.1.1	3.4.5.1.5
25	Procurement Data Conversion Designs	• Standard data conversion formats.	3.4.5.3	3.4.5.3.4
		• Data conversion data mappings and transformation rules.	3.4.5.3.1	
		• Procurement Data Conversion spreadsheets.	3.4.5.3.1	
26	Procurement Data	• Developed Procurement Data Conversion software.	3.4.5.3.5	3.4.5.3.10
		• Unit Tested Procurement Data Conversion software.	3.4.5.3.5	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
	Conversion Software	• Loaded Procurement Data in Conversion Staging Environment.	3.4.5.3.8	
27	Inventory Management Data Conversion Designs	• Standard data conversion formats.	3.4.5.4	3.4.5.4.4
		• Data conversion data mappings and transformation rules.	3.4.5.4.1	
		• Inventory Management Data Conversion spreadsheets.	3.4.5.4.1	
28	Inventory Management Data Conversion Software	• Developed Inventory Management Data Conversion software.	3.4.5.4.5	3.4.5.4.10
		• Unit Tested Inventory Management Data Conversion software.	3.4.5.4.5	
		• Loaded Inventory Management Data in Conversion Staging Environment.	3.4.5.4.8	
29	Asset Management Data Conversion Designs	• Standard data conversion formats.	3.4.5.5	3.4.5.5.4
		• Data conversion data mappings and transformation rules.	3.4.5.5.1	
		• Asset Management Data Conversion spreadsheets.	3.4.5.5.1	
30	Asset Management Data Conversion Software	• Developed Asset Management Data Conversion software.	3.4.5.5.5	3.4.5.5.10
		• Unit Tested Asset Management Data Conversion software.	3.4.5.5.5	
		• Loaded Asset Management Data in Conversion Staging Environment.	3.4.5.5.8	
31	Inventory Management Inbound Interface Designs	• Inbound Interface mappings and file formats.	3.4.6.2.1	3.4.6.2.4
		• Data Junction transformation rules.	3.4.6.2.1	
32	Inventory Management Inbound Interface Software	• Developed Inbound Interface software.	3.4.6.2.5	3.4.6.2.7
		• Unit Tested Inbound Interface software.	3.4.6.2.5	
33	Asset Management Inbound Interface Designs	• Inbound Interface mappings and file formats.	3.4.6.3.1	3.4.6.3.4
		• Data Junction transformation rules.	3.4.6.3.1	
34	Asset Management Inbound Interface	• Developed Inbound Interface software.	3.4.6.3.5	3.4.6.3.7
		• Unit Tested Inbound Interface software.	3.4.6.3.5	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
	Software			
35	Procurement Outbound Interface Designs	• Outbound Interface mappings and file formats.	3.4.6.4.1	3.4.6.4.4
		• Data extraction and transformation rules.	3.4.6.4.1	
36	Procurement Outbound Interface Software	• Developed Outbound Interface software.	3.4.6.4.5	3.4.6.4.7
		• Unit Tested Outbound Interface software.	3.4.6.4.5	
37	Inventory Management Outbound Interface Designs	• Outbound Interface mappings and file formats.	3.4.6.5.1	3.4.6.5.4
		• Data extraction and transformation rules.	3.4.6.5.1	
38	Inventory Management Outbound Interface Software	• Developed Outbound Interface software.	3.4.6.5.5	3.4.6.5.7
		• Unit Tested Outbound Interface software.	3.4.6.5.5	
39	Asset Management Outbound Interface Designs	• Outbound Interface mappings and file formats.	3.4.6.6.1	3.4.6.6.4
		• Data extraction and transformation rules.	3.4.6.6.1	
40	Asset Management Outbound Interface Software	• Developed Outbound Interface software.	3.4.6.6.5	3.4.6.6.7
		• Unit Tested Outbound Interface software.	3.4.6.6.5	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
41	Inventory Management Reports Designs	• Designs for 31 Inventory Management Reports or Forms	3.4.7.2.1	3.4.7.2.3
42	Inventory Management Reports Software	• Test scripts and results for 31 Inventory Management Reports or Forms.	3.4.7.2.4	3.4.7.2.5
		• Developed software for 31 Inventory Management Reports or Forms.	3.4.7.2.4	
43	Asset Management Reports Designs	• Designs for 62 Asset Management Reports or Forms.	3.4.7.3.1	3.4.7.3.3
44	62 Asset Management Reports/Forms	• Test scripts and results for 62 Asset Management Reports or Forms.	3.4.7.3.4	3.4.7.3.5
		• Developed software for 62 Asset Management Reports or Forms.	3.4.7.3.4	
45	Data Model Design	• Create Cognos Packages to replace *info*Advantage Universes for Procurement, Inventory Management and Asset Management	3.4.7.4.1	3.4.7.4.2
46	eCAPS Phase II Data Warehouse	• Developed ETL Designs and Updated Data Model.	3.4.7.4.3	3.4.7.4.6
		• Developed and tested ETL software.	3.4.7.4.5	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
47	Integrated System Test Plan & Script	• Develop Integrated System Test Plan & Scripts	3.5.1.1	3.5.1.5
48	Integrated System Test Plan and Results	• Execute Performance Integrated System Test	3.5.1.6	3.5.1.10
49	Acceptance Test Software Installation and Set-up	• Create Acceptance Test Environments • Install AMS Advantage 3 Procurement, Inventory Management and Asset Management modules in Acceptance Test Environment.	3.5.2.1	3.5.2.3
		• Install Iteration I, II, III, and IV software modifications in Acceptance Test Environment.	3.5.2.2	
		• Support for setting-up reference and test data in Acceptance Test Environment.	3.5.2.2	
50	Completed User Acceptance Test Support	• Support User Acceptance Test to include: ○ Reviewing and responding to reported User Acceptance Test Issues. ○ Support and assistance to County's technical staff to support User Acceptance Testing.	3.5.3.4 and 3.5.3.5	3.5.3.7
		• Resolve reported User Acceptance Test Issues.	3.5.3.5	
51	Performance Test Plan and Results	• Performance Test Plan and Scripts.	3.5.4.1	3.5.4.9
		• Executed Performance Test Scripts and Results.	3.5.4.5	
		• Performance issues, tuning recommendations and action items.	3.5.4.7	
52	Completed Regression Test Support	• Support Regression Test to include: ○ Reviewing and responding to reported User Acceptance Test Issues. ○ Support and assistance to County's technical staff to support User Acceptance Testing.	3.5.5.4	3.5.5.6
		• Resolve reported Regression Test Issues.	3.5.5.4	
53	Completed Security & Workflow set-up	• Define and review security and workflow rules with County staff.	3.6.1.1 and 3.6.1.2	3.6.1.6
		• Support security and workflow table set-ups.	3.6.1.4	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
54	Support for Data Cleansing Preparation	• Support data cleansing preparation by: ○ Assisting County staff in preparing information and worksheets to facilitate data cleansing. ○ Assisting County staff in testing and reviewing data conversion issues and identifying corrective actions.	3.6.3.6	3.6.3.7
55	Training Environment Software Installation and Set-up	• Install Advantage 3 Procurement, Inventory Management and Asset Management modules in Training Environment.	3.6.4.1.1	3.6.4.1.3
		• Install Iteration I, II, III, and IV software modifications in Training Environment.	3.6.4.1.2	
		• Set-up reference and training data in Training Environment.	3.6.4.1.2	
56	System Administration Training	• Prepare system administration training materials for the following areas: ○ Ongoing administration of Procurement, Inventory Management, and Asset Management reference tables. ○ Ongoing user administration, including establishing and maintaining user IDs, as well as security and workflow profiles.	3.6.4.2.1	3.6.4.2.4
		• System administration training for the aforementioned areas.	3.6.4.2.2	
57	End User Training Plan and Materials	• An assessment of training needs for Procurement, Inventory Management, and Asset Management to include: ○ Structure and description of training courses ○ Proposed course curriculum ○ Target training groups ○ Preliminary estimate of training volumes	3.6.4.3.2	3.6.4.3.6
		• Detailed Training Plan comprised of: ○ Description of the Co-trainer Program ○ Updated course structure and curriculum ○ End user training course catalog describing the training objectives and course content. ○ Description of methods to be used for Co-trainer and end user training. ○ Establishing and administration of the training environment.	3.6.4.3.1	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
		• eCAPS Phase II Training Manuals and materials for the courses described in the Training Plan. The Training Manuals are comprised of updated user documentation based on baseline AMS Advantage training manuals and desk procedures developed by the County.	3.6.4.3.4	
58	Train Trainers	• Co-trainer assessment to identify and organize co-trainers into functional areas of Procurement, Inventory Management and Asset Management.	3.6.4.4.3	3.6.4.4.5
		• Develop Co-trainer training materials to prepare co-trainers for end user training.	3.6.4.4.1	
		• Administer the Co-trainer program as described in the Training Plan to include: ○ Preparing and conducting one Co-trainer Kick-off session. ○ Preparing and conducting Co-trainer orientation sessions and workshops. ○ Preparing and conducting training rehearsals.	3.6.4.4.2	
59	End User Training Support	• Co-train End Users by supporting County Co-trainers and Subproject 1 team members in scheduling and conducting end user training.	3.6.4.5.3	3.6.4.5.6
60	User Documentation	• Update online Advantage User Documentation for each of the following areas: ○ Procurement ○ Inventory Management ○ Assets Management	3.6.5.1.1	3.6.5.1.6
		• Update Advantage Users' Guide for the aforementioned areas.	3.6.5.1.4	
61	System Administration and Operations Documentation	• Updated Advantage System Administration and Operations Documentation for Procurement, Inventory Management and Assets Management.	3.6.5.2.1	3.6.5.2.6
62	Support for Development of County Operations Document	• Support development of County Operations Documentation by: ○ Reviewing and incorporating desk procedures into eCAPS training manuals and user documentation. ○ Assisting in providing software functional knowledge to County teams to validate and refine policies and desk procedures.	3.6.5.3.4	3.6.5.3.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
63	Departmental Rollout	• Support County's Department Rollout by: ○ Assist in developing a Readiness Toolkit to assist in preparing for eCAPS Phase II implementation. ○ Assist in developing a Readiness Checklist to monitor progress and highlight potential issues for escalation and resolution.	3.6.6.1.1	3.6.6.1.8
		• Support County team in conducting Department Liaison and Department Management Committee meetings.	3.6.6.1.3	
		• Support Department communications and outreach by providing assistance and information for distribution and updates to the eCAPS web site.	3.6.6.1.4	
64	Operational Readiness Checklist	• Use existing Operational Readiness Checklist to monitor preparations and readiness of County operations to support the eCAPS Phase II production operations, including but not limited to: ○ Back-up and recovery procedures ○ Production operations (interfaces and reports) ○ Technical infrastructure ○ Connectivity and workstations	3.6.6.4.1.1	3.6.6.4.1.5
65	Operational Readiness Assessment Support	• Support Operational readiness assessment by assisting County staff to: ○ Monitor the progress of operational readiness items. ○ Identify and escalate issues and delays. ○ Implement corrective actions, as necessary.	3.6.6.4.1.7	3.6.6.4.1.8
66	Implementation Readiness Checklist	• Develop an Implementation Readiness Checklist to monitor preparations and readiness of County Department to implement eCAPS Phase II production operations to include: ○ Updated and published policies and procedures ○ County Help Desk infrastructure and procedures ○ Readiness to Department systems to interface with eCAPS	3.6.6.4.2.1	3.6.6.4.2.5
67	Implementation Readiness Assessment Support	• Support implementation readiness assessment by assisting the County to: ○ Monitor the progress of implementation readiness items. ○ Identify and escalate issues and delays. ○ Implement corrective actions, as necessary.	3.6.6.4.2.7	3.6.6.4.2.8

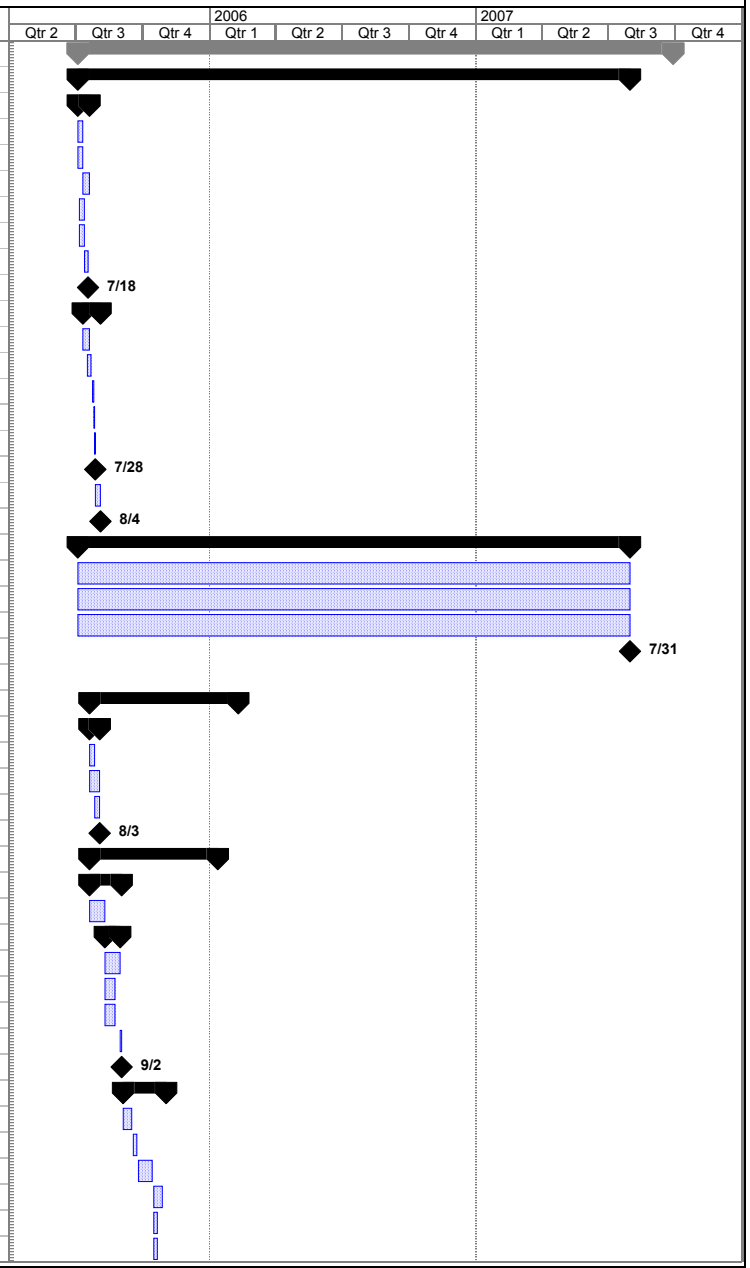
#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
68	Department Outreach and Change Management Support	• Support County staff in Department outreach activities to include: ○ Updates to eCAPS web site and Newsletter ○ Executive presentations ○ Department briefings	3.6.6.4.3	3.6.6.4.4
		• Support change management by assisting County staff to: ○ Review and provide feedback for new/revised policies and procedures. ○ Implement new/revised policies and procedures.	3.6.6.4.3	

Achieve Phase

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
69	Production Environment Software Installation and Set-up	• Install Advantage 3 Procurement, Inventory Management and Asset Management modules in Production Environment.	4.1.1	4.1.3
		• Install Iteration I, II, III, and IV software modifications in Production Environment.	4.1.2	
		• Set-up reference and training data in Production Environment.	4.1.2	
70	Mock Conversion Results	• Plan and execute mock data conversion.	4.2.1	4.2.3
		• Documented mock conversion results.	4.2.2	
		• Technical assistance to address issues from mock conversion.	4.2.2	
71	Production Cutover Script	• Production cutover script.	4.3.1	4.3.1.5
72	Support for Production Cutover	• Support for Production Cutover Rehearsal	4.3.4	4.3.9
		• Technical Support during production cutover	4.3.7	
		• Hand-off operations to County staff	4.3.8	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
73	Post-Implementation Support Services	• Post-implementation support services – Month 1	4.4.1	4.4.1
74	Post-Implementation Support Services	• Post-implementation support services – Month 2	4.4.2	4.4.2
75	Post-Implementation Support Services	• Post-implementation support services – Month 3	4.4.3	4.4.3
76	Post-Implementation Support Services	• Post-implementation support services – Month 4	4.4.4	4.4.4
77	Post-Implementation Support Services	• Post-implementation support services – Month 5	4.4.5	4.4.5
78	Post-Implementation Support Services	• Post-implementation support services – Month 6	4.4.6	4.4.6
79	Post-Implementation Support Services	• Post-implementation support services – Month 7	4.4.7	4.4.7
80	Post-Implementation Support Services	• Post-implementation support services – Month 8	4.4.8	4.4.8
81	Departmental Rollout Support: Security & Workflow set-up	• Support security and workflow tables/settings	4.5.2.4	4.5.2.6

ID	Task Name	Duration	Start	Finish
0	**eCAPS PHASE II - MATERIALS MANAGEMENT SUBPROJECT 1**	**580 days**	**Tue 7/5/05**	**Fri 9/28/07**
1	**1 PLANNING & MANAGEMENT**	**537 days**	**Tue 7/5/05**	**Tue 7/31/07**
2	**1.1 Develop eCAPS Phase II - Materials Mgmt Project Control Document (incl. plan, PM strategies,**	**12 days**	**Tue 7/5/05**	**Wed 7/20/05**
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	5 days	Tue 7/5/05	Mon 7/11/05
4	1.1.2 Establish Management Standards and Tools	5 days	Tue 7/5/05	Mon 7/11/05
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	7 days	Tue 7/12/05	Wed 7/20/05
6	1.1.4 Update Project Control Document	5 days	Thu 7/7/05	Wed 7/13/05
7	1.1.5 Review Project Control Document	5 days	Thu 7/7/05	Wed 7/13/05
8	1.1.6 Approve Project Control Document	3 days	Thu 7/14/05	Mon 7/18/05
9	***1.1.7 CGI-AMS Deliverable: eCAPS Phase II - Materials Mgmt Control Document***	***0 days***	***Mon 7/18/05***	***Mon 7/18/05***
10	**1.2 eCAPS Phase II - Materials Mgmt Kick-off**	**18 days**	**Tue 7/12/05**	**Thu 8/4/05**
11	1.2.1 Develop eCAPS Phase II - Materials Mgmt Kick-off Materials	7 days	Tue 7/12/05	Wed 7/20/05
12	1.2.2 Review eCAPS Phase II - Materials Mgmt Kick-off Materials	5 days	Mon 7/18/05	Fri 7/22/05
13	1.2.3 Update eCAPS Phase II - Materials Mgmt Kick-off Materials	2 days	Mon 7/25/05	Tue 7/26/05
14	1.2.4 Approve eCAPS Phase II - Materials Mgmt Kick-off Materials	1 day	Wed 7/27/05	Wed 7/27/05
15	1.2.5 Conduct eCAPS Phase II - Materials Mgmt Kick-off Meeting	1 day	Thu 7/28/05	Thu 7/28/05
16	***1.2.6 CGI-AMS Deliverable: eCAPS Phase II - Materials Mgmt Kick-off Meeting***	***0 days***	***Thu 7/28/05***	***Thu 7/28/05***
17	1.2.7 Conduct Informational Meetings with County Department Representatives	5 days	Fri 7/29/05	Thu 8/4/05
18	***1.2.8 CGI-AMS Deliverable: Informational Meetings Complete***	***0 days***	***Thu 8/4/05***	***Thu 8/4/05***
19	**1.3 On-Going Management**	**537 days**	**Tue 7/5/05**	**Tue 7/31/07**
20	1.3.1 Provide Management Oversight / Maintain Project Plan	537 days	Tue 7/5/05	Tue 7/31/07
21	1.3.2 Provide Quality & Risk Management	537 days	Tue 7/5/05	Tue 7/31/07
22	1.3.3 Develop eCAPS Phase II - Materials Mgmt Weekly and Monthly Status Reports	537 days	Tue 7/5/05	Tue 7/31/07
23	***1.3.4 CGI-AMS Deliverables: Monthly Status Reports***	***0 days***	***Tue 7/31/07***	***Tue 7/31/07***
24				
25	**2 ENVISION PHASE**	**142 days**	**Thu 7/21/05**	**Fri 2/10/06**
26	**2.1 Establish Advantage 3 Prototype Environment & Install 3rd Party Software**	**10 days**	**Thu 7/21/05**	**Wed 8/3/05**
27	2.1.1 Provide servers and establish Prototyping Environment & 3rd Party Software	5 days	Thu 7/21/05	Wed 7/27/05
28	2.1.2 Install & Test AMS Advantage 3 Prototyping Environment & 3rd Party Software	10 days	Thu 7/21/05	Wed 8/3/05
29	2.1.3 Review & Approve Advantage 3 Prototyping Environment & 3rd Party Software	5 days	Thu 7/28/05	Wed 8/3/05
30	***2.1.4 CGI-AMS Deliverable: CGI-AMS Advantage 3 Prototyping Environment & 3rd Party Softw***	***0 days***	***Wed 8/3/05***	***Wed 8/3/05***
31	**2.2 Functional Analysis**	**122 days**	**Thu 7/21/05**	**Thu 1/12/06**
32	**2.2.1 Product Training**	**32 days**	**Thu 7/21/05**	**Fri 9/2/05**
33	2.2.1.1 Prepare Materials / Schedule Product Training for Core Team	15 days	Thu 7/21/05	Wed 8/10/05
34	**2.2.1.2 Conduct Product Training for Core Team/Prototype Participants**	**15 days**	**Thu 8/11/05**	**Wed 8/31/05**
35	2.2.1.2.1 Procurement (Professional) & VSS (Vendor)	15 days	Thu 8/11/05	Wed 8/31/05
36	2.2.1.2.2 Inventory	10 days	Thu 8/11/05	Wed 8/24/05
37	2.2.1.2.3 Asset Management	10 days	Thu 8/11/05	Wed 8/24/05
38	2.2.1.3 Review & Approve Product Training	2 days	Thu 9/1/05	Fri 9/2/05
39	***2.2.1.4 CGI-AMS Deliverable: Product Training***	***0 days***	***Fri 9/2/05***	***Fri 9/2/05***
40	**2.2.2 Prepare for Application Prototyping**	**43 days**	**Mon 9/5/05**	**Thu 11/3/05**
41	2.2.2.1 Review eCAPS Phase II - Materials Mgmt Business Requirements	10 days	Mon 9/5/05	Fri 9/16/05
42	2.2.2.2 Map Requirements to Business Processes	5 days	Mon 9/19/05	Fri 9/23/05
43	2.2.2.3 Prepare Prototype Scripts	15 days	Mon 9/26/05	Fri 10/14/05
44	2.2.2.4 Review Prototype Scripts - Procurement	10 days	Mon 10/17/05	Fri 10/28/05
45	2.2.2.5 Review Prototype Scripts - Inventory	5 days	Mon 10/17/05	Fri 10/21/05
46	2.2.2.6 Review Prototype Scripts - Asset Management	5 days	Mon 10/17/05	Fri 10/21/05



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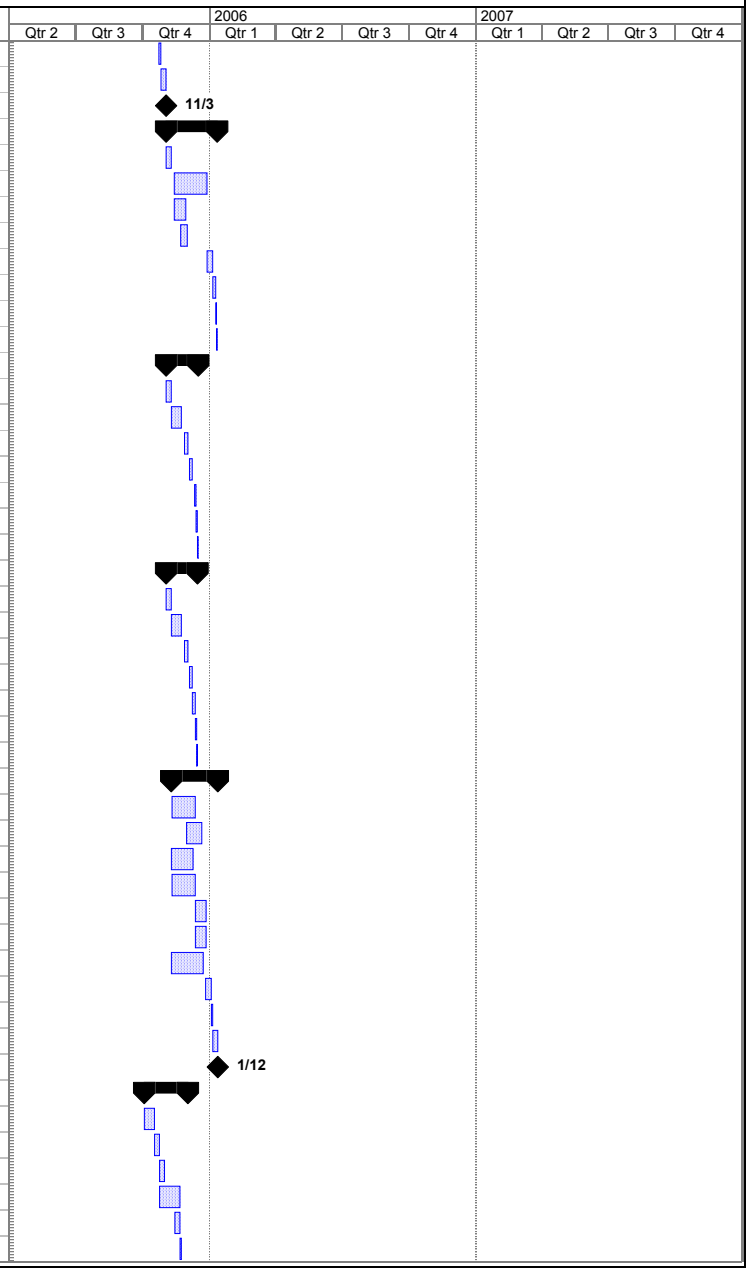
ID	Task Name	Duration	Start	Finish
47	2.2.2.7 Update Prototype Scripts	3 days	Mon 10/24/05	Wed 10/26/05
48	2.2.2.8 Approve Prototype Scripts	5 days	Thu 10/27/05	Wed 11/2/05
49	***2.2.2.9 CGI-AMS Deliverable: Prototype Scripts***	***0 days***	***Thu 11/3/05***	***Thu 11/3/05***
50	**2.2.3 Prototype Procurement (Professional) & VSS (Vendor)**	**46 days**	**Thu 11/3/05**	**Wed 1/11/06**
51	2.2.3.1 Setup Procurement and VSS Tables for Prototype	5 days	Thu 11/3/05	Wed 11/9/05
52	2.2.3.2 Prototype Procurement Functions	30 days	Mon 11/14/05	Wed 12/28/05
53	2.2.3.3 Prototype VSS	10 days	Mon 11/14/05	Tue 11/29/05
54	2.2.3.4 Review Purchasing Reporting Requirements	5 days	Wed 11/23/05	Thu 12/1/05
55	2.2.3.5 Document Prototype Results	5 days	Thu 12/29/05	Thu 1/5/06
56	2.2.3.6 Review Prototype Results	2 days	Fri 1/6/06	Mon 1/9/06
57	2.2.3.7 Update Prototype Results	1 day	Tue 1/10/06	Tue 1/10/06
58	2.2.3.8 Approve Prototype Results	1 day	Wed 1/11/06	Wed 1/11/06
59	**2.2.4 Prototype Inventory Management**	**30 days**	**Thu 11/3/05**	**Fri 12/16/05**
60	2.2.4.1 Setup Inventory Management Tables for Prototype	5 days	Thu 11/3/05	Wed 11/9/05
61	2.2.4.2 Prototype Inventory Management Functions	10 days	Thu 11/10/05	Wed 11/23/05
62	2.2.4.3 Review Reporting Requirements	5 days	Mon 11/28/05	Fri 12/2/05
63	2.2.4.4 Document Prototype Results	4 days	Mon 12/5/05	Thu 12/8/05
64	2.2.4.5 Review Prototype Results	2 days	Mon 12/12/05	Tue 12/13/05
65	2.2.4.6 Update Prototype Results	2 days	Wed 12/14/05	Thu 12/15/05
66	2.2.4.7 Approve Prototype Results	1 day	Fri 12/16/05	Fri 12/16/05
67	**2.2.5 Prototype Asset Management**	**29 days**	**Thu 11/3/05**	**Thu 12/15/05**
68	2.2.5.1 Setup Asset Management Tables for Prototype	5 days	Thu 11/3/05	Wed 11/9/05
69	2.2.5.2 Prototype Asset Management Functions	10 days	Thu 11/10/05	Wed 11/23/05
70	2.2.5.3 Review Reporting Requirements	5 days	Mon 11/28/05	Fri 12/2/05
71	2.2.5.4 Document Prototype Results	4 days	Mon 12/5/05	Thu 12/8/05
72	2.2.5.5 Review Prototype Results	2 days	Fri 12/9/05	Mon 12/12/05
73	2.2.5.6 Update Prototype Results	2 days	Tue 12/13/05	Wed 12/14/05
74	2.2.5.7 Approve Prototype Results	1 day	Thu 12/15/05	Thu 12/15/05
75	**2.2.6 eCAPS Phase II - Materials Mgmt Fit-Gap Analysis**	**42 days**	**Thu 11/10/05**	**Thu 1/12/06**
76	2.2.6.1 Identify Application System Control Table Setups	20 days	Fri 11/11/05	Mon 12/12/05
77	2.2.6.2 Identify User Interface Customizations (Design Studio)	15 days	Thu 12/1/05	Wed 12/21/05
78	2.2.6.3 Identify Application Customizations (Design Studio, Java, Batch)	20 days	Thu 11/10/05	Fri 12/9/05
79	2.2.6.4 Identify Business Process Impacts	20 days	Fri 11/11/05	Mon 12/12/05
80	2.2.6.5 Identity External System Customization Requirements to Support Interfaces	10 days	Tue 12/13/05	Tue 12/27/05
81	2.2.6.6 Identity External System Data Conversion requirements to Support Interfaces	10 days	Tue 12/13/05	Tue 12/27/05
82	2.2.6.7 Develop eCAPS Phase II - Materials Mgmt Fit-Gap Analysis Report	30 days	Thu 11/10/05	Fri 12/23/05
83	2.2.6.8 Review eCAPS Phase II - Materials Mgmt Fit-Gap Analysis Report	5 days	Tue 12/27/05	Tue 1/3/06
84	2.2.6.9 Update eCAPS Phase II - Materials Mgmt Fit-Gap Analysis Report	2 days	Wed 1/4/06	Thu 1/5/06
85	2.2.6.10 Approve eCAPS Phase II - Materials Mgmt Fit-Gap Analysis Report	5 days	Fri 1/6/06	Thu 1/12/06
86	***2.2.6.11 CGI-AMS Deliverable: eCAPS Phase II - Materials Mgmt Fit-Gap Analysis Report***	***0 days***	***Thu 1/12/06***	***Thu 1/12/06***
87	**2.3 Technical Assessment**	**42 days**	**Tue 10/4/05**	**Fri 12/2/05**
88	2.3.1 Provide Current Legacy Systems Txn Volumes & County Infrastructure Information	10 days	Tue 10/4/05	Mon 10/17/05
89	2.3.2 Review County Network Infrastructure	5 days	Tue 10/18/05	Mon 10/24/05
90	2.3.3 Analyze Transaction Volumes (current & future) for eCAPS Phase II - Materials Mgmt	5 days	Tue 10/25/05	Mon 10/31/05
91	2.3.4 Develop Technical Specifications Document	20 days	Tue 10/25/05	Mon 11/21/05
92	2.3.5 Review Technical Specifications Document	5 days	Tue 11/15/05	Mon 11/21/05
93	2.3.6 Update Technical Specifications Document	2 days	Tue 11/22/05	Wed 11/23/05



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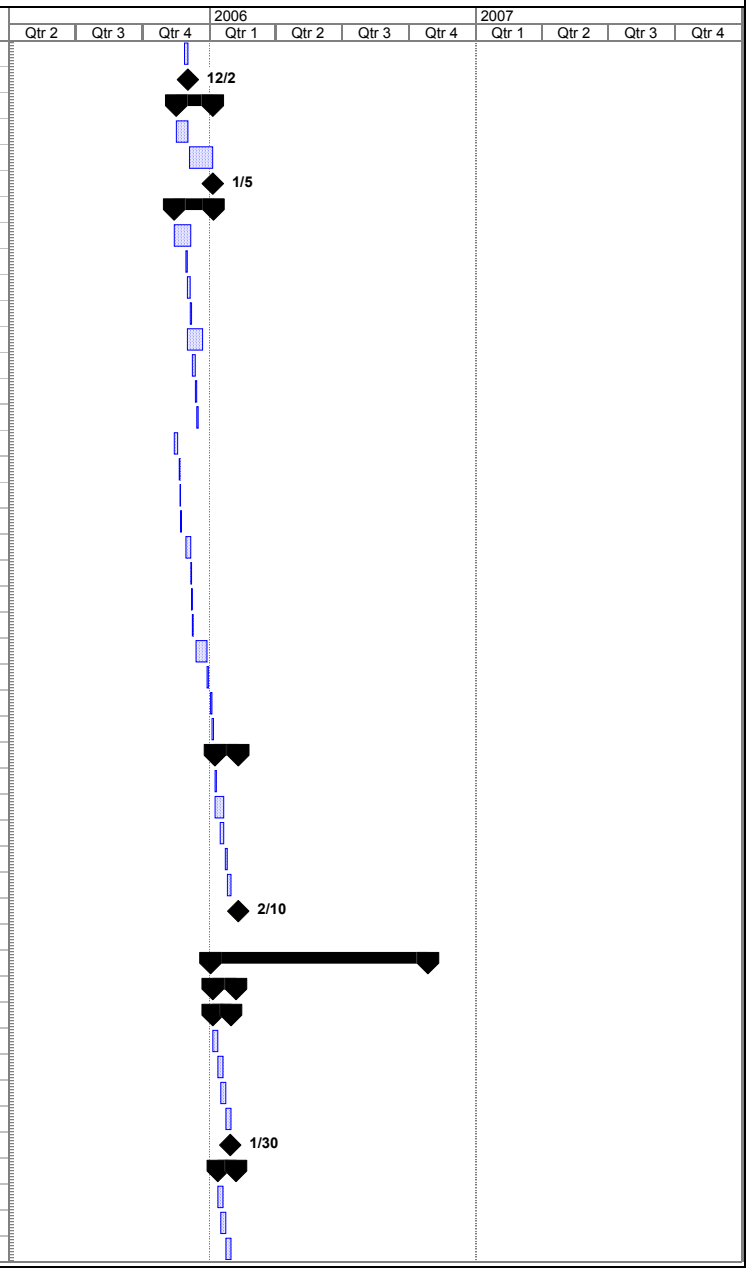
ID	Task Name	Duration	Start	Finish
94	2.3.7 Approve Technical Specifications Document	5 days	Mon 11/28/05	Fri 12/2/05
95	***2.3.8 CGI-AMS Deliverable: Technical Specifications Document***	***0 days***	***Fri 12/2/05***	***Fri 12/2/05***
96	**2.4 Hardware/Software Procurement**	**32 days**	**Thu 11/17/05**	**Thu 1/5/06**
97	2.4.1 Prepare HW/SW Procurement Documents	10 days	Thu 11/17/05	Fri 12/2/05
98	2.4.2 Procure Hardware & System Software (as needed)	22 days	Mon 12/5/05	Thu 1/5/06
99	***2.4.3 County Obligation: Procured Hardware & System Software***	***0 days***	***Thu 1/5/06***	***Thu 1/5/06***
100	**2.5 Implementation Assessment**	**36 days**	**Mon 11/14/05**	**Fri 1/6/06**
101	2.5.1 Develop eCAPS Phase II - Materials Mgmt Data Conversion Strategy	15 days	Mon 11/14/05	Tue 12/6/05
102	2.5.2 Review Materials Mgmt Data Conversion Strategy	2 days	Wed 11/30/05	Thu 12/1/05
103	2.5.3 Update Materials Mgmt Data Conversion Strategy	2 days	Fri 12/2/05	Mon 12/5/05
104	2.5.4 Approve Materials Mgmt Data Conversion Strategy	2 days	Tue 12/6/05	Wed 12/7/05
105	2.5.5 Develop eCAPS Phase II - Materials Mgmt System Interface Strategy	15 days	Fri 12/2/05	Thu 12/22/05
106	2.5.6 Review Materials Mgmt System Interface Strategy	2 days	Fri 12/9/05	Mon 12/12/05
107	2.5.7 Update Materials Mgmt System Interface Strategy	2 days	Tue 12/13/05	Wed 12/14/05
108	2.5.8 Approve Materials Mgmt System Interface Strategy	2 days	Thu 12/15/05	Fri 12/16/05
109	2.5.9 Develop eCAPS Phase II - Materials Mgmt Training Strategy	5 days	Mon 11/14/05	Fri 11/18/05
110	2.5.10 Review Materials Mgmt Training Strategy	1 day	Mon 11/21/05	Mon 11/21/05
111	2.5.11 Update Materials Mgmt Training Strategy	1 day	Tue 11/22/05	Tue 11/22/05
112	2.5.12 Approve Materials Mgmt Training Strategy	1 day	Wed 11/23/05	Wed 11/23/05
113	2.5.13 Develop eCAPS Phase II - Materials Mgmt Transition Strategy	5 days	Wed 11/30/05	Tue 12/6/05
114	2.5.14 Review Materials Mgmt Transition Strategy	1 day	Wed 12/7/05	Wed 12/7/05
115	2.5.15 Update Materials Mgmt Transition Strategy	1 day	Thu 12/8/05	Thu 12/8/05
116	2.5.16 Approve Materials Mgmt Transition Strategy	1 day	Fri 12/9/05	Fri 12/9/05
117	2.5.17 Develop eCAPS Phase II - Materials Mgmt Reporting Strategy	10 days	Wed 12/14/05	Wed 12/28/05
118	2.5.18 Review Materials Mgmt Reporting Strategy	2 days	Thu 12/29/05	Fri 12/30/05
119	2.5.19 Update Materials Mgmt Reporting Strategy	2 days	Tue 1/3/06	Wed 1/4/06
120	2.5.20 Approve Materials Mgmt Reporting Strategy	2 days	Thu 1/5/06	Fri 1/6/06
121	**2.6 Develop eCAPS Phase II - Materials Mgmt Implementation Analysis Document**	**24 days**	**Mon 1/9/06**	**Fri 2/10/06**
122	2.6.1 Update eCAPS Phase II - Materials Mgmt Implementation Plan & Deliverables Schedule	2 days	Mon 1/9/06	Tue 1/10/06
123	2.6.2 Develop eCAPS Phase II - Materials Mgmt Implementation Analysis Document	10 days	Mon 1/9/06	Fri 1/20/06
124	2.6.3 Review eCAPS Phase II - Materials Mgmt Implementation Analysis Document	5 days	Mon 1/16/06	Fri 1/20/06
125	2.6.4 Update eCAPS Phase II - Materials Mgmt Implementation Analysis Document	3 days	Mon 1/23/06	Wed 1/25/06
126	2.6.5 Approve eCAPS Phase II - Materials Mgmt Implementation Analysis Document	3 days	Thu 1/26/06	Mon 1/30/06
127	***2.6.6 CGI-AMS Deliverable: eCAPS Phase II - Materials Mgmt Implementation Analysis Docume***	***0 days***	***Fri 2/10/06***	***Fri 2/10/06***
128				
129	**3 CREATE PHASE**	**214 days**	**Tue 1/3/06**	**Fri 10/27/06**
130	**3.1 Technical Environment Set-Up**	**22 days**	**Fri 1/6/06**	**Mon 2/6/06**
131	**3.1.1 Establish Technical Environments**	**17 days**	**Fri 1/6/06**	**Mon 1/30/06**
132	3.1.1.1 Install and Configure Baseline Environment	5 days	Fri 1/6/06	Thu 1/12/06
133	3.1.1.2 Install and Configure Development/Unit Test Environment	5 days	Fri 1/13/06	Thu 1/19/06
134	3.1.1.3 Install and Configure System Test Environment	5 days	Tue 1/17/06	Mon 1/23/06
135	3.1.1.4 Install and Configure Conversion Environment	5 days	Tue 1/24/06	Mon 1/30/06
136	***3.1.1.5 County Obligation: 4 Technical Environments***	***0 days***	***Mon 1/30/06***	***Mon 1/30/06***
137	**3.1.2 Install/Test ADVANTAGE 3 Software & 3rd Party Tools**	**17 days**	**Fri 1/13/06**	**Mon 2/6/06**
138	3.1.2.1 Install ADVANTAGE 3 & 3rd Party Tools in Baseline Environment	5 days	Fri 1/13/06	Thu 1/19/06
139	3.1.2.2 Install ADVANTAGE 3 & 3rd Party Tools in Development/Unit Test Environment	5 days	Tue 1/17/06	Mon 1/23/06
140	3.1.2.3 Install ADVANTAGE 3 & 3rd Party Tools in System Test Environment	5 days	Tue 1/24/06	Mon 1/30/06



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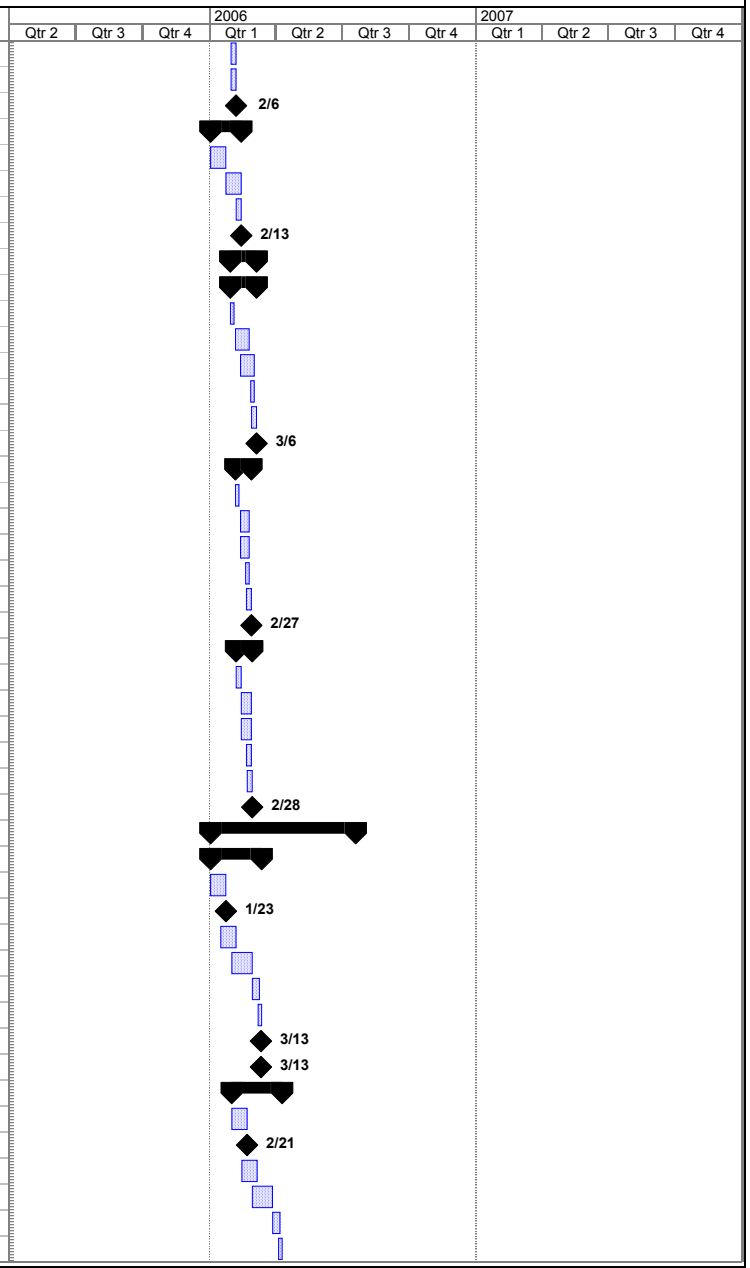
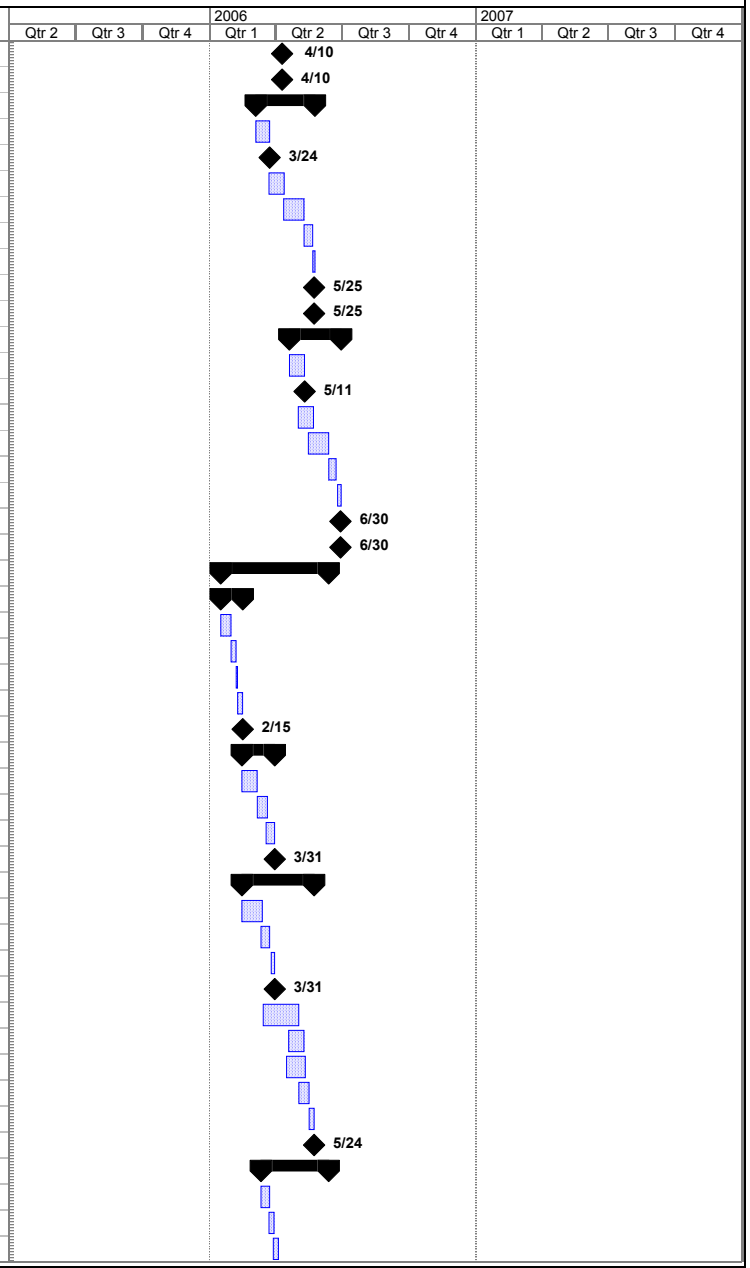
ID	Task Name	Duration	Start	Finish
141	3.1.2.4 Install ADVANTAGE 3 & 3rd Party Tools in Conversion Environment	5 days	Tue 1/31/06	Mon 2/6/06
142	3.1.3 Review & Approve Advantage 3, 3rd Party Tools Installations	5 days	Tue 1/31/06	Mon 2/6/06
143	***3.1.4 CGI-AMS Deliverable: Advantage 3, 3rd Party Tools Installation***	***0 days***	***Mon 2/6/06***	***Mon 2/6/06***
144	**3.2 Technical Team Training**	**30 days**	**Tue 1/3/06**	**Mon 2/13/06**
145	3.2.1 Prepare Materials / Schedule Technical Training	15 days	Tue 1/3/06	Mon 1/23/06
146	3.2.2 Conduct Technical Team Training	15 days	Tue 1/24/06	Mon 2/13/06
147	3.2.3 Review & Approve Technical Team Training	5 days	Tue 2/7/06	Mon 2/13/06
148	***3.2.4 CGI-AMS Deliverable: Technical Team Training***	***0 days***	***Mon 2/13/06***	***Mon 2/13/06***
149	**3.3 System Control Tables Setup**	**26 days**	**Mon 1/30/06**	**Mon 3/6/06**
150	**3.3.1 Procurement**	**26 days**	**Mon 1/30/06**	**Mon 3/6/06**
151	3.3.1.1 Review Delivered System Control Tables Setup	5 days	Mon 1/30/06	Fri 2/3/06
152	3.3.1.2 Setup Procurement System Control Tables Data (from Fit-Gap Analysis)	15 days	Mon 2/6/06	Fri 2/24/06
153	3.3.1.3 Populate and Test Procurement System Control Tables	15 days	Mon 2/13/06	Fri 3/3/06
154	3.3.1.4 Update Procurement System Control Tables	5 days	Mon 2/27/06	Fri 3/3/06
155	3.3.1.5 Review & Approve Procurement System Control Tables Setup	5 days	Tue 2/28/06	Mon 3/6/06
156	***3.3.1.6 CGI-AMS Deliverable: Procurement System Control Tables Setup***	***0 days***	***Mon 3/6/06***	***Mon 3/6/06***
157	**3.3.2 Inventory Management**	**16 days**	**Mon 2/6/06**	**Mon 2/27/06**
158	3.3.2.1 Review Delivered System Control Tables Setup	5 days	Mon 2/6/06	Fri 2/10/06
159	3.3.2.2 Setup Inventory Management System Control Tables Data (from Fit-Gap Analysis)	10 days	Mon 2/13/06	Fri 2/24/06
160	3.3.2.3 Populate and Test Inventory Management System Control Tables	10 days	Mon 2/13/06	Fri 2/24/06
161	3.3.2.4 Update Inventory Management System Control Tables	5 days	Mon 2/20/06	Fri 2/24/06
162	3.3.2.5 Review & Approve Inventory Management System Control Tables	5 days	Tue 2/21/06	Mon 2/27/06
163	***3.3.2.6 CGI-AMS Deliverable: Inventory Management System Control Tables Setup***	***0 days***	***Mon 2/27/06***	***Mon 2/27/06***
164	**3.3.3 Asset Management**	**16 days**	**Tue 2/7/06**	**Tue 2/28/06**
165	3.3.3.1 Review Delivered System Control Tables Setup	5 days	Tue 2/7/06	Mon 2/13/06
166	3.3.3.2 Setup Asset Management System Control Tables Data (from Fit-Gap Analysis)	10 days	Tue 2/14/06	Mon 2/27/06
167	3.3.3.3 Populate and Test Asset Management System Control Tables	10 days	Tue 2/14/06	Mon 2/27/06
168	3.3.3.4 Update Asset Management System Control Tables	5 days	Tue 2/21/06	Mon 2/27/06
169	3.3.3.5 Review & Approve Asset Management System Control Tables	5 days	Wed 2/22/06	Tue 2/28/06
170	***3.3.3.6 CGI-AMS Deliverable: Asset Management System Control Tables Setup***	***0 days***	***Tue 2/28/06***	***Tue 2/28/06***
171	**3.4 Software Construction**	**143 days**	**Tue 1/3/06**	**Thu 7/20/06**
172	**3.4.1 Application Software Modifications - Iteration I**	**50 days**	**Tue 1/3/06**	**Mon 3/13/06**
173	3.4.1.1 Develop Functional Designs	15 days	Tue 1/3/06	Mon 1/23/06
174	***3.4.1.2 CGI-AMS Deliverable: Software Modifications Functional Designs - Iteration I***	***0 days***	***Mon 1/23/06***	***Mon 1/23/06***
175	3.4.1.3 Develop Technical Designs	15 days	Tue 1/17/06	Mon 2/6/06
176	3.4.1.4 Develop Software and Conduct Unit Tests	20 days	Wed 2/1/06	Tue 2/28/06
177	3.4.1.5 Plan and Execute System Test	8 days	Wed 3/1/06	Fri 3/10/06
178	3.4.1.6 Package and Deliver Software for Client Iteration Test	3 days	Thu 3/9/06	Mon 3/13/06
179	***3.4.1.7 CGI-AMS Deliverable: Application Software Modifications - Iteration I***	***0 days***	***Mon 3/13/06***	***Mon 3/13/06***
180	***3.4.1.8 County Obligation: Application Software Modifications - Iteration I***	***0 days***	***Mon 3/13/06***	***Mon 3/13/06***
181	**3.4.2 Application Software Modifications - Iteration II**	**49 days**	**Wed 2/1/06**	**Mon 4/10/06**
182	3.4.2.1 Develop Functional Designs	15 days	Wed 2/1/06	Tue 2/21/06
183	***3.4.2.2 CGI-AMS Deliverable: Software Modifications Functional Designs - Iteration II***	***0 days***	***Tue 2/21/06***	***Tue 2/21/06***
184	3.4.2.3 Develop Technical Designs	15 days	Wed 2/15/06	Tue 3/7/06
185	3.4.2.4 Develop Software and Conduct Unit Tests	20 days	Wed 3/1/06	Tue 3/28/06
186	3.4.2.5 Plan and Execute System Test	8 days	Wed 3/29/06	Fri 4/7/06
187	3.4.2.6 Package and Deliver Software for Client Iteration Test	3 days	Thu 4/6/06	Mon 4/10/06



ID	Task Name	Duration	Start	Finish
188	***3.4.2.7 CGI-AMS Deliverable: Application Software Modifications - Iteration II***	***0 days***	***Mon 4/10/06***	***Mon 4/10/06***
189	***3.4.2.8 County Obligation: Application Software Modifications - Iteration II***	***0 days***	***Mon 4/10/06***	***Mon 4/10/06***
190	**3.4.3 Application Software Modifications - Iteration III**	**59 days**	**Mon 3/6/06**	**Thu 5/25/06**
191	3.4.3.1 Develop Functional Designs	15 days	Mon 3/6/06	Fri 3/24/06
192	***3.4.3.2 CGI-AMS Deliverable: Software Modifications Functional Designs - Iteration III***	***0 days***	***Fri 3/24/06***	***Fri 3/24/06***
193	3.4.3.3 Develop Technical Designs	15 days	Fri 3/24/06	Thu 4/13/06
194	3.4.3.4 Develop Software and Conduct Unit Tests	20 days	Thu 4/13/06	Wed 5/10/06
195	3.4.3.5 Plan and Execute System Test	8 days	Thu 5/11/06	Mon 5/22/06
196	3.4.3.6 Package and Deliver Software for Client Iteration Test	3 days	Tue 5/23/06	Thu 5/25/06
197	***3.4.3.7 CGI-AMS Deliverable: Application Software Modifications - Iteration III***	***0 days***	***Thu 5/25/06***	***Thu 5/25/06***
198	***3.4.3.8 County Obligation: Application Software Modifications - Iteration III***	***0 days***	***Thu 5/25/06***	***Thu 5/25/06***
199	**3.4.4 Application Software Modifications - Iteration IV**	**51 days**	**Fri 4/21/06**	**Fri 6/30/06**
200	3.4.4.1 Develop Functional Designs	15 days	Fri 4/21/06	Thu 5/11/06
201	***3.4.4.2 CGI-AMS Deliverable: Software Modifications Functional Designs - Iteration IV***	***0 days***	***Thu 5/11/06***	***Thu 5/11/06***
202	3.4.4.3 Develop Technical Designs	15 days	Wed 5/3/06	Tue 5/23/06
203	3.4.4.4 Develop Software and Conduct Unit Tests	20 days	Wed 5/17/06	Tue 6/13/06
204	3.4.4.5 Plan and Execute System Test	8 days	Wed 6/14/06	Fri 6/23/06
205	3.4.4.6 Package and Deliver Software for Client Iteration Test	5 days	Mon 6/26/06	Fri 6/30/06
206	***3.4.4.7 CGI-AMS Deliverable: Application Software Modifications - Iteration IV***	***0 days***	***Fri 6/30/06***	***Fri 6/30/06***
207	***3.4.4.8 County Obligation: Application Software Modifications - Iteration IV***	***0 days***	***Fri 6/30/06***	***Fri 6/30/06***
208	**3.4.5 Data Conversion**	**106 days**	**Tue 1/17/06**	**Tue 6/13/06**
209	**3.4.5.1 eCAPS Phase II - Materials Mgmt Conversion Plan**	**22 days**	**Tue 1/17/06**	**Wed 2/15/06**
210	3.4.5.1.1 Develop Detailed eCAPS Phase II - Materials Mgmt Conversion Plan	10 days	Tue 1/17/06	Mon 1/30/06
211	3.4.5.1.2 Review eCAPS Phase II - Materials Mgmt Conversion Plan	5 days	Tue 1/31/06	Mon 2/6/06
212	3.4.5.1.3 Update eCAPS Phase II - Materials Mgmt Conversion Plan	2 days	Tue 2/7/06	Wed 2/8/06
213	3.4.5.1.4 Approve eCAPS Phase II - Materials Mgmt Conversion Plan	5 days	Thu 2/9/06	Wed 2/15/06
214	***3.4.5.1.5 CGI-AMS Deliverable: Detailed eCAPS Phase II - Materials Mgmt Conversion***	***0 days***	***Wed 2/15/06***	***Wed 2/15/06***
215	**3.4.5.2 eCAPS Phase II - Materials Mgmt Data Cleansing Plan**	**33 days**	**Wed 2/15/06**	**Fri 3/31/06**
216	3.4.5.2.1 Develop Detailed Data Cleansing Plan - Procurement Data	15 days	Wed 2/15/06	Tue 3/7/06
217	3.4.5.2.2 Develop Detailed Data Cleansing Plan - Inventory Management Data	10 days	Wed 3/8/06	Tue 3/21/06
218	3.4.5.2.3 Develop Detailed Data Cleansing Plan - Asset Management Data	10 days	Mon 3/20/06	Fri 3/31/06
219	***3.4.5.2.4 County Obligation: Detailed eCAPS Phase II - Materials Mgmt Data Cleansing***	***0 days***	***Fri 3/31/06***	***Fri 3/31/06***
220	**3.4.5.3 Procurement Data Conversion Design, Development and Load**	**71 days**	**Wed 2/15/06**	**Wed 5/24/06**
221	3.4.5.3.1 Develop Procurement Data Conversion Designs - Mapping and Transformation	20 days	Wed 2/15/06	Tue 3/14/06
222	3.4.5.3.2 Review Procurement Data Conversion Designs	10 days	Mon 3/13/06	Fri 3/24/06
223	3.4.5.3.3 Approve Procurement Data Conversion Designs	5 days	Mon 3/27/06	Fri 3/31/06
224	***3.4.5.3.4 CGI-AMS Deliverables: Procurement Data Conversion Designs***	***0 days***	***Fri 3/31/06***	***Fri 3/31/06***
225	3.4.5.3.5 Develop & Unit Test Procurement Data Conversion Programs	35 days	Thu 3/16/06	Wed 5/3/06
226	3.4.5.3.6 Review Procurement Conversion Test Results	15 days	Thu 4/20/06	Wed 5/10/06
227	3.4.5.3.7 Assist in Loading Procurement Data (Manual Load)	20 days	Mon 4/17/06	Fri 5/12/06
228	3.4.5.3.8 Load Procurement Data in Conversion Staging Application	10 days	Thu 5/4/06	Wed 5/17/06
229	3.4.5.3.9 Approve Procurement Conversion Software	5 days	Thu 5/18/06	Wed 5/24/06
230	***3.4.5.3.10 CGI-AMS Deliverables: Procurement Data Conversion Software***	***0 days***	***Wed 5/24/06***	***Wed 5/24/06***
231	**3.4.5.4 Inventory Management Data Conversion Design & Development**	**67 days**	**Mon 3/13/06**	**Tue 6/13/06**
232	3.4.5.4.1 Develop Inventory Management Data Conversion Designs - Mapping and Transfo	10 days	Mon 3/13/06	Fri 3/24/06
233	3.4.5.4.2 Review Inventory Management Data Conversion Designs	5 days	Fri 3/24/06	Thu 3/30/06
234	3.4.5.4.3 Approve Inventory Management Data Conversion Designs	5 days	Thu 3/30/06	Wed 4/5/06



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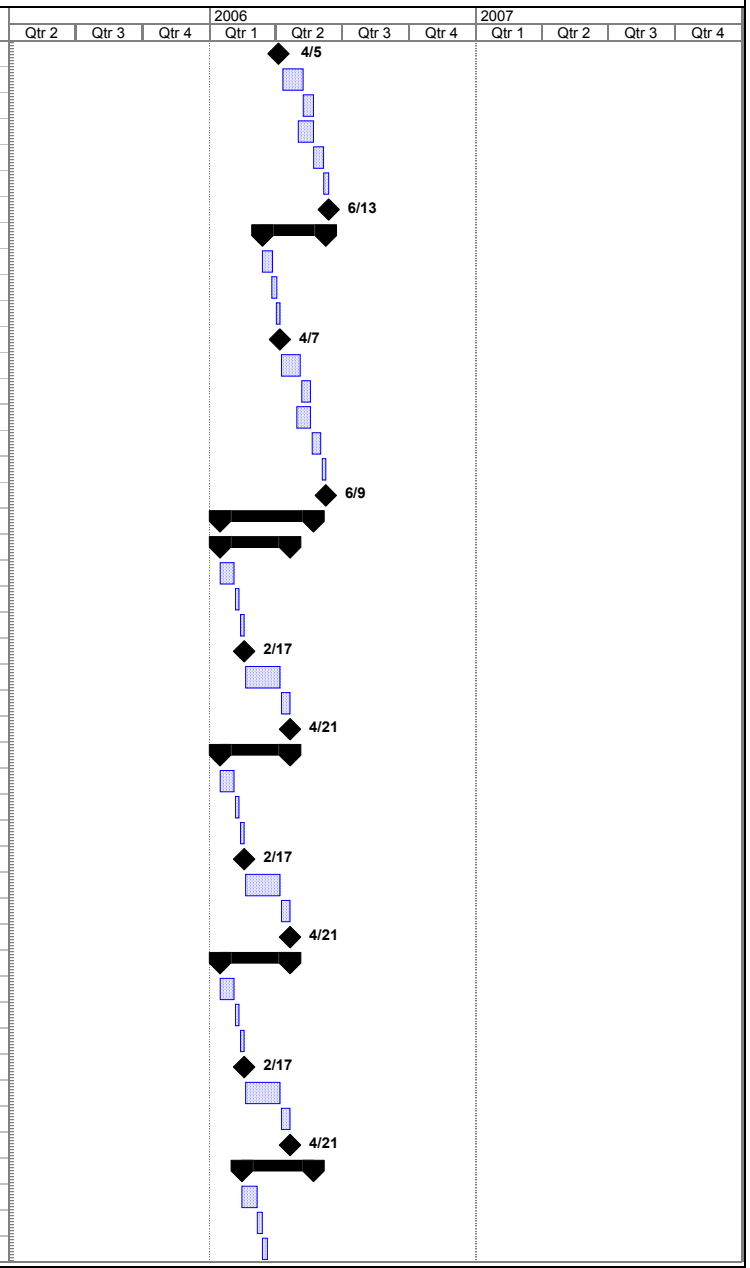
ID	Task Name	Duration	Start	Finish
235	***3.4.5.4.4 CGI-AMS Deliverables: Inventory Management Data Conversion Designs***	***0 days***	***Wed 4/5/06***	***Wed 4/5/06***
236	3.4.5.4.5 Develop & Unit Test Inventory Management Data Conversion Programs	20 days	Wed 4/12/06	Tue 5/9/06
237	3.4.5.4.6 Review Inventory Management Conversion Test Results	10 days	Wed 5/10/06	Tue 5/23/06
238	3.4.5.4.7 Assist in Loading Inventory Management Data (Manual Load)	15 days	Wed 5/3/06	Tue 5/23/06
239	3.4.5.4.8 Load Inventory Management Data in Conversion Staging Application	10 days	Wed 5/24/06	Tue 6/6/06
240	3.4.5.4.9 Approve Inventory Management Conversion Software	5 days	Wed 6/7/06	Tue 6/13/06
241	***3.4.5.4.10 CGI-AMS Deliverables: Inventory Management Data Conversion Software***	***0 days***	***Tue 6/13/06***	***Tue 6/13/06***
242	**3.4.5.5 Asset Management Data Conversion Design & Development**	**63 days**	**Wed 3/15/06**	**Fri 6/9/06**
243	3.4.5.5.1 Develop Asset Management Data Conversion Designs - Mapping and Transforma	10 days	Wed 3/15/06	Tue 3/28/06
244	3.4.5.5.2 Review Asset Management Data Conversion Designs	5 days	Tue 3/28/06	Mon 4/3/06
245	3.4.5.5.3 Approve Asset Management Data Conversion Designs	5 days	Mon 4/3/06	Fri 4/7/06
246	***3.4.5.5.4 CGI-AMS Deliverables: Asset Management Data Conversion Designs***	***0 days***	***Fri 4/7/06***	***Fri 4/7/06***
247	3.4.5.5.5 Develop & Unit Test Asset Management Data Conversion Programs	20 days	Mon 4/10/06	Fri 5/5/06
248	3.4.5.5.6 Review Asset Management Conversion Test Results	10 days	Mon 5/8/06	Fri 5/19/06
249	3.4.5.5.7 Assist in Loading Asset Management Data (Manual Load)	15 days	Mon 5/1/06	Fri 5/19/06
250	3.4.5.5.8 Load Asset Management Data in Conversion Staging Application	10 days	Mon 5/22/06	Fri 6/2/06
251	3.4.5.5.9 Approve Asset Management Conversion Software	5 days	Mon 6/5/06	Fri 6/9/06
252	***3.4.5.5.10 CGI-AMS Deliverables: Asset Management Data Conversion Software***	***0 days***	***Fri 6/9/06***	***Fri 6/9/06***
253	**3.4.6 System Interfaces**	**92 days**	**Mon 1/16/06**	**Tue 5/23/06**
254	**3.4.6.1 Inbound eCAPS Phase II - Procurement Interface Design and Development**	**70 days**	**Mon 1/16/06**	**Fri 4/21/06**
255	3.4.6.1.1 Develop Inbound eCAPS Phase II -Procurement Interface Designs - Mapping & Tr	15 days	Mon 1/16/06	Fri 2/3/06
256	3.4.6.1.2 Review Inbound eCAPS Phase II - Procurement Interface Designs	5 days	Mon 2/6/06	Fri 2/10/06
257	3.4.6.1.3 Approve Inbound eCAPS Phase II - Procurement Interface Designs	5 days	Mon 2/13/06	Fri 2/17/06
258	***3.4.6.1.4 County Obligation: Procurement Inbound Interface Designs***	***0 days***	***Fri 2/17/06***	***Fri 2/17/06***
259	3.4.6.1.5 Develop and Unit Test Inbound Interfaces Programs	35 days	Mon 2/20/06	Fri 4/7/06
260	3.4.6.1.6 System Test Inbound Interfaces Programs	10 days	Mon 4/10/06	Fri 4/21/06
261	***3.4.6.1.7 County Obligation: Procurement Inbound Interface Software***	***0 days***	***Fri 4/21/06***	***Fri 4/21/06***
262	**3.4.6.2 Inbound eCAPS Phase II - Inventory Interface Design and Development**	**70 days**	**Mon 1/16/06**	**Fri 4/21/06**
263	3.4.6.2.1 Develop Inbound eCAPS Phase II - Inventory Interface Designs - Mapping & Tran	15 days	Mon 1/16/06	Fri 2/3/06
264	3.4.6.2.2 Review Inbound eCAPS Phase II - Inventory Interface Designs	5 days	Mon 2/6/06	Fri 2/10/06
265	3.4.6.2.3 Approve Inbound eCAPS Phase II - Inventory Interface Designs	5 days	Mon 2/13/06	Fri 2/17/06
266	***3.4.6.2.4 CGI-AMS Deliverable: Inventory Inbound Interface Designs***	***0 days***	***Fri 2/17/06***	***Fri 2/17/06***
267	3.4.6.2.5 Develop and Unit Test Inbound Interfaces Programs	35 days	Mon 2/20/06	Fri 4/7/06
268	3.4.6.2.6 System Test Inbound Interfaces Programs	10 days	Mon 4/10/06	Fri 4/21/06
269	***3.4.6.2.7 CGI-AMS Deliverable: Inventory Inbound Interface Software***	***0 days***	***Fri 4/21/06***	***Fri 4/21/06***
270	**3.4.6.3 Inbound eCAPS Phase II - Asset Management Interface Design and Development**	**70 days**	**Mon 1/16/06**	**Fri 4/21/06**
271	3.4.6.3.1 Develop Inbound eCAPS Phase II - Asset Management Interface Designs - Mappi	15 days	Mon 1/16/06	Fri 2/3/06
272	3.4.6.3.2 Review Inbound eCAPS Phase II - Asset Management Interface Designs	5 days	Mon 2/6/06	Fri 2/10/06
273	3.4.6.3.3 Approve Inbound eCAPS Phase II - Asset Management Interface Designs	5 days	Mon 2/13/06	Fri 2/17/06
274	***3.4.6.3.4 CGI-AMS Deliverable: Asset Management Inbound Interface Designs***	***0 days***	***Fri 2/17/06***	***Fri 2/17/06***
275	3.4.6.3.5 Develop and Unit Test Inbound Interfaces Programs	35 days	Mon 2/20/06	Fri 4/7/06
276	3.4.6.3.6 System Test Inbound Interfaces Programs	10 days	Mon 4/10/06	Fri 4/21/06
277	***3.4.6.3.7 CGI-AMS Deliverable: Asset Management Inbound Interface Software***	***0 days***	***Fri 4/21/06***	***Fri 4/21/06***
278	**3.4.6.4 Outbound eCAPS Phase II - Procurement Interface Design and Development**	**70 days**	**Wed 2/15/06**	**Tue 5/23/06**
279	3.4.6.4.1 Develop Outbound eCAPS Phase II -Procurement Interface Designs - Mapping &	15 days	Wed 2/15/06	Tue 3/7/06
280	3.4.6.4.2 Review Outbound eCAPS Phase II - Procurement Interface Designs	5 days	Wed 3/8/06	Tue 3/14/06
281	3.4.6.4.3 Approve Outbound eCAPS Phase II - Procurement Interface Designs	5 days	Wed 3/15/06	Tue 3/21/06



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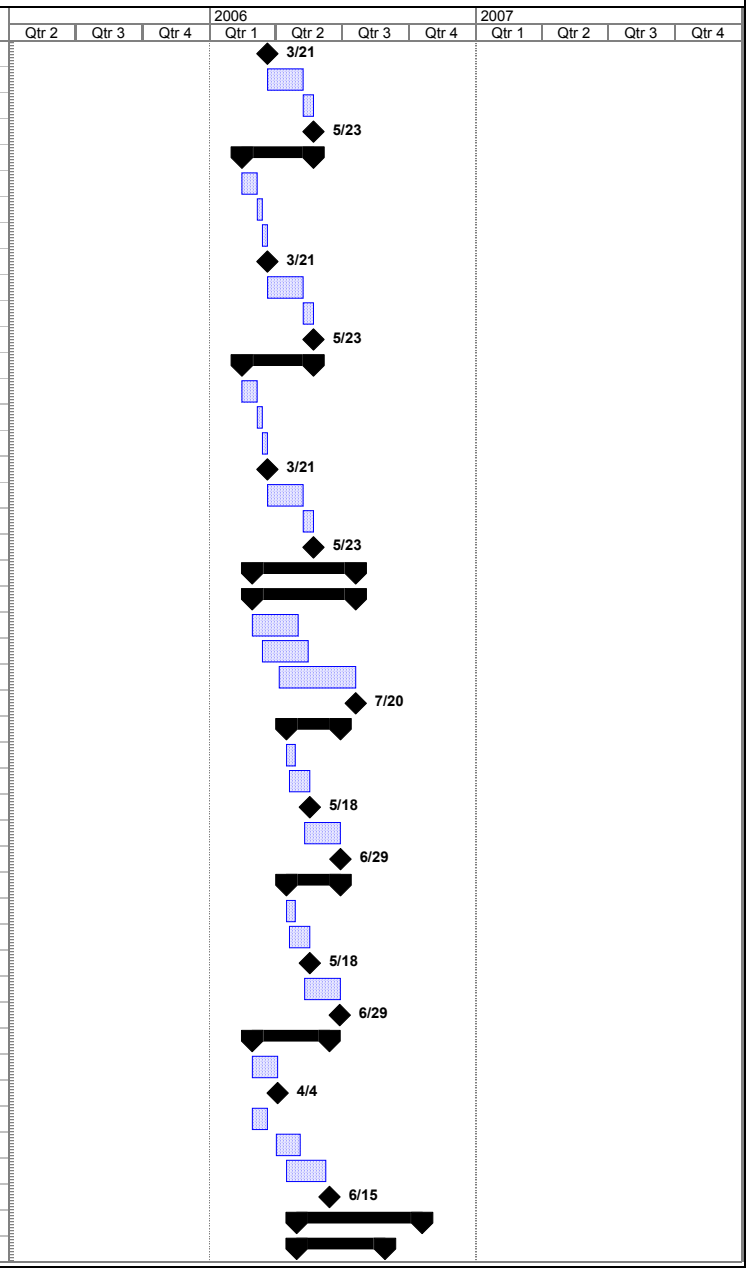
ID	Task Name	Duration	Start	Finish
282	***3.4.6.4.4 CGI-AMS Deliverable: Procurement Outbound Interface Designs***	***0 days***	***Tue 3/21/06***	***Tue 3/21/06***
283	3.4.6.4.5 Develop and Unit Test Outbound Interfaces Programs	35 days	Wed 3/22/06	Tue 5/9/06
284	3.4.6.4.6 System Test Outbound Interfaces Programs	10 days	Wed 5/10/06	Tue 5/23/06
285	***3.4.6.4.7 CGI-AMS Deliverable: Procurement Outbound Interface Software***	***0 days***	***Tue 5/23/06***	***Tue 5/23/06***
286	**3.4.6.5 Outbound eCAPS Phase II - Inventory Interface Design and Development**	**70 days**	**Wed 2/15/06**	**Tue 5/23/06**
287	3.4.6.5.1 Develop Outbound eCAPS Phase II - Inventory Interface Designs - Mapping & Tra	15 days	Wed 2/15/06	Tue 3/7/06
288	3.4.6.5.2 Review Outbound eCAPS Phase II - Inventory Interface Designs	5 days	Wed 3/8/06	Tue 3/14/06
289	3.4.6.5.3 Approve Outbound eCAPS Phase II - Inventory Interface Designs	5 days	Wed 3/15/06	Tue 3/21/06
290	***3.4.6.5.4 CGI-AMS Deliverable: Inventory Outbound Interface Designs***	***0 days***	***Tue 3/21/06***	***Tue 3/21/06***
291	3.4.6.5.5 Develop and Unit Test Outbound Interfaces Programs	35 days	Wed 3/22/06	Tue 5/9/06
292	3.4.6.5.6 System Test Outbound Interfaces Programs	10 days	Wed 5/10/06	Tue 5/23/06
293	***3.4.6.5.7 CGI-AMS Deliverable: Inventory Outbound Interface Software***	***0 days***	***Tue 5/23/06***	***Tue 5/23/06***
294	**3.4.6.6 Outbound eCAPS Phase II - Asset Management Interface Design and Development**	**70 days**	**Wed 2/15/06**	**Tue 5/23/06**
295	3.4.6.6.1 Develop Outbound eCAPS Phase II - Asset Management Interface Designs - Map	15 days	Wed 2/15/06	Tue 3/7/06
296	3.4.6.6.2 Review Outbound eCAPS Phase II - Asset Management Interface Designs	5 days	Wed 3/8/06	Tue 3/14/06
297	3.4.6.6.3 Approve Outbound eCAPS Phase II - Asset Management Interface Designs	5 days	Wed 3/15/06	Tue 3/21/06
298	***3.4.6.6.4 CGI-AMS Deliverable: Asset Management Outbound Interface Designs***	***0 days***	***Tue 3/21/06***	***Tue 3/21/06***
299	3.4.6.6.5 Develop and Unit Test Outbound Interfaces Programs	35 days	Wed 3/22/06	Tue 5/9/06
300	3.4.6.6.6 System Test Outbound Interfaces Programs	10 days	Wed 5/10/06	Tue 5/23/06
301	***3.4.6.6.7 CGI-AMS Deliverable: Asset Management Outbound Interface Software***	***0 days***	***Tue 5/23/06***	***Tue 5/23/06***
302	**3.4.7 Reports & Forms**	**102 days**	**Wed 3/1/06**	**Thu 7/20/06**
303	**3.4.7.1 Procurement Reports and Forms**	**102 days**	**Wed 3/1/06**	**Thu 7/20/06**
304	3.4.7.1.1 Develop Functional Designs for Procurement Reports & Forms	45 days	Wed 3/1/06	Tue 5/2/06
305	3.4.7.1.2 Develop Technical Designs for Procurement Reports & Forms	45 days	Wed 3/15/06	Tue 5/16/06
306	3.4.7.1.3 Develop & Test Procurement Reports & Forms Software	75 days	Fri 4/7/06	Thu 7/20/06
307	***3.4.7.1.4 County Obligation: Procurement Reports and Forms Software***	***0 days***	***Thu 7/20/06***	***Thu 7/20/06***
308	**3.4.7.2 Inventory Management Reports and Forms**	**54 days**	**Mon 4/17/06**	**Thu 6/29/06**
309	3.4.7.2.1 Develop Functional Designs for Inventory Management Reports	10 days	Mon 4/17/06	Fri 4/28/06
310	3.4.7.2.2 Develop Technical Designs for Inventory Management Reports	20 days	Fri 4/21/06	Thu 5/18/06
311	***3.4.7.2.3 CGI-AMS Deliverable: Inventory Management Reports Designs***	***0 days***	***Thu 5/18/06***	***Thu 5/18/06***
312	3.4.7.2.4 Develop & Test Inventory Management Reports Software	35 days	Fri 5/12/06	Thu 6/29/06
313	***3.4.7.2.5 CGI-AMS Deliverable: Inventory Management Reports Software***	***0 days***	***Thu 6/29/06***	***Thu 6/29/06***
314	**3.4.7.3 Asset Management Reports and Forms**	**54 days**	**Mon 4/17/06**	**Thu 6/29/06**
315	3.4.7.3.1 Develop Functional Designs for Asset Management Reports	10 days	Mon 4/17/06	Fri 4/28/06
316	3.4.7.3.2 Develop Technical Designs for Asset Management Reports	20 days	Fri 4/21/06	Thu 5/18/06
317	***3.4.7.3.3 CGI-AMS Deliverable: Asset Management Reports Designs***	***0 days***	***Thu 5/18/06***	***Thu 5/18/06***
318	3.4.7.3.4 Develop & Test Asset Management Reports Software	35 days	Fri 5/12/06	Thu 6/29/06
319	***3.4.7.3.5 CGI-AMS Deliverable: Asset Management Reports Software***	***0 days***	***Thu 6/29/06***	***Thu 6/29/06***
320	**3.4.7.4 eCAPS Phase II - Materials Mgmt Data Warehouse**	**76 days**	**Wed 3/1/06**	**Thu 6/15/06**
321	3.4.7.4.1 Define Cognos Packages	25 days	Wed 3/1/06	Tue 4/4/06
322	***3.4.7.4.2 CGI-AMS Deliverable: Data Model Design***	***0 days***	***Tue 4/4/06***	***Tue 4/4/06***
323	3.4.7.4.3 Convert infoAdvantage Universes for Procurement, Inventory Management, and A	15 days	Wed 3/1/06	Tue 3/21/06
324	3.4.7.4.4 Develop ETL Designs and Update Data Model	25 days	Mon 4/3/06	Fri 5/5/06
325	3.4.7.4.5 Develop and Test ETL Software to Update Data Model	40 days	Mon 4/17/06	Fri 6/9/06
326	***3.4.7.4.6 CGI-AMS Deliverable: Design and Develop ETL and Data Warehouse***	***0 days***	***Thu 6/15/06***	***Thu 6/15/06***
327	**3.5 Software Testing**	**124 days**	**Mon 5/1/06**	**Fri 10/20/06**
328	**3.5.1 Integrated System Test**	**87 days**	**Mon 5/1/06**	**Tue 8/29/06**



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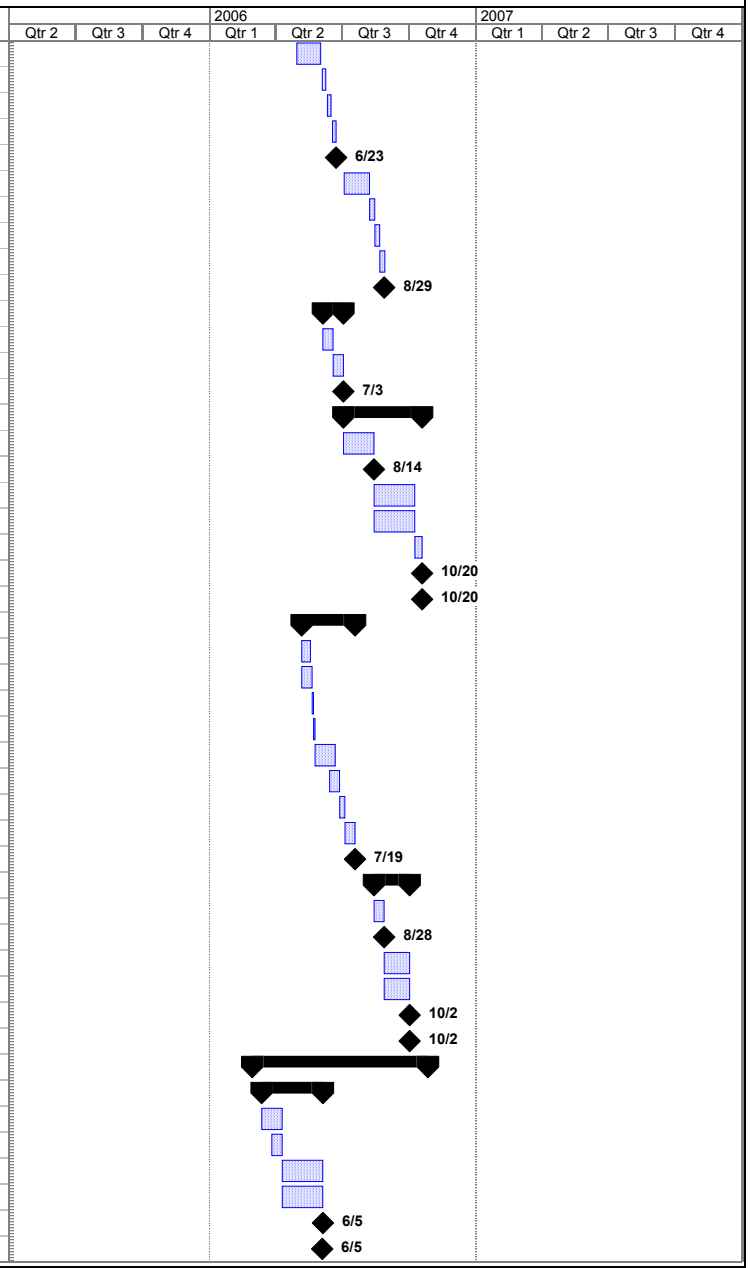
ID	Task Name	Duration	Start	Finish
329	3.5.1.1 Develop Integrated System Test Plan & Scripts	25 days	Mon 5/1/06	Fri 6/2/06
330	3.5.1.2 Review Integrated System Test Plan & Scripts	5 days	Mon 6/5/06	Fri 6/9/06
331	3.5.1.3 Update Integrated System Test Plan & Scripts	5 days	Mon 6/12/06	Fri 6/16/06
332	3.5.1.4 Approve Integrated System Test Plan & Scripts	5 days	Mon 6/19/06	Fri 6/23/06
333	***3.5.1.5 CGI-AMS Deliverable: Integrated System Test Plan & Script***	***0 days***	***Fri 6/23/06***	***Fri 6/23/06***
334	3.5.1.6 Execute Performance Integrated System Test	25 days	Wed 7/5/06	Tue 8/8/06
335	3.5.1.7 Review Integrated System Test Results	5 days	Wed 8/9/06	Tue 8/15/06
336	3.5.1.8 Correct Integrated System Test Issues	5 days	Wed 8/16/06	Tue 8/22/06
337	3.5.1.9 Approve Integrated System Test Results	5 days	Wed 8/23/06	Tue 8/29/06
338	***3.5.1.10 CGI-AMS Deliverable: Integrated System Test Plan and Results***	***0 days***	***Tue 8/29/06***	***Tue 8/29/06***
339	**3.5.2 Acceptance Test Environment Setup**	**20 days**	**Tue 6/6/06**	**Mon 7/3/06**
340	3.5.2.1 Install and configure User Acceptance Test/Practice Environment	10 days	Tue 6/6/06	Mon 6/19/06
341	3.5.2.2 Install ADVANTAGE 3 & 3rd Party Tools in User Acceptance Test/Practice Environment	10 days	Tue 6/20/06	Mon 7/3/06
342	***3.5.2.3 CGI-AMS Deliverable: Acceptance Test Environment Setup***	***0 days***	***Mon 7/3/06***	***Mon 7/3/06***
343	**3.5.3 User Acceptance Test**	**78 days**	**Tue 7/4/06**	**Fri 10/20/06**
344	3.5.3.1 Develop User Acceptance Test Plan & Scripts	30 days	Tue 7/4/06	Mon 8/14/06
345	***3.5.3.2 County Obligation: User Acceptance Test Plan & Scripts***	***0 days***	***Mon 8/14/06***	***Mon 8/14/06***
346	3.5.3.3 Execute & Document User Acceptance Test Results	40 days	Tue 8/15/06	Mon 10/9/06
347	3.5.3.4 Support User Acceptance Test	40 days	Tue 8/15/06	Mon 10/9/06
348	3.5.3.5 Review & Approve User Acceptance Test Results	8 days	Tue 10/10/06	Thu 10/19/06
349	***3.5.3.6 County Obligation: User Acceptance Test Results***	***0 days***	***Fri 10/20/06***	***Fri 10/20/06***
350	***3.5.3.7 CGI-AMS Deliverable: Completed User Acceptance Test Support***	***0 days***	***Fri 10/20/06***	***Fri 10/20/06***
351	**3.5.4 Performance Test**	**53 days**	**Mon 5/8/06**	**Wed 7/19/06**
352	3.5.4.1 Develop Performance Test Plan & Scripts	10 days	Mon 5/8/06	Fri 5/19/06
353	3.5.4.2 Review Performance Test Plan & Scripts	10 days	Mon 5/8/06	Mon 5/22/06
354	3.5.4.3 Update Performance Test Plan & Scripts	2 days	Mon 5/22/06	Wed 5/24/06
355	3.5.4.4 Approve Performance Test Plan & Scripts	2 days	Wed 5/24/06	Fri 5/26/06
356	3.5.4.5 Execute Performance Test	20 days	Fri 5/26/06	Thu 6/22/06
357	3.5.4.6 Review Performance Test Results	10 days	Thu 6/15/06	Wed 6/28/06
358	3.5.4.7 Correct Performance Test Issues	5 days	Thu 6/29/06	Wed 7/5/06
359	3.5.4.8 Approve Performance Test Results	10 days	Thu 7/6/06	Wed 7/19/06
360	***3.5.4.9 CGI-AMS Deliverable: Performance Test Plan and Results***	***0 days***	***Wed 7/19/06***	***Wed 7/19/06***
361	**3.5.5 Regression Test**	**35 days**	**Tue 8/15/06**	**Mon 10/2/06**
362	3.5.5.1 Develop Regression Test Plan & Scripts	10 days	Tue 8/15/06	Mon 8/28/06
363	***3.5.5.2 County Obligation: Regression Test Plan & Scripts***	***0 days***	***Mon 8/28/06***	***Mon 8/28/06***
364	3.5.5.3 Execute & Document Regression Test Results	25 days	Tue 8/29/06	Mon 10/2/06
365	3.5.5.4 Support & Address Regression Test Issues	25 days	Tue 8/29/06	Mon 10/2/06
366	***3.5.5.5 County Obligation: Regression Test Results***	***0 days***	***Mon 10/2/06***	***Mon 10/2/06***
367	***3.5.5.6 CGI-AMS Deliverable: Completed Regression Test Support***	***0 days***	***Mon 10/2/06***	***Mon 10/2/06***
368	**3.6 Preparation for Implementation**	**173 days**	**Wed 3/1/06**	**Fri 10/27/06**
369	**3.6.1 Security and Workflow Set-Up**	**60 days**	**Tue 3/14/06**	**Mon 6/5/06**
370	3.6.1.1 Define Security and Workflow Rules	20 days	Tue 3/14/06	Mon 4/10/06
371	3.6.1.2 Review and approve Security & Workflow Rules	10 days	Tue 3/28/06	Mon 4/10/06
372	3.6.1.3 Configure Security and Workflow Tables/Settings	40 days	Tue 4/11/06	Mon 6/5/06
373	3.6.1.4 Support Security and Workflow Tables/Settings	40 days	Tue 4/11/06	Mon 6/5/06
374	***3.6.1.5 County Obligation: Configured Security & Workflow Tables***	***0 days***	***Mon 6/5/06***	***Mon 6/5/06***
375	***3.6.1.6 CGI-AMS Deliverable: Completed Security & Workflow Setup***	***0 days***	***Mon 6/5/06***	***Mon 6/5/06***



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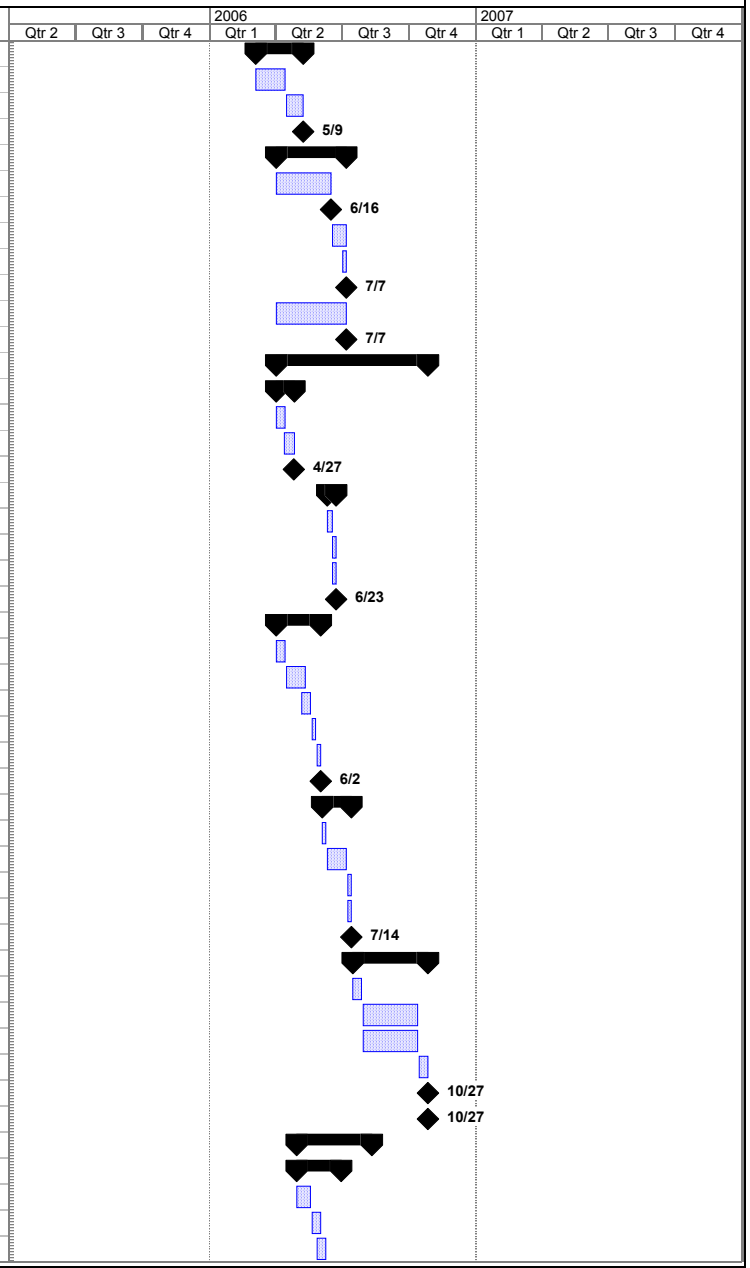
ID	Task Name	Duration	Start	Finish
376	**3.6.2 Internal Control Plans**	**47 days**	**Mon 3/6/06**	**Tue 5/9/06**
377	3.6.2.1 Review County Internal Control Plans	30 days	Mon 3/6/06	Fri 4/14/06
378	3.6.2.2 Update County Internal Control Plans	17 days	Mon 4/17/06	Tue 5/9/06
379	***3.6.2.3 County Obligation: Internal Control Plan Documentation Updates***	***0 days***	***Tue 5/9/06***	***Tue 5/9/06***
380	**3.6.3 Data Cleansing & Legacy Systems Conversion Preparation**	**70 days**	**Mon 4/3/06**	**Fri 7/7/06**
381	3.6.3.1 Implement Data Cleansing Plan (procedures + software)	55 days	Mon 4/3/06	Fri 6/16/06
382	***3.6.3.2 County Obligation: Data Cleansing Procedures & Software***	***0 days***	***Fri 6/16/06***	***Fri 6/16/06***
383	3.6.3.3 Develop Detailed Dept/Legacy Conversion Script	15 days	Mon 6/19/06	Fri 7/7/06
384	3.6.3.4 Review & Approve Dept/Legacy Conversion Script	5 days	Mon 7/3/06	Fri 7/7/06
385	***3.6.3.5 County Obligation: Detailed Dept/Legacy Conversion Script***	***0 days***	***Fri 7/7/06***	***Fri 7/7/06***
386	3.6.3.6 Support Data Cleansing Preparation	70 days	Mon 4/3/06	Fri 7/7/06
387	***3.6.3.7 CGI-AMS Deliverable: Completed Data Cleansing Preparation***	***0 days***	***Fri 7/7/06***	***Fri 7/7/06***
388	**3.6.4 Knowledge Transfer & Training**	**150 days**	**Mon 4/3/06**	**Fri 10/27/06**
389	**3.6.4.1 Training Environment Setup**	**19 days**	**Mon 4/3/06**	**Thu 4/27/06**
390	3.6.4.1.1 Install and configure User Training Environment	10 days	Mon 4/3/06	Fri 4/14/06
391	3.6.4.1.2 Install ADVANTAGE 3 & 3rd Party Tools in Training Environment	10 days	Fri 4/14/06	Thu 4/27/06
392	***3.6.4.1.3 CGI-AMS Deliverable: Training Environment Set-up***	***0 days***	***Thu 4/27/06***	***Thu 4/27/06***
393	**3.6.4.2 System Administration Training**	**10 days**	**Mon 6/12/06**	**Fri 6/23/06**
394	3.6.4.2.1 Prepare Materials / Schedule System Administration Training	5 days	Mon 6/12/06	Mon 6/19/06
395	3.6.4.2.2 Conduct System Administration Training	5 days	Mon 6/19/06	Fri 6/23/06
396	3.6.4.2.3 Review & Approve System Administration Training	5 days	Mon 6/19/06	Fri 6/23/06
397	***3.6.4.2.4 CGI-AMS Deliverable: System Administration Training***	***0 days***	***Fri 6/23/06***	***Fri 6/23/06***
398	**3.6.4.3 Develop End User Training Plan and Materials**	**45 days**	**Mon 4/3/06**	**Fri 6/2/06**
399	3.6.4.3.1 Develop Detailed Plan	10 days	Mon 4/3/06	Fri 4/14/06
400	3.6.4.3.2 Tailor Advantage 3 Training Materials (Power & End Users)	20 days	Mon 4/17/06	Fri 5/12/06
401	3.6.4.3.3 Review End User Training Plan & Materials	10 days	Mon 5/8/06	Fri 5/19/06
402	3.6.4.3.4 Update End User Training Plan & Materials	5 days	Mon 5/22/06	Fri 5/26/06
403	3.6.4.3.5 Approve End User Training Plan & Materials	5 days	Mon 5/29/06	Fri 6/2/06
404	***3.6.4.3.6 CGI-AMS Deliverable: End User Training Plan and Materials***	***0 days***	***Fri 6/2/06***	***Fri 6/2/06***
405	**3.6.4.4 Train Trainers**	**30 days**	**Mon 6/5/06**	**Fri 7/14/06**
406	3.6.4.4.1 Finalize Logistics and Attendees	5 days	Mon 6/5/06	Fri 6/9/06
407	3.6.4.4.2 Conduct Trainer Training	20 days	Mon 6/12/06	Fri 7/7/06
408	3.6.4.4.3 Conduct Trainer Training Assessment	5 days	Mon 7/10/06	Fri 7/14/06
409	3.6.4.4.4 Review & Approve Trainer Training	5 days	Mon 7/10/06	Fri 7/14/06
410	***3.6.4.4.5 CGI-AMS Deliverable: Trainer Training***	***0 days***	***Fri 7/14/06***	***Fri 7/14/06***
411	**3.6.4.5 Train End Users**	**75 days**	**Mon 7/17/06**	**Fri 10/27/06**
412	3.6.4.5.1 Finalize Logistics and Attendees	10 days	Mon 7/17/06	Fri 7/28/06
413	3.6.4.5.2 Conduct End User Training (County)	55 days	Mon 7/31/06	Fri 10/13/06
414	3.6.4.5.3 Conduct End User Training (CGI-AMS)	55 days	Mon 7/31/06	Fri 10/13/06
415	3.6.4.5.4 Conduct Training Assessment	10 days	Mon 10/16/06	Fri 10/27/06
416	***3.6.4.5.5 County Obligation: End User Training***	***0 days***	***Fri 10/27/06***	***Fri 10/27/06***
417	***3.6.4.5.6 CGI-AMS Deliverable: End User Training Support***	***0 days***	***Fri 10/27/06***	***Fri 10/27/06***
418	**3.6.5 eCAPS Documentation**	**75 days**	**Mon 5/1/06**	**Fri 8/11/06**
419	**3.6.5.1 Users' Documentation**	**45 days**	**Mon 5/1/06**	**Fri 6/30/06**
420	3.6.5.1.1 Update Online Users' Documentation	15 days	Mon 5/1/06	Fri 5/19/06
421	3.6.5.1.2 Prepare Updates/Addendum to Baseline Users' Guides	10 days	Mon 5/22/06	Fri 6/2/06
422	3.6.5.1.3 Review Updated Users' Documentation	10 days	Mon 5/29/06	Fri 6/9/06



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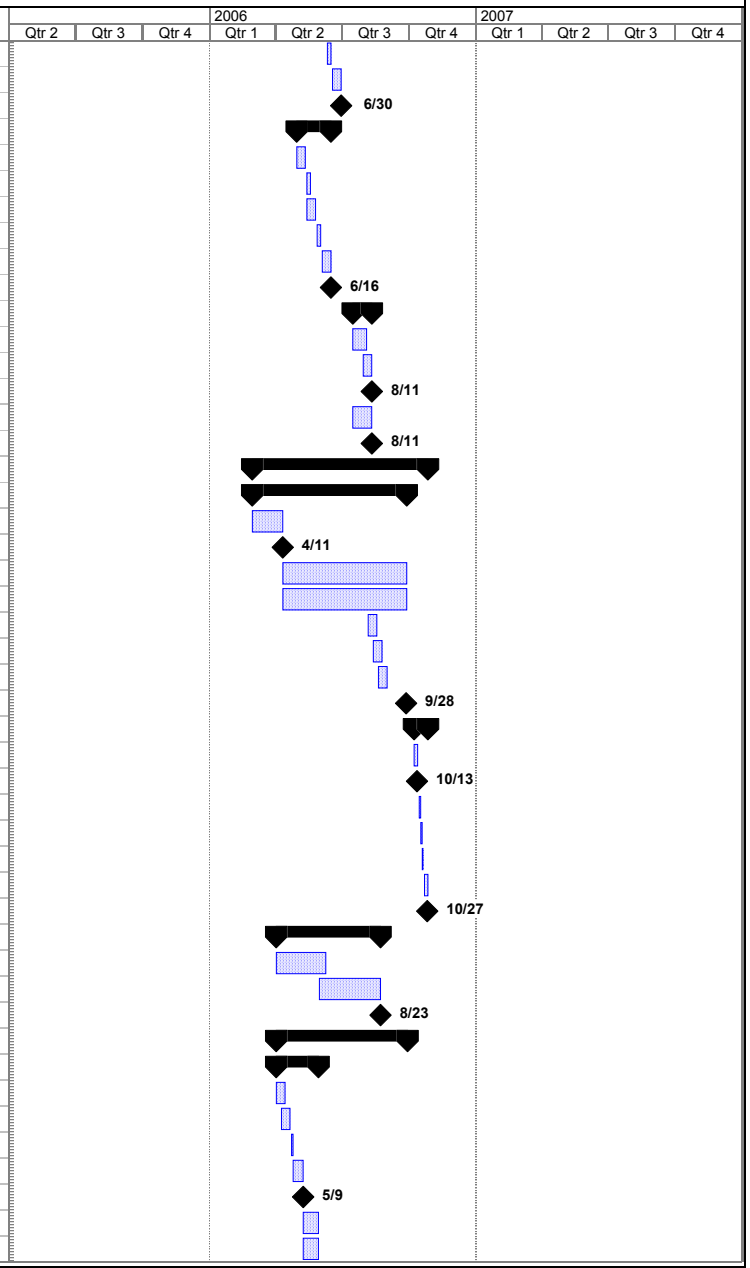
ID	Task Name	Duration	Start	Finish
423	3.6.5.1.4 Update Users' Documentation	5 days	Mon 6/12/06	Fri 6/16/06
424	3.6.5.1.5 Approve Updated Users' Documentation	10 days	Mon 6/19/06	Fri 6/30/06
425	***3.6.5.1.6 CGI-AMS Deliverable: CGI-AMS Advantage User Documentation***	***0 days***	***Fri 6/30/06***	***Fri 6/30/06***
426	**3.6.5.2 System/Operations Documentation**	**35 days**	**Mon 5/1/06**	**Fri 6/16/06**
427	3.6.5.2.1 Update Online System Documentation	10 days	Mon 5/1/06	Fri 5/12/06
428	3.6.5.2.2 Prepare Updates/Addendum to System/Operations Documentation	5 days	Mon 5/15/06	Fri 5/19/06
429	3.6.5.2.3 Review Updated System/Operations Documentation	10 days	Mon 5/15/06	Fri 5/26/06
430	3.6.5.2.4 Update System/Operations Documentation	5 days	Mon 5/29/06	Fri 6/2/06
431	3.6.5.2.5 Approve Updated System/Operations Documentation	10 days	Mon 6/5/06	Fri 6/16/06
432	***3.6.5.2.6 CGI-AMS Deliverable: CGI-AMS Advantage System/Operations Documentati***	***0 days***	***Fri 6/16/06***	***Fri 6/16/06***
433	**3.6.5.3 Operations Documentation**	**20 days**	**Mon 7/17/06**	**Fri 8/11/06**
434	3.6.5.3.1 Prepare Updates to County Operations Documentation	15 days	Mon 7/17/06	Fri 8/4/06
435	3.6.5.3.2 Review & Approve County Operations Documentation	10 days	Mon 7/31/06	Fri 8/11/06
436	***3.6.5.3.3 County Obligation: Operations Documentation Updates***	***0 days***	***Fri 8/11/06***	***Fri 8/11/06***
437	3.6.5.3.4 Support development of County Operations Documentation	20 days	Mon 7/17/06	Fri 8/11/06
438	***3.6.5.3.5 CGI-AMS Deliverable: County Operations Documentation Support***	***0 days***	***Fri 8/11/06***	***Fri 8/11/06***
439	**3.6.6 Transition Management**	**173 days**	**Wed 3/1/06**	**Fri 10/27/06**
440	**3.6.6.1 Departmental Rollout (Asset Management, Inventory, Procurement Phase I)**	**152 days**	**Wed 3/1/06**	**Thu 9/28/06**
441	3.6.6.1.1 Prepare Departmental Rollout Plan	30 days	Wed 3/1/06	Tue 4/11/06
442	***3.6.6.1.2 County Obligation: Departmental Rollout Plan***	***0 days***	***Tue 4/11/06***	***Tue 4/11/06***
443	3.6.6.1.3 Perform Departmental Rollout	122 days	Wed 4/12/06	Thu 9/28/06
444	3.6.6.1.4 Provide Departmental Rollout Support	122 days	Wed 4/12/06	Thu 9/28/06
445	3.6.6.1.5 Establish Help Desk Support - Inventory	10 days	Mon 8/7/06	Fri 8/18/06
446	3.6.6.1.6 Establish Help Desk Support - Procurement & VSS	10 days	Mon 8/14/06	Fri 8/25/06
447	3.6.6.1.7 Establish Help Desk Support - Asset Management	10 days	Mon 8/21/06	Fri 9/1/06
448	***3.6.6.1.8 CGI-AMS Deliverable: Departmental Rollout Support Work Products***	***0 days***	***Thu 9/28/06***	***Thu 9/28/06***
449	**3.6.6.2 Procurement VSS Rollout**	**15 days**	**Mon 10/9/06**	**Fri 10/27/06**
450	3.6.6.2.1 Create Procurement VSS Rollout Plan - 5 days	5 days	Mon 10/9/06	Fri 10/13/06
451	***3.6.6.2.2 County Obligation: Procurement VSS Rollout Plan***	***0 days***	***Fri 10/13/06***	***Fri 10/13/06***
452	3.6.6.2.3 Review Procurement VSS Rollout Plan	2 days	Mon 10/16/06	Tue 10/17/06
453	3.6.6.2.4 Update Procurement VSS Rollout Plan	2 days	Wed 10/18/06	Thu 10/19/06
454	3.6.6.2.5 Approve Procurement VSS Rollout Plan	1 day	Fri 10/20/06	Fri 10/20/06
455	3.6.6.2.6 Implement Procurement VSS Rollout	5 days	Mon 10/23/06	Fri 10/27/06
456	***3.6.6.2.7 County Obligation: Monthly Procurement VSS Rollout Work Products***	***0 days***	***Fri 10/27/06***	***Fri 10/27/06***
457	**3.6.6.3 County Fiscal Procedures Manual**	**103 days**	**Mon 4/3/06**	**Wed 8/23/06**
458	3.6.6.3.1 Update County's Policies & Procedures	50 days	Mon 4/3/06	Fri 6/9/06
459	3.6.6.3.2 Prepare Department Policies & Procedures	60 days	Thu 6/1/06	Wed 8/23/06
460	***3.6.6.3.3 County Obligation: eCAPS & Department Policies & Procedures***	***0 days***	***Wed 8/23/06***	***Wed 8/23/06***
461	**3.6.6.4 Change Management**	**130 days**	**Mon 4/3/06**	**Fri 9/29/06**
462	**3.6.6.4.1 Operational/Technical Readiness Assessment**	**42 days**	**Mon 4/3/06**	**Tue 5/30/06**
463	3.6.6.4.1.1 Prepare Operational Readiness Checklist	10 days	Mon 4/3/06	Fri 4/14/06
464	3.6.6.4.1.2 Review Operational Readiness Checklist	10 days	Mon 4/10/06	Fri 4/21/06
465	3.6.6.4.1.3 Update Operational Readiness Checklist	2 days	Mon 4/24/06	Tue 4/25/06
466	3.6.6.4.1.4 Approve Operational Readiness Checklist	10 days	Wed 4/26/06	Tue 5/9/06
467	***3.6.6.4.1.5 CGI-AMS Deliverable: Operational Readiness Checklist***	***0 days***	***Tue 5/9/06***	***Tue 5/9/06***
468	3.6.6.4.1.6 Conduct Operational Readiness Assessment	15 days	Wed 5/10/06	Tue 5/30/06
469	3.6.6.4.1.7 Support for Operational Readiness Assessment	15 days	Wed 5/10/06	Tue 5/30/06



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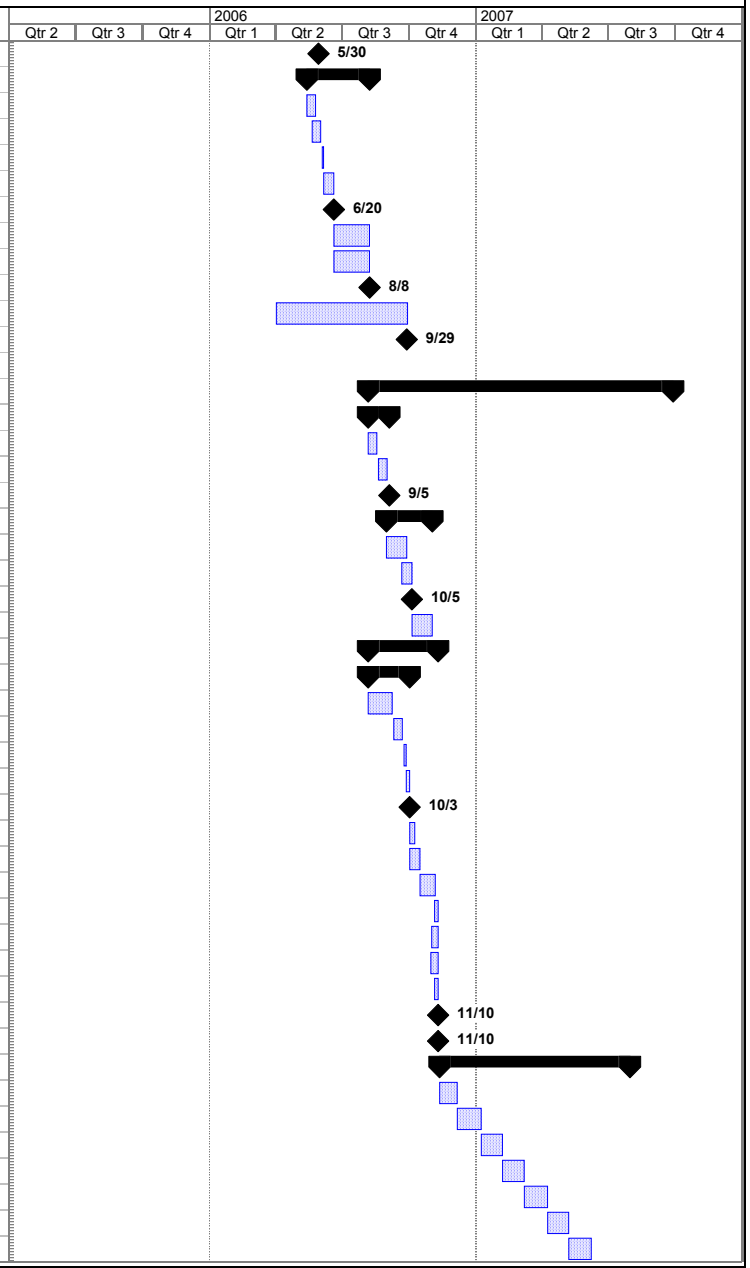
ID	Task Name	Duration	Start	Finish
470	***3.6.6.4.1.8 CGI-AMS Deliverable: Operational Readiness Assessment Support***	***0 days***	***Tue 5/30/06***	***Tue 5/30/06***
471	**3.6.6.4.2 Implementation/End-User Readiness Assessment**	**62 days**	**Mon 5/15/06**	**Tue 8/8/06**
472	3.6.6.4.2.1 Prepare Implementation Readiness Checklist	10 days	Mon 5/15/06	Fri 5/26/06
473	3.6.6.4.2.2 Review Implementation Readiness Checklist	10 days	Mon 5/22/06	Fri 6/2/06
474	3.6.6.4.2.3 Update Implementation Readiness Checklist	2 days	Mon 6/5/06	Tue 6/6/06
475	3.6.6.4.2.4 Approve Implementation Readiness Checklist	10 days	Wed 6/7/06	Tue 6/20/06
476	***3.6.6.4.2.5 CGI-AMS Deliverable: Implementation Readiness Checklist***	***0 days***	***Tue 6/20/06***	***Tue 6/20/06***
477	3.6.6.4.2.6 Conduct Implementation Readiness Assessment	35 days	Wed 6/21/06	Tue 8/8/06
478	3.6.6.4.2.7 Support for Implementation Readiness Assessment	35 days	Wed 6/21/06	Tue 8/8/06
479	***3.6.6.4.2.8 CGI-AMS Deliverable: Implementation Readiness Assessment Suppor***	***0 days***	***Tue 8/8/06***	***Tue 8/8/06***
480	**3.6.6.4.3 Provide Department Outreach / Change Management Support**	**130 days**	**Mon 4/3/06**	**Fri 9/29/06**
481	***3.6.6.4.4 CGI-AMS Deliverable: Outreach/CM Support***	***0 days***	***Fri 9/29/06***	***Fri 9/29/06***
482				
483	**4 ACHIEVE PHASE**	**300 days**	**Mon 8/7/06**	**Fri 9/28/07**
484	**4.1 Production Environment Setup**	**21 days**	**Mon 8/7/06**	**Tue 9/5/06**
485	4.1.1 Install and Configure Production Environment	10 days	Mon 8/7/06	Fri 8/18/06
486	4.1.2 Install ADVANTAGE 3 & 3rd Party Tools in Production Environment	10 days	Mon 8/21/06	Fri 9/1/06
487	***4.1.3 CGI-AMS Deliverable: Production Environment Setup***	***0 days***	***Tue 9/5/06***	***Tue 9/5/06***
488	**4.2 Data Conversion Preparation**	**45 days**	**Fri 9/1/06**	**Thu 11/2/06**
489	4.2.1 Execute & Verify Mock Data Conversion	20 days	Fri 9/1/06	Thu 9/28/06
490	4.2.2 Review & Approve Mock Conversion Results	10 days	Fri 9/22/06	Thu 10/5/06
491	***4.2.3 CGI-AMS Deliverable: Mock Conversion Results***	***0 days***	***Thu 10/5/06***	***Thu 10/5/06***
492	4.2.4 Perform Additional Data Cleansing as Needed	20 days	Fri 10/6/06	Thu 11/2/06
493	**4.3 Production Cutover**	**70 days**	**Mon 8/7/06**	**Fri 11/10/06**
494	**4.3.1 Production Cutover Script**	**41 days**	**Mon 8/7/06**	**Tue 10/3/06**
495	4.3.1.1 Draft Production Cutover Script	25 days	Mon 8/7/06	Fri 9/8/06
496	4.3.1.2 Review Production Cutover Script	10 days	Mon 9/11/06	Fri 9/22/06
497	4.3.1.3 Update Production Cutover Script	3 days	Mon 9/25/06	Wed 9/27/06
498	4.3.1.4 Approve Production Cutover Script	3 days	Thu 9/28/06	Mon 10/2/06
499	***4.3.1.5 CGI-AMS Deliverable: Production Cutover Script***	***0 days***	***Tue 10/3/06***	***Tue 10/3/06***
500	4.3.2 Execute Cutover Rehearsal	5 days	Tue 10/3/06	Mon 10/9/06
501	4.3.3 Execute Production Data Conversion	10 days	Tue 10/3/06	Mon 10/16/06
502	4.3.4 Execute Production Cutover	15 days	Tue 10/17/06	Mon 11/6/06
503	4.3.5 Execute Cutover to New Operational Procedures	5 days	Mon 11/6/06	Fri 11/10/06
504	4.3.6 Implement Updated Business Processes	7 days	Thu 11/2/06	Fri 11/10/06
505	4.3.7 Technical support for Production Cutover	8 days	Wed 11/1/06	Fri 11/10/06
506	4.3.8 Hand-Off Operations to Client Support Staff	5 days	Mon 11/6/06	Fri 11/10/06
507	***4.3.9 CGI-AMS Deliverable: Production Cutover Complete***	***0 days***	***Fri 11/10/06***	***Fri 11/10/06***
508	***4.3.10 Production Cutover (Live Production Operations)***	***0 days***	***Fri 11/10/06***	***Fri 11/10/06***
509	**4.4 Post-Implementation Support**	187 days	Mon 11/13/06	Tue 7/31/07
510	4.4.1 Post-implementation Support Month 1	18 days	Mon 11/13/06	Wed 12/6/06
511	4.4.2 Post-implementation Support Month 2	23 days	Thu 12/7/06	Mon 1/8/07
512	4.4.3 Post-implementation Support Month 3	21 days	Tue 1/9/07	Tue 2/6/07
513	4.4.4 Post-implementation Support Month 4	22 days	Wed 2/7/07	Thu 3/8/07
514	4.4.5 Post-implementation Support Month 5	22 days	Fri 3/9/07	Mon 4/9/07
515	4.4.6 Post-implementation Support Month 6	21 days	Tue 4/10/07	Tue 5/8/07
516	4.4.7 Post-implementation Support Month 7	23 days	Wed 5/9/07	Fri 6/8/07



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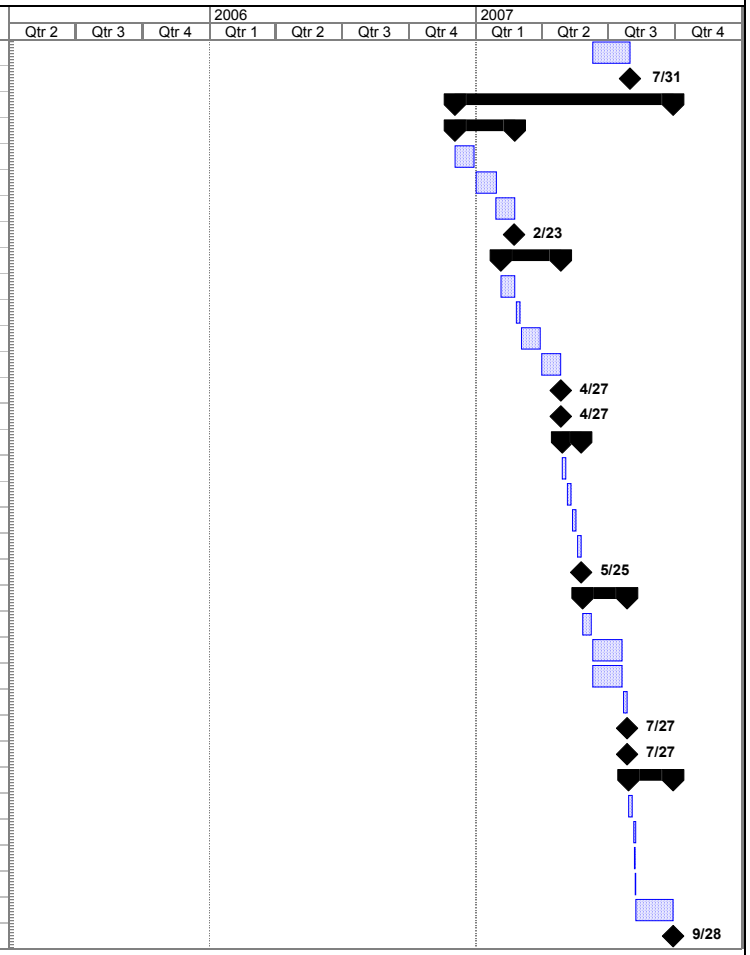
ID	Task Name	Duration	Start	Finish
517	4.4.8 Post-implementation Support Month 8	37 days	Mon 6/11/07	Tue 7/31/07
518	***4.4.9 CGI-AMS Deliverables: Monthly Post-Implementation Support Work Products***	***0 days***	***Tue 7/31/07***	***Tue 7/31/07***
519	**4.5 Procurement Inter-Departmental Rollout (Phase II)**	**215 days**	**Mon 12/4/06**	**Fri 9/28/07**
520	**4.5.1 Procurement Reports and Forms**	**60 days**	**Mon 12/4/06**	**Fri 2/23/07**
521	4.5.1.1 Develop Functional Designs for Procurement Reports & Forms	20 days	Mon 12/4/06	Fri 12/29/06
522	4.5.1.2 Develop Technical Designs for Procurement Reports & Forms	20 days	Tue 1/2/07	Mon 1/29/07
523	4.5.1.3 Develop & Test Procurement Reports & Forms Software	20 days	Mon 1/29/07	Fri 2/23/07
524	***4.5.1.4 County Obligation: Procurement Reports and Forms Software***	***0 days***	***Fri 2/23/07***	***Fri 2/23/07***
525	**4.5.2 Security and Workflow Set-Up**	**60 days**	**Mon 2/5/07**	**Fri 4/27/07**
526	4.5.2.1 Define Security and Workflow Rules	15 days	Mon 2/5/07	Fri 2/23/07
527	4.5.2.2 Review and approve Security & Workflow Rules	5 days	Mon 2/26/07	Fri 3/2/07
528	4.5.2.3 Configure Security and Workflow Tables/Settings	20 days	Mon 3/5/07	Fri 3/30/07
529	4.5.2.4 Support Security and Workflow Tables/Settings	20 days	Mon 4/2/07	Fri 4/27/07
530	***4.5.2.5 County Obligation: Configured Security & Workflow Tables***	***0 days***	***Fri 4/27/07***	***Fri 4/27/07***
531	***4.5.2.6 CGI-AMS Deliverable: Completed Security & Workflow Setup***	***0 days***	***Fri 4/27/07***	***Fri 4/27/07***
532	**4.5.3 Train Trainers**	**20 days**	**Mon 4/30/07**	**Fri 5/25/07**
533	4.5.3.1 Finalize Logistics and Attendees	5 days	Mon 4/30/07	Fri 5/4/07
534	4.5.3.2 Conduct Trainer Training	5 days	Mon 5/7/07	Fri 5/11/07
535	4.5.3.3 Conduct Trainer Training Assessment	5 days	Mon 5/14/07	Fri 5/18/07
536	4.5.3.4 Review & Approve Trainer Training	5 days	Mon 5/21/07	Fri 5/25/07
537	***4.5.3.5 County Obligation: Trainer Training***	***0 days***	***Fri 5/25/07***	***Fri 5/25/07***
538	**4.5.4 Train End Users**	**45 days**	**Mon 5/28/07**	**Fri 7/27/07**
539	4.5.4.1 Finalize Logistics and Attendees	10 days	Mon 5/28/07	Fri 6/8/07
540	4.5.4.2 Conduct End User Training (County)	30 days	Mon 6/11/07	Fri 7/20/07
541	4.5.4.3 Conduct End User Training (CGI-AMS)	30 days	Mon 6/11/07	Fri 7/20/07
542	4.5.4.4 Conduct Training Assessment	5 days	Mon 7/23/07	Fri 7/27/07
543	***4.5.4.5 County Obligation: End User Training***	***0 days***	***Fri 7/27/07***	***Fri 7/27/07***
544	***4.5.4.6 County Obligation: End User Training Support***	***0 days***	***Fri 7/27/07***	***Fri 7/27/07***
545	**4.5.5 Inter-Departmental Rollout**	**45 days**	**Mon 7/30/07**	**Fri 9/28/07**
546	4.5.5.1 Create Inter-Departmental Rollout Plan	5 days	Mon 7/30/07	Fri 8/3/07
547	4.5.5.2 Review Inter-Departmental Rollout Plan	3 days	Mon 8/6/07	Wed 8/8/07
548	4.5.5.3 Update Inter-Departmental Rollout Plan	1 day	Tue 8/7/07	Tue 8/7/07
549	4.5.5.4 Approve Inter-Departmental Rollout Plan	1 day	Wed 8/8/07	Wed 8/8/07
550	4.5.5.5 Implement Inter-Departmental Rollout	37 days	Thu 8/9/07	Fri 9/28/07
551	***4.5.5.6 County Obligation: Inter-Departmental Rollout***	***0 days***	***Fri 9/28/07***	***Fri 9/28/07***



Appendix C-1 - Business Requirements

Summary of Materials Management Business Requirements

This inculdes all requirements with a vendor response and comments from CGI-AMS.

Module	Tab ID	# Requirements
Asset Management	AM	313
Inventory Management	INV	172
Procurement		
Requisitions	P-REQ	75
Solicitation Processing	P-SOL	119
Contract/Agreement Administration	P-CNT	190
Purchase Order Administration	P-POR	175
Goods Receipt	P-REC	64
Commodity Files	P-COM	58
Vendor Files	P-VEN	83
General System	P-GEN	10
Procurement Subtotal		774
Total		**1259**

Functional Category: Financial - Asset Management

Vendor Response Codes:

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Reference Number	Business Requirements	Vendor Response	Comments
	GENERAL ASSET MANAGEMENT REQUIREMENTS		
AM 1.00	System integrates with General Ledger, Accounts Payable, Purchasing, Inventory, Project/Grant Accounting, Cost Accounting, and Human Resources modules to support the recording of capitalized assets related to all funds that purchase assets.	F	AMS Advantage Financial captures the full accounting distributions funding the asset purchase including programmatic (grant/project) elements.
AM 2.00	System supports the new financial reporting requirements of Statement No. 34: *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, including reporting, but not limited to the extent which the County invests in capital assets, including land, buildings and improvements, equipment, and infrastructure assets.	R	AMS Advantage Financial Fixed Asset documents post the journal records and update the balance sheet balances used to report standard and user-defined asset types. The system's accounting journals and chart of account elements and hierarchies support the governmental and activity based reports required by GASB 34.
AM 3.00	System supports the reporting requirements for State Department of Managed Healthcare, Medicare, Medi-Cal, and CBRC/FQHC. For example, depreciation expense must be traced to individual pieces of equipment and by location or cost center. There are certain cost centers	R	AMS Advantage Financial supports the allocation of an asset's depreciation expense to accounting distribution(s) defined by the assets funding lines or responsibility center.
AM 4.00	System provides for online entry and maintenance of fixed asset records, and properly accounts for assets in accordance with County's chart of accounts (i.e., by fund, department, organization, program, etc.).	F	AMS Advantage Financial provides the flexibility to enter fixed asset transactions using the County defined Chart of Accounts codes.
AM 5.00	System maintains pertinent data on both capitalized and non-capitalized assets which can be either portable or non-portable as follows:	F	AMS Advantage Financial supports capital assets and non-capitalized or memo assets.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 5.01	- Capitalize assets based upon a user-specified amount threshold by asset type (per County's Capitalization Policy)	F	Capitalization dollar and useful life thresholds are defined by asset type and department on the Fixed Asset Capitalization Criteria (FACC) table.
AM 5.02	- Track assets (non-capitalized equipment) that are not to be capitalized per County policy but have been deemed to be secured by County or department policy (e.g., mobile phones).	F	AMS Advantage Financial supports "memo" or non-capitalized assets.
AM 6.00	System technical design allows for modification of asset capitalization and control rules per County and department policy as necessary, (i.e., no hard coding of rules).	F	Capitalization criteria are maintained and easily changed using the online table, FACC.
AM 7.00	At a minimum, System provides the following Asset Management functionality:		AMS Advantage Fixed Assets provides online transactions to process the asset functionality indicated below unless otherwise indicated.
AM 7.01	- Additions	F	See AM 7.00.
AM 7.02	- Changes	F	See AM 7.00.
AM 7.03	- Deletions/Disposals/Theft	F	See AM 7.00.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 7.04	- Reverse previous transactions, including depreciation	F	Fixed Asset Modification, Transfer, Increase/Decrease, Disposition, and Manual Depreciation transactions may be used to reverse prior document updates (Cancellations were deferred to next release).
AM 7.05	- Transfers	F	See AM 7.00.
AM 7.06	- Inquires	F	See AM 7.00.
AM 7.07	- Betterments	F	See AM 7.00.
AM 7.07	- Depreciation	F	See AM 7.00.
AM 8.00	System security is able to limit the Asset Management functions based on the access granted to users by each department.	F	AMS Advantage Financial maintains system security based on User Roles. A user must have the proper security role setup in order to receive access to any type of transaction that occurs within the system.
AM 9.00	System provides the ability to generate "mass" asset transactions (such as mass additions, mass disposals, mass transfers, and mass changes) by user-defined criteria, with proper security/authority.	F	AMS Advantage Financial provides the ability to mass generate Acquisition shells, Modification Documents, Transfer document and depreciation posting lines.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 10.00	System supports a physical location hierarchy (i.e., parent/child relationship) of at least six (6) levels. For example, (1) a parcel of land can have multiple buildings on it, and each building can have multiple rooms, etc., and (2) a piece of equipment can be comprised of multiple component	F	Location, Sub-Location, Location Class, Location Category, Location Group, County
AM 11.00	System provides the ability to block a room in a building from receiving inventory (see requirements above regarding parent/child relationships and integration with Inventory module).	T	Requires new Invalid Combination table.
AM 12.00	System provides the ability to link accounting activity (e.g., inventory movement, depreciation, etc.) relating to a room(s) in a building and its contents to a cost center (see requirements above regarding parent/child relationships and integration with Inventory module).	F	Assets require a Location code that may be defined down to the room level.
AM 13.00	Physical layout of facilities can be graphically depicted along with the bar-code number of each physical area (e.g., office, storage room, etc.)	T	Additional field requirements can be made using Advantage Design Studio to accommodate the bar code numbers. A third party solution would be required to provide graphical display of floor layout.
AM 14.00	System supports Geographic Information Systems (GIS) technology for locating and tracking assets.	T	Additional field requirements can be made using Advantage Design Studio to accommodate X and Y geographic coordinates. A third Party GIS system would be required for locating and tracking assets with GIS technology.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 15.00	System supports Global Positioning System (GPS) technology for locating and tracking assets.	T	Additional field requirements can be made using Advantage Design Studio to accommodate the GPS data elements. A third party GPS system would be required to locate and track assets with GPS technology.
AM 16.00	System provides the ability to interface with a document management database system.	F	Interfaces must be designed to account for data transfers between AMS Advantage Financial and which ever document management database that will be utilized.
AM 17.00	System provides the ability to attach electronic documents (including photos) to an asset record.	F	
AM 18.00	System provides integration between the Asset Management module and the Project Management module.	F	Asset records capture the full accounting distribution funding an asset purchase including programmatic cost accounting elements.
AM 19.00	System provides for integration between the General Ledger module and Asset Management module to identify expenditure transactions as capitalized assets when items meet user-defined criteria. One example: capitalize if greater than $5,000 and controlled by a specific GL account.	F	AMS Advantage Financial provides capitalization criteria by asset type. Each asset type is assigned a specific GL account.
AM 20.00	System provides the ability to specify an effective/posting date for all transactions as long as the associated accounting period is still open (transactions can only be applied to open fiscal periods).	F	Until the accounting period is closed for the posting date, transactions may be processed for that accounting period.

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Reference Number	Business Requirements	Vendor Response	Comments
	ASSET ADDITIONS AND MAINTENANCE		
AM 21.00	System is fully integrated with General Ledger and Purchasing modules to carry forward relevant purchasing, descriptive, invoice and accounting information as a starting point for recording the asset.	F	Asset accounting distribution(s), commodity information and purchasing document references are carried forward to generated shell documents.
AM 22.00	System is fully integrated with Accounts Payable modules to record/update actual cost of an asset which reflects discounts, freight, sales tax, and any variances to estimated price from the original purchase order.	F	Asset cost on generated shells includes freight. Table setup determines whether discounts, penalties, retainage and sales tax should be included in the asset cost.
AM 23.00	System tracks minimally the following categories of assets:	F	AMS Advantage Financial supports user-defined asset types and asset classifications.
AM 23.01	- Land	F	See AM 23.00.
AM 23.02	- Buildings	F	See AM 23.00.
AM 23.03	- Leasehold improvements	F	See AM 23.00.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 23.04	- Equipment	F	See AM 23.00.
AM 23.05	- Furniture and fixtures	F	See AM 23.00.
AM 23.06	- Vehicles	F	See AM 23.00.
AM 23.07	- Trailers	F	See AM 23.00.
AM 23.08	- Capitalized leases	F	See AM 23.00.
AM 23.09	- Construction in progress	F	See AM 23.00.
AM 23.10	- Infrastructure	F	See AM 23.00.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 23.11	- Other user-defined categories	F	See AM 23.00.
AM 24.00	Support multiple asset types including, but not limited to:	F	AMS Advantage Financial supports user-defined asset types and asset classifications.
AM 24.01	- Leased	F	See AM 24.00.
AM 24.02	- Non-capitalized	F	See AM 24.00.
AM 24.03	- Capital project	F	See AM 24.00.
AM 24.04	- Purchased new	F	See AM 24.00.
AM 24.05	- Purchased used	F	See AM 24.00.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 24.06	- Federal Excess Property	F	See AM 24.00.
AM 24.07	- Lease-Purchase	F	See AM 24.00.
AM 24.08	- Lease-Purchase from other County departments	F	See AM 24.00.
AM 24.09	- Los Angeles County Capital Asset Lease (LAC-CAL) lease-purchase	F	See AM 24.00.
AM 24.10	- Property & Evidence transferred to the department as assets.	F	See AM 24.00.
AM 24.11	- Other as defined by users.	F	See AM 24.00.
AM 25.00	System provides a table to be used for establishing and associating standard asset descriptive data for all assets. The standard asset descriptive data from this table reduces and standardizes data entry and reporting. The descriptions are displayed via a “pop-up” list with cursor	F	Asset component lines include Commodity Code with pick list functionality that includes search capabilities. Cursor sensitive select ability is not provided.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 26.00	System allows for a free-form narrative long description of each asset item.	F	Fixed asset documents have a few free-form fields that can be utilized for descriptions.
AM 27.00	System allows for identification of users of assets, in addition to recording property custodian.	F	Each asset component includes five description fields as well as an extended description to identify user-defined information.
AM 28.00	System is able to automatically create and assign an asset number to a single item or multiple items purchased. An asset number is made up of two parts, the first part is a user-definable prefix and the second part is a system generated sequence number. System also provides the ability to	F	The Automatic Fixed Asset Numbering table provides the ability to assign fixed asset number based on a prefix. Alternatively, asset numbers may be manually assigned.
AM 28.01	- System provides unique inventory control or property numbers to all items entered into system as assets to be tracked.	T	AMS Advantage Financial includes fields to identify Asset Number, Tag Number and Serial Number. Fields for "Inventory Control Number" or "Property Number" are currently not provided except by user-defined description fields. Fixed Asset Number is required to be unique. Unique asset Tag Numbers are not currently enforced by the system edits.
AM 28.02	- System prevents use of duplicate property tag / inventory control numbers except for component property tag / inventory control numbers in which a suffix is used.	T	Fixed Asset Number is required to be unique. Unique asset Tag Numbers are not currently enforced by the system edits.
AM 29.00	System provides the ability to track the detailed cost for each item which makes up a whole asset.	F	Detailed accounting lines are provided at the asset component level.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 30.00	System provides the ability to store up to 10 different asset numbers/references for converted assets.	T	AMS Advantage Financial provides a single asset number per asset. Each accounting line provides the ability to reference a payment, order and disbursement.
AM 31.00	System allows the ability to change the asset number/reference and retain all associated information and history.	F	An FC can be processed. Then the original information can be copied into a new FA document to assign a new FA number. History associated with all fixed asset activity will be retained in the FA journals.
AM 32.00	System maintains detailed property information required to identify, properly account for, and safeguard all assets, including (but not limited to) the following:		
AM 32.01	- Asset Number	F	
AM 32.02	- Property tag number (inventory control number)	F	
AM 32.03	- User Defined Fields (at least 30)	T	AMS Advantage Financial provides five user defined descriptive fields.
AM 32.04	- Property officer	T	The Responsibility Center, or asset custodian is identified using Department, Unit, Reporting Category, Function and Activity Codes. Each of these codes may include a Contact Code.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 32.05	- Location Segments (up to four)	T	Each Asset Component includes a Location, Sub Location and Building/Complex (extended text).
AM 32.06	- Supervisorial District	F	The responsibility Center (Department and Unit) infers the appropriate organizational rollups as defined on organizational tables.
AM 32.07	- Multiple Organizational Ownership Info. (including assets loaned to/from other entities)	F	A full audit trail of asset transfers exists on the Fixed Asset Component Journal.
AM 32.08	- Funding sources (multiple)	F	Each asset component captures the completed funding distribution used to purchase the asset.
AM 32.09	- Chart of Account distribution	F	Asset accounting lines include the complete accounting distribution.
AM 32.10	- Budget Item	F	Asset accounting lines define the budget structure funding the asset purchase.
AM 32.11	- Encumbrance Number	F	Accounting lines include a purchase order reference.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 32.12	- Purchasing Document Number	F	Accounting line include a payment and disbursement reference.
AM 32.13	- Asset acquisition date	F	
AM 32.14	- Asset acquisition source code (user-defined)	F	Asset Components include "Purchasing Authority".
AM 32.15	- In-service date	F	
AM 32.16	- Asset condition	F	
AM 32.17	- Asset Type	F	
AM 32.18	- Delivery Date	F	The Delivery Date is carried forward as the Asset Acquisition Date. If different, the In-Service Date may also be entered.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 32.19	- Warrant Number	F	Asset accounting lines include a disbursement reference that automatically infers the payment and order reference.
AM 32.20	- Asset status (e.g., inactive)	T	Use Design Studio to add a field.
AM 32.21	- Unit Cost/Value	T	Cost and number of units are provided, but cost per unit is not displayed.
AM 32.22	- Value basis	T	Use Design Studio to add a field.
AM 32.23	- Trade-in Credit	T	Trade-in Credit field could be added with Design Studio, but calculations would require configuration.
AM 32.24	- Item Classification Code (user-defined) with multiple sub-class codes.	F	AMS Advantage Financial provides the following fixed asset classification codes: FA Group, FA Group Class, FA Group Category and FA Catalog code.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 32.25	- Insured value/insurance information	F	Valuation Amount and Last Valuation Date
AM 32.26	- Vendor Number, Name	F	
AM 32.27	- Asset descriptive information	F	
AM 32.28	- Manufacturer Number, Name	F	
AM 32.29	- Model Year	T	Use Design Studio to add a field.
AM 32.30	- Model number	F	
AM 32.31	- Operator ID	T	Use Design Studio to add a field.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 32.32	- Contact Information	T	Contact Information is provided via contact information on the Responsibility Center Department and Unit codes, but is not directly provided on asset records except via descriptive fields.
AM 32.33	- Salvage Value	F	
AM 32.34	- Serial number	F	
AM 32.35	- License number (if applicable)	T	Currently only available through user-defined description fields.
AM 32.36	- Employee name (as established in human resources module) for employee to which asset is assigned to (if applicable)	T	Currently only available through user-defined description fields.
AM 32.37	- Employee number (as established in human resources module) for employee to which asset is assigned to (if applicable)	T	Currently only available through user-defined description fields.
AM 32.38	- Driver license number of the County employee asset is assigned to (if applicable)	T	Currently only available through user-defined description fields.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 32.39	- Warranty/maintenance information	T	Currently only available through user-defined description fields.
AM 32.40	- Maintenance Company	T	Currently only available through user-defined description fields.
AM 32.41	- Betterments	F	Captured as additional asset components.
AM 32.42	- Disposal information	F	Disposition Authority, Selling Price, Disposition Method
AM 32.43	- Lease asset information (if applicable)	T	Currently only available through user-defined description fields.
AM 32.44	- Estimated Useful Life	F	
AM 32.45	- Estimated Residual Value (Trade-in Value)	F	Salvage Value

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Reference Number	Business Requirements	Vendor Response	Comments
AM 32.46	- Replacement Cost – This field can be updated as needed by users	F	Valuation Amount
AM 32.47	- Depreciation Schedule (Method and Life)	F	
AM 32.48	- Depreciation Convention (Beginning of Month, Half-Year, Mid-Month, etc.)	C	A new depreciation process will be developed to allow multiple depreciation schedules and timeframe conventions.
AM 32.49	- Finance Code (I.e. County purchased, grant, donation, etc.)	F	Acquisition Method and/or Classification Indicator (Normal, Contributed, Adjustment, Memo).
AM 32.50	- Meter reading	T	Use Design Studio to add a field.
AM 32.51	- Meter reading date	T	Use Design Studio to add a field.
AM 32.52	- Budget Year (from which asset was purchased)	F	

Functional Category: Financial - Asset Management

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Reference Number	Business Requirements	Vendor Response	Comments
AM 33.00	System is able to link component units (parent/child relationship) whereby each component maintains a financial life of its own.	F	Assets are linked together as a system of components. A single component may be flagged as the "base" asset.
AM 34.00	System provides an audit trail of all changes made to asset records.	F	Fixed Asset Component Journal, Fixed Asset Accounting Journal.
AM 35.00	System provides the ability to adjust original cost/value at any time, irrespective of fiscal year boundaries.	F	Fixed Asset Increase / Decrease (FI) document.
AM 36.00	System provides for the addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain).	F	Contributed and Adjustment asset classifications.
AM 37.00	System is able to copy an asset record to create a similar asset record.	F	Asset Acquisition documents may be copied and asset templates may be established.
AM 38.00	Users are able to correct discrepancies in asset records by overriding initially loaded information (received from General Ledger, Accounts Payable, and Purchasing modules) with proper authorization.	F	Fixed Asset Increase / Decrease (FI) document.
AM 39.00	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard County lands, including (but not limited to) the following:		

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Reference Number	Business Requirements	Vendor Response	Comments
AM 39.01	- Legal description per survey	F	Maintained as Component Extended Description.
AM 39.02	- Property's full address	T	Use Design Studio to add a field.
AM 39.03	- Acquisition information	F	
AM 39.04	- Number of acres	F	Maintained as Units.
AM 39.05	- Value per acre	T	Use Design Studio to add a field.
AM 39.06	- Fair market value	F	Maintained as Valuation Amount.
AM 39.07	- Deed information	F	This information would be entered in one of the Description fields.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 39.08	- Special Improvement District tax information	T	Use Design Studio to add a field.
AM 39.09	- Options to purchase property	T	Fixed asset grouping already exist. Use Design Studio to add a field to identify option to purchase.
AM 39.10	- Geographic Information System technology location (latitude and longitude)	T	Use Design Studio to add a field.
AM 39.11	- Assessor parcel number	F	Maintained as Plat Number.
AM 39.12	- Other user-defined fields	F	Maintained in Description Fields 1 to 5 and Extended Description (1500 characters).
AM 40.00	System provides the ability to record insurance information including:		
AM 40.01	- Insurance company name	T	Use Design Studio to add a field.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 40.02	- Insurance company address	T	Use Design Studio to add a field.
AM 40.03	- Insurable value	F	Maintained as Valuation Amount.
AM 40.04	- Policy number	T	Use Design Studio to add a field.
AM 40.05	- Policy period (term)	T	Use Design Studio to add a field.
AM 40.06	- Type of coverage	T	Use Design Studio to add a field.
AM 40.07	- Liability limits	T	Use Design Studio to add a field.
AM 40.08	- Premium	T	Use Design Studio to add a field.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 40.09	- Other User-defined fields	F	Maintained as Description Fields 1 to 5 and Extended Description (1500 characters).
AM 41.00	During mass additions process, user can split asset record entries for identical items and then assign separate property tag / inventory control numbers (e.g., purchase of 20 identical personal computers).	F	Shell Generation Process include option to generate multiple shells (one per unit).
AM 42.00	System provides the ability to transfer fixed assets within or between organizations at the individual asset level and to generate the appropriate accounting entries.	F	When an asset's depreciation is defined to post to an expense structure defined by the Responsibility Center, Transfer (FT) document updates depreciation associated with the "From" organization.
AM 43.00	System provides the ability to maintain information about the condition of the asset (e.g., good, idle, obsolete, broken, etc.)	F	Maintained as Condition Code / Last Inventory Date.
AM 44.00	System supports multiple organization asset ownership for each property item. (Many organization units or funds may finance an asset)	F	Assets support asset funding (accounting lines) from multiple funding sources. The asset's Responsibility Center (Custodian) is limited to a single organizational structure.
AM 45.00	System tracks assets purchased with various funding sources (i.e. grants).	F	A full accounting distribution is provided on asset accounting lines.
	ASSET DISPOSITION, RETIREMENT, AND THEFT		

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Reference Number	Business Requirements	Vendor Response	Comments
AM 46.00	System can generate either financial or memo transactions to the General Ledger module to reflect the financial impact of asset dispositions, and should automatically compute the gain/loss associated with a disposal.	F	
AM 47.00	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets:		
AM 47.01	- Property tag / inventory control number	F	Disposition document allows provides the disposition of an asset component with a previously assigned tag.
AM 47.02	- Reporting individual	F	Recorded as Disposition Authority.
AM 47.03	- Date of occurrence or date first noticed missing	F	Recorded as Disposition Date.
AM 47.04	- Description of circumstances surrounding the disappearance/disposition	F	Recorded on document description fields.
AM 47.05	- Steps taken to locate item	T	Currently only available through user-defined description fields.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 47.06	- Multiple Law Enforcement Agency (LEA) codes, corresponding report numbers, and comments (if applicable).	T	Currently only available through user-defined description fields.
AM 47.07	- Disposal date	F	
AM 47.08	- Disposal amount	F	
AM 47.09	- Disposal method	F	
AM 47.10	- Disposal type	T	Only Disposition Method, and Disposition Authority are provided.
AM 48.00	System provides the ability to track replacement needs for assets. Tracks estimated useful life and provides electronic notification to users when useful life threshold is nearing.	R	AMS Advantage Financial provides replacement date, and an infoAdvantage report could be configured to provide electronic notification when useful life threshold is approaching.
AM 49.00	Ability to allow the application of indices and/or factors to historical costs to asset(s) to update the replacement cost data.	F	

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Reference Number	Business Requirements	Vendor Response	Comments
AM 50.00	System records grant asset dispositions and proceeds of sales which integrate with the Grants Management module.	F	AMS Advantage Financial allocates proceeds of sale to all accounting lines funding the asset purchase (including programmatic structures).
AM 51.00	Attach grant expiration date to asset and notify users when expiration date is imminent.	T	The grant expiration date could be added to the asset record and an infoAdvantage report could be configured to provide notification to the appropriate users when the expiration date is imminent.
AM 52.00	System provides the ability to flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government)	T	Ability to flag an asset and display warning messages would need to be added.
	DEPRECIATION		
AM 53.00	System can generate either financial or memo transactions to the General Ledger module for capital asset depreciation expense in specified funds.	F	AMS Advantage Financial provides the ability to depreciate memo assets. In this case, the memo asset and depreciation balances have not net accounting impact. Depreciation for non-memo assets may be run in report-only mode.
AM 54.00	System provides the option to process depreciation on-line or in a batch process.	F	The depreciation process may be run on request using user-specified parameters for depreciation end date.
AM 55.00	System provides the following depreciation functionality:		

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Reference Number	Business Requirements	Vendor Response	Comments
AM 55.01	- Provide depreciation schedules on fixed assets	F	The existing Mass Depreciation report may be run for a future date and select asset types or asset classifications.
AM 55.03	- Automatically calculate depreciation in accordance with the depreciation method and convention where designated for an asset	F	Note that Straight-Line, Manually Computed and Not Applicable are currently available. Alternate depreciation methods will be available in the next release.
AM 55.04	- Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods	C	Included as part of AM 32.48
AM 55.05	- Automatically charge depreciation to multiple chart of accounts for split-ownership assets	F	Depreciation is charged to each Fund participating in asset ownership.
AM 56.00	System supports user-defined time periods for recording depreciation.	F	Mass Depreciation Process provides for a user defined Depreciation End Date.
AM 57.00	System allows for multiple depreciation schedules to be applied to an asset to support separate depreciation reporting requirements.	C	Included as part of AM 32.48
AM 58.00	System allows for changing asset useful life, value basis, salvage value, and depreciation method when necessary, and automatically recalculating depreciation expense in accordance with such changes (with proper authorization).	F	When an asset's depreciation attributes are changed (FM document), the new values are incorporated in the next depreciation run.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 59.00	System provides the ability to simulate depreciation calculations for individual assets or group of assets without being required to post the results.	F	Depreciation may be run in report-only mode.
AM 60.00	Provides allocation tables which can be user-defined to allocate asset cost and depreciation expense.	F	Depreciation is always allocated to each participating Fund. User may define whether depreciation is allocated to a structure defined by the funding lines or Responsibility Center.
AM 61.00	System provides the ability to store an acquisition date and a depreciation-start date, and the dates do not have to be the same date.	F	The In-Service Date is used as the alternate depreciation start-date. Once an asset is depreciated, the system uses the Last Depreciation Date for subsequent depreciation calculations.
AM 62.00	System provides multiple depreciation methods including, but not limited to:		
AM 62.01	- Straight Line	F	
AM 62.05	- User Defined	F	Manual Depreciation using the FE document is available.
AM 63.00	System prevents the depreciating of an asset's value below zero.	F	

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Reference Number	Business Requirements	Vendor Response	Comments
AM 64.00	Ability to record different conventions for depreciable assets such as beginning of month, half year, mid-month, etc.	C	Included as part of AM 32.48
AM 65.00	Ability to allow depreciation methods to be changed for an asset or group of assets, to depreciate the assets for the balance of the asset's useful life.	F	
AM 66.00	Ability to allow some assets to be designated as non-depreciable (i.e., land).	F	This is an option available on the Asset Type table.
AM	**PHYSICAL INVENTORY**		
AM 67.00	System provides a fully integrated bar-code technology for physical inventory tagging upon acquisition/purchase and annual inventory certification(s).	TP	Available with third-party bar code system provided by the County. Additional comment: Requirement would necessitate the inclusion of 1). additional fields associated with a fixed asset, and 2). interface/intergration with a to-be-determined third party bar coding software.
AM 68.00	System provides ability to create a scanned record file from bar-coding for comparison to fixed asset and portable equipment records.	TP	Available with third-party bar code system provided by the County. Additional comment: Requirement would necessitate the inclusion of 1). additional fields associated with a fixed asset, and 2). interface/intergration with a to-be-determined third party bar coding software.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 69.00	System is able to update asset location information and "last inventoried date" for each scanned asset based on scanned data.	TP	Available with third-party bar code system provided by the County. Additional comment: Requirement would necessitate the inclusion of 1). additional fields associated with a fixed asset, and 2). interface/intergration with a to-be-determined third party bar coding software.
AM 70.00	System provides the ability to report and adjust variances between system amounts and physical counts.	TP	Available with third-party bar code system provided by the County. Can currently adjust the "Units" of an asset using the FM document, but functionality of adjusting variances with a physical count will need to be visited during Envision phase. Additional comment: Requirement would necessitate the inclusion of 1). additional fields associated with a fixed asset, and 2). interface/intergration with a to-be-determined third party bar coding software.
AM 71.00	System is able to generate customized bar-coded labels for asset identification (inventory control and property number tags), including building floor and room information.	TP	Available with third-party bar code system provided by the County. Additional comment: Requirement would necessitate the inclusion of 1). additional fields associated with a fixed asset, and 2). interface/intergration with a to-be-determined third party bar coding software.
AM 72.00	System provides the ability to enter data manually, in addition to using bar coding technology.	F	
	CAPITAL PROJECTS		

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Reference Number	Business Requirements	Vendor Response	Comments
AM 73.00	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.	F	
AM 74.00	System identifies, records, and depreciates betterments associated with an asset, including optional unique identification of betterments associated with component units.	F	The Fixed Asset Acquisition/Betterment transaction provides this functionality.
AM 75.00	System provides complete integration with Project Accounting module.	F	AMS Advantage Financial captures the complete accounting line (including cost accounting elements) of qualified capital expenditures. Qualification is based on Commodity code flagged as fixed asset and commodity unit price thresholds (COMMFA). Qualified capital expenditure disbursement lines update the FAPR table used by the shell generation process.
AM 76.00	System provides the ability to capture activity/costs resulting from several County departments working on concurrently on a project.	F	
AM 77.00	System provides the ability to produce notification of project status (e.g., completed) based upon user-defined criteria.	R	Create notification UserID table to identify recipients of alerts, process to read through Programs and insert records into Alert Table. Business Intelligence tool such as infoAdvantage would support this requirement.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 78.00	System captures and maintains construction work in progress information (i.e., architectural barrier removal projects being conducted in accordance with ADA transition plans) and provides the ability to recognize fixed/capital assets when they are completed, regardless of whether the project has been completed.	F	CIP is captured as a separate (non-depreciable) asset type. Once the project is substantially complete, the CIP asset is converted to a real asset type such as Buildings or Infrastructure using the Asset Status Change (FX) document.
	LEASES		
AM 79.00	System tracks assets in accordance with the requirements of FASB Statement No. 13: *Accounting for Leases,* as amended, including (but not limited to):		AMS Advantage Financial does not include capital lease accounting at this time. Capital Lease assets may be established manually as fixed assets. Potentially Advantage Fixed Assets could be integrated with a third party product to provide the County with the needed functionality. Need to discuss with County the specific functionality required. Additional comment: Advantage provides the the ability to record fixed assets acquired via capital lease, but it is not as automated as identified is the various requirements below. In Massachusetts, a design was developed to enhance some of the Advantage fixed assets functionality but Massachusetts decided against implementing it as the cost-benefit analysis did not justify it. Need to discuss with County the specific functionality required.
AM 79.01	- Recording of the capital lease or operating lease and the corresponding leasehold improvements	F	See 79.00.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 79.02	- Tracking lease payments	T	See AM 79.00.
AM 79.04	- Tracking lessee and lessor	T	See 79.00.
AM 79.05	- Tracking facility accessibility and responsible party for making accessibility modifications (lessee or lessor)	T	See 79.00.
AM 79.06	- Tracking rental income	T	See 79.00.
AM 79.07	- Tracking lease terms	T	See 79.00.
AM 79.08	- Tracking lease type (e.g., capital, operating, etc.)	T	See 79.00.
AM 79.09	- Tracking schedule of lease payments	T	See 79.00.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 80.00	System is able to differentiate between leased assets and purchased assets.	F	See 79.00.
AM 83.00	System provides the ability to record the transfer of leases to the County.	F	See 79.00.
AM 84.00	System functionality includes processing leases from a lessee's and a lessor's perspective.	C	Develop new functionality to allow capture and tracking of leasee and leasor data to support mamagement of leases.
AM 87.00	System provides complete integration of lease functionality with Project Management module.	F	Can be accomplished with program asset generation.
AM 88.00	System provides the ability to automatically generate a notification that a lease is going to expire within a certain number of days as specified by the user.	R	Can be provided by a report with customization from AM 84.00. Report should also be able to provide payment history.
AM 89.00	System is able to maintain lease payment schedules.	T	See AM 79.00.
	ASSET WARRANTIES AND SERVICE		

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Reference Number	Business Requirements	Vendor Response	Comments
AM 90.00	System is able to maintain online maintenance history and warranty/service agreement information for assets.	T	Use Design Studio to add a field.
AM 91.00	System should support hyperlinks to the vendor's web site to reference asset maintenance and warranty information.	T	Use Design Studio to add a field.
AM 92.00	Authorized staff should be able to inquire on maintenance and service information through the entry of a property tag / inventory control number.	T	
AM 93.00	System is able to record and track regular/preventive maintenance performed on selected assets.	F	FAIM is currently available. Typical for infrstructure assets such as roads, bridges, tunnels, and dams, etc.
	BUILDINGS		
AM 94.00	System maintains user-defined information on buildings pertinent to insurance underwriting, including (but not limited to):		

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Reference Number	Business Requirements	Vendor Response	Comments
AM 94.01	- Location	F	
AM 94.02	- Supervisorial District	F	Responsibility Center includes organizational roll-ups.
AM 94.03	- Building age / date constructed	T	Acquisition Date, In-Service Date
AM 94.04	- Number of stories	T	Descriptive fields are available.
AM 94.05	- Construction type	T	Descriptive fields are available.
AM 94.06	- Foundation	T	Descriptive fields are available.
AM 94.07	- Air handling system	T	Descriptive fields are available.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 94.08	- Square footage	F	Surface Area
AM 94.09	- Roof type	T	Descriptive fields are available.
AM 94.10	- Condition	F	Recorded as Condition Code / Last Inventory Date.
AM 94.11	- Maintenance requirements / actual maintenance performed	T	Additional field requirements can be made using Advantage Design Studio to accommodate new data elements.
AM 94.12	- Inspection requirements / actual inspections performed	T	Descriptive fields are available.
AM 94.13	- Fire protection systems	T	Descriptive fields are available.
AM 94.14	- Building fuel information	T	Descriptive fields are available.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 94.15	- Usage	T	Descriptive fields are available.
AM 94.16	- Valuation	F	Recorded as Valuation Amount.
AM 94.17	- Valuation date	F	Recorded as Last Valuation Date.
AM 94.18	- Valuation method	T	Descriptive fields are available.
AM 94.19	- Insurance information (company, policy, coverage amount, etc.)	T	Descriptive fields are available.
AM 94.20	- Geographic Information System technology location (Latitude and Longitude)	T	Descriptive fields are available.
AM 94.21	- Loss history	T	Descriptive fields are available.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 94.22	- Date of occupancy	T	Use Design Studio to add a field.
AM 94.23	- Occupants (at least six)	T	Descriptive fields are available.
AM 94.24	- Square footage for each occupant	T	Descriptive fields are available.
AM 94.25	- APN (assessor's parcel number)	F	Recorded as Plat Number.
AM 94.26	- Cost Center link	T	
AM 94.27	- Building accessibility features	T	Descriptive fields are available.
AM 94.28	- Other User-defined fields	T	System currently provides 5 user-defined description fields plus and extended description (1,500 characters). Additional fields require Design Studio configuration.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 95.00	System captures and maintains information associated with fire/safety inspections conducted on/for a building.	T	Descriptive fields are currently available.
AM 96.00	System tracks certificates of insurance associated with the County's insured properties.	T	Descriptive fields are available.
AM 97.00	System is able to link component units in a parent/child relationship whereby each component (i.e., land, betterments, etc.) maintains a financial life of its own.	F	Each asset may include multiple components (4 character).
	INFRASTRUCTURE		
AM 98.00	System provides the ability to capture and maintain information on infrastructure assets.	F	
AM 99.00	System provides the ability to capture and process the following data items (in addition to the items listed in AM29.00) including but not limited to:		
AM 99.01	- Location	F	

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Reference Number	Business Requirements	Vendor Response	Comments
AM 99.02	- Age / date constructed	T	System currently provides Acquisition Date and In-Service Date
AM 99.03	- Infrastructure Type (i.e., roads, bridges, sidewalks, drainage systems, etc.).	F	System provides user-defined Asset Types. An Infrastructure Asset Type may be broken into more detailed classification levels using the Fixed Asset Group, FA Group Class, and FA Group Category fields.
AM 99.04	- Construction Type	T	Use Design Studio to add a field.
AM 99.05	- Valuation	F	Recorded as Valuation Amount, Last Valuation Date.
AM 99.06	- Attributes	T	This is not specific, but additional attributes may be added to existing tables using Design Studio.
AM 99.07	- Units of Measure	T	Use Design Studio to add a field.
AM 99.08	- Number of Units	F	

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Reference Number	Business Requirements	Vendor Response	Comments
AM 99.09	- Description	F	
AM 99.10	- Accessibility Improvement Plans	T	Descriptive fields are available.
AM 99.11	- User-defined fields	F	User Defined Description fields 1 to 5 plus extended description (1,500 characters).
AM 100.00	System supports the Modified Approach to valuing assets in accordance with GASB 34.	F	The Fixed Asset Infrastructure Maintenance (FAIM) is currently available. Typical for infrstructure assets such as roads, bridges, tunnels, and dams, etc.
	QUERYING AND REPORTING		
AM 101.00	System is able to report on assets at a user-defined fields required for financial reporting purposes.	R	This information is available through the baseline reports from AMS Advantage Financial or the reporting tools provided by the data warehouse.
AM 102.00	System is able to generate standard governmental fixed asset reports and user-defined fixed asset reports.	R	See AM 101.00.

Functional Category: Financial - Asset Management

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Reference Number	Business Requirements	Vendor Response	Comments
AM 103.00	System generates a fixed assets report sorted and filtered by one or more of the following criteria (but not limited to):		See AM 101.00.
AM 103.01	- Location	R	See AM 101.00.
AM 103.02	- Property Tag Number	R	See AM 101.00.
AM 103.03	- Manufacturer	R	See AM 101.00.
AM 103.04	- Model	R	See AM 101.00.
AM 103.05	- Purchase Date	R	Recorded as Acquisition Date.
AM 103.06	- Current Value	R	See AM 101.00.

Functional Category: Financial - Asset Management

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Reference Number	Business Requirements	Vendor Response	Comments
AM 103.07	- Serial Number	R	See AM 101.00.
AM 103.08	- Lessee	T	
AM 103.09	- Lessor	T	
AM 103.10	- Parent/Child Hierarchy Relationship	R	See AM 101.00.
AM 103.11	- Condition Code	R	See AM 101.00.
AM 103.12	- Asset Type	R	See AM 101.00.
AM 103.11	- Infrastructure Type	R	Recorded as a user-defined Asset Type.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 103.12	- Other user-defined fields	R	See AM 101.00.
AM 103.13	- Class	R	Recorded as Fixed Asset Group Class.
AM 103.14	- Property Custodian/Officer	R	Recorded as Responsibility Center.
AM 104.00	System allows online inquiry for each asset of a group of assets.	F	
AM 105.00	System allows user to print a listing of all table structures that are established for asset management (e.g., location table, asset categories, etc.).	R	
AM 106.00	System can display or print subsidiary ledgers of fixed asset balances.	F	The Fixed Asset Component Journal and Fixed Asset Accounting Journal are available online. Printed versions are available through screen prints or reporting tools.
AM 107.00	System produces a transaction register audit trail of all acquisitions, transfers, changes and retirements during a user-defined time period by asset type, department, or transaction date or purchase amount.	F	

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Reference Number	Business Requirements	Vendor Response	Comments
AM 108.00	System can report asset transfers from lessor to lessee.	F	
AM 109.00	System functionality includes processing leases from a lessee's and a lessor's perspective.	R	Can be provided with report from customization AM 84.00
AM 110.00	System can provide a dollar total of fixed asset purchases by their funding source and department/organization.	R	An asset's funding distributions are available on the Fixed Asset Accounting Journal via online inquiry or reporting tools.
AM 111.00	System reports assets due for disposition, based on the scheduled disposal date and type.	R	Report based on Replacement Date.
AM 112.00	System can provide a vendor/PO listing of assets by vendor or in purchase order number sequence.	R	
AM 113.00	System can produce a disposition report showing items by asset type which have physically been disposed of but still remain on file for information purposes.	R	
AM 114.00	System can produce a listing of all inactive/idle or retired assets by location and asset category.	T	System currently does not include Active Flag

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Reference Number	Business Requirements	Vendor Response	Comments
AM 115.00	System can produce a listing of all disposed assets showing any gains or losses and the associated account coding, buy type.	F	The Fixed Asset Accounting Journal is available online or using reporting tools.
AM 116.00	System allows the reporting and inquiry of replacement cost by department or organization unit and by asset type.	F	
AM 117.00	System can produce a forecast of assets scheduled for replacement, based on user-specified criteria, such as useful life, scheduled disposition date, or odometer readings.	T	Additional field requirements can be made using Advantage Design Studio to accommodate new data elements such as odometer readings.
AM 118.00	System has the ability to produce depreciation reports by cost-center.	R	Reports may be produced based on accounting distribution or Responsibility Center. A separate "Cost Center" is not available.
AM 119.00	System can produce a depreciation report by balance sheet category, such as buildings and equipment.	R	
AM 120.00	System can produce a report of assets by:		This information is available through the baseline reports from AMS Advantage Financial or the reporting tools provided by the data warehouse.
AM 120.01	- Financial statement category (major asset type code)	R	Asset Type

Functional Category: Financial - Asset Management

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Reference Number	Business Requirements	Vendor Response	Comments
AM 120.02	- Minor asset type code	R	Fixed Asset Group, Fixed Asset Group Class, Fixed Asset Group Category
AM 120.03	- Fund	R	Note that assets may be shared between Funds.
AM 120.04	- Department	R	See AM 120.00.
AM 120.05	- Organization Unit	R	See AM 120.00.
AM 120.06	- Function (i.e., Public Protection, Health & Sanitation, etc.)	R	See AM 120.00.
AM 120.07	- Budget Unit	R	Appropriation is not currently part of the asset's Responsibility Center. The funding for a single asset or asset component may be split across multiple funding lines and budgetary appropriations.
AM 120.08	- Activity	R	See AM 120.00.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 120.09	- Organization unit and by age of the assets, based on acquisition date	R	See AM 120.00.
AM 120.10	- Vendor	R	See AM 120.00.
AM 120.11	- Manufacturer	R	See AM 120.00.
AM 120.12	- Subcontractor	T	Vendor Only
AM 121.00	System provides the ability to produce a physical inventory worksheet to be sorted by department, location, type, and/or person responsible to assist in conducting physical inventory.	R	See AM 120.00.
AM 122.00	System can produce a report that facilitates reconciliation to physical inventory counts.	R	See AM 120.00.
AM 123.00	System provides the ability to print reports at various remote locations.	F	

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Reference Number	Business Requirements	Vendor Response	Comments
AM 124.00	System can provide a schedule of assets grouped by GAAFR function and/or departments.	R	Department and Function
AM 125.00	System provides the ability to report all fixed asset balances in the standard CAFR format.	R	See AM 120.00.
AM 126.00	System provides the ability to report Statement of Fixed Assets in standard CAFR format.	R	See AM 120.00.
AM 127.00	System can generate a report for assets purchased with grant funding	R	See AM 120.00.
AM 128.00	System provides a report that forecasts depreciation by individual asset, groups of assets, or total assets for a user-specified period of time.	R	Mass Depreciation Process provides the ability to generate reports for individual assets, sorted by organizational unit.
AM 129.00	System can identify and sort items ordered and received by organizational unit	R	Based on Receiver document records.
AM 130.00	System provides the ability to generate report for all items assigned to a specific location by portable equipment and fixed assets	R	See AM 120.00.

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Reference Number	Business Requirements	Vendor Response	Comments
AM 131.00	System has the ability to generate reports for Medicare, Medi-Cal, and CBRC/FQHC.	R	Report requirements need to be made clearer to ensure that they are met.

Functional Category: Financial - Inventory

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Reference Number	Business Requirements	Vendor Response	Comments
	GENERAL INVENTORY REQUIREMENTS		
IN 1.00	Inventory module is integrated with the system's General Ledger, Accounts Payable, Purchasing, and Project/Grant Accounting modules	F	The Inventory module is full integrated with General Ledger, Accounts Payable, Purchasing, and Project/Grant Accounting modules. Inventory transactions automatically generate corresponding financial transactions to the General Ledger and Projects/Grants. Purchasing and Accounts Payable transactions automatically update inventory information as appropriate. The full integration eliminates dual data entry.
IN 2.00	System has the ability to establish, maintain, adjust and delete inventory stock item records in real time.	F	AMS Advantage Financial establishes, maintains, adjusts, and deletes inventory stock item records in tables that are updated in real time.
IN 3.00	System has the ability to update stock item data and maintain all the specific data for:		
IN 3.01	- Returns	F	The Stock Return document is utilized to update stock item data for inventory returns.
IN 3.02	- Adjustments	F	The Inventory Adjustment document is utilized to update stock item data for inventory adjustments.

Functional Category: Financial - Inventory

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Reference Number	Business Requirements	Vendor Response	Comments
IN 3.03	- Transfers	F	The Transfer Issue and Transfer Receipt documents are utilized to update stock item data for inventory transfers.
IN 3.04	- Receipts	F	The Receipt document is utilized to update stock item data for inventory receipts.
IN 3.05	- Requisitions	F	The Stock Requisition document is utilized to update stock item data for inventory requests.
IN 3.06	- Issuance of Inventory	F	The Issue Confirmation document is utilized to update stock item data for inventory issuance.
IN 3.07	- Recalls	F	Recalls can be tracked using a recall code on transactions
IN 4.00	System provides security of data by limiting access through user-specific fields such as department number, warehouse number and account code	F	AMS Advantage Financial's security functionality provides numerous options for user authority profile/security by department, warehouse, and account codes.
IN 5.00	System supports the use of bar-coding technology. For example:		Available with third-party bar code system provided by the County. Additional comment: Requirement would necessitate the inclusion of 1). additional fields associated with a fixed asset, and 2). interface/integration with a to-be-determined third party bar coding software.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 5.01	- Provide a pre-defined interface to accept and interpret bar-coded data from receiving documents, cycle counts, and shipments.	TP	See IN 5.00
IN 5.02	- Ability to recognize SKU and multiple commodity codes via bar-code technology	TP	See IN 5.00 SKU will need to be added to the database. (see 20.00)
IN 5.03	- Ability to capture product information during inventory picking	TP	See IN 5.00
IN 5.04	- Ability to capture product information when performing cycle counts	TP	See IN 5.00
IN 6.00	System maintains an audit trail of all automatic processes.	F	A complete audit trail is maintained for all automatic processes.
IN 7.00	System allows inventory to be classified by purchasing commodity number	F	The inventory module is fully integrated with the Purchasing module. Inventory items are stored with purchase commodity codes and can be classified with these codes.
IN 8.00	System can accommodate standard commodity codes and groupings (e.g., NIGP, UNSPC, etc.).	F	AMS Advantage Financial supports both structured and unstructured commodity coding. Structured commodity schemes include, but are not limited to, NIGP and UNSPSC.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 9.00	System provides the ability to record status of items (e.g., spoilage, cancellation, etc.).	F	AMS Advantage Financial provides the capability to record item status on inventory transactions. The item statuses are user defined and maintained.
IN 10.00	System provides the ability to differentiate between giveaway items and sale items pertaining to stock usage.	F	Giveaway items can be differentiated by a zero unit cost.
IN 11.00	System provide fields that can be used to identify if an item or service is proprietary, single source, single supplier, or generic.	F	The system utilizes County-defined procurement types, which contain the "roadmaps" for processing. Proprietary/sole source procurements are examples of procurement types. Roadmaps are specific to the procurement type.
IN 12.00	System provides the ability to indicate items approved for use as substitutes for the original item.	T	A 'Comments' field can be added to note approved substitutes.
IN 13.00	System can be configured so that default values for transactions can be inferred from transaction type, certain data entered, etc.	F	AMS Advantage Financial has the capability to infer default values based on transaction type, data entered, etc.
IN 14.00	System keeps usage statistics on inventory items.	F	Inventory usage is fully tracked and can be reported upon. Views of this information are available online, however, reports provide the flexibility to easily customize inquiries with user-defined parameters and sorts.
IN 15.00	System provides forecasting functionality for use in analyzing item usage and projecting future use.	F	AMS Advantage Financial provides forecasting functionality that calculates and updates forecasted demand for each stock item based on previous demand. Forecast demand methods include manual, regular, and seasonal.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 16.00	System maintains a table of master descriptions to ensure common descriptions are used throughout the procurement and inventory process	F	The inventory module is full integrated with the Purchasing module including the use of commodity codes. The Commodity Code table includes long and short descriptions that are common to the inventory and purchasing modules.
IN 17.00	System provides excess or non-moving inventory and obsolete item analysis and reporting	R	The integrated reporting tool would be used to meet this requirement.
IN 18.00	System provides the ability to create and route electronic forms for electronic approval (e.g., approval for write-off of damaged, non-moving, or obsolete inventory.	F	Through a combination of security and workflow, the System provides numerous options for user authority profiling/security, approvals, levels and numbers of approvers.
IN 19.00	System provides the ability to generate an alert when the value of all items held in inventory exceeds the insurance coverage amount for the warehouse/building storing the items.	R	The integrated reporting tool would be used to meet this requirement. It would require obtaining and storing insurance data.
IN 20.00	System provides an extensive item master and item history capable of managing materials items and cataloged services including multiple numbering nomenclature schemes (NIGP, UPC, SKU) for items and services via bar code.	T	Reference IN 5.01. In addition to creating fields to store UPC & SKU, the nomenclature UN/SPSC is also used/stored. Add a field to store additional scheme(s).
IN 21.00	System can track expiration/spoil date by specific stock items	C	New Functionality will be added to store lot and lot expiration data and track consumption of items from the lots.
IN 22.00	System can attach a manufacturer's part number, manufacturer name, and an internal part number to each item.	T	Must also add field to store manufactures part number and internal part number.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 23.00	System can maintain a history of part number if the manufacturer's part number changes.	C	Will need to have part number in database in order to track history. Set up another table.
IN 24.00	System can track and produce a hard copy stock tag which includes the following information:		The stock tag format would be defined as a single custom report and all items under the 24.00 section would be included on the report.
IN 24.01	- Stock location	R	The integrated reporting tool would be used to meet this requirement.
IN 24.02	- Manufacturer's part number	T	Manufacturer's part number can be added using the included configuration toolset.
IN 24.03	- Manufacturer name	R	The integrated reporting tool would be used to meet this requirement.
IN 24.04	- Item number	R	The integrated reporting tool would be used to meet this requirement.
IN 24.05	- Unit of measure	R	The integrated reporting tool would be used to meet this requirement.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 24.06	- Issuing unit by location	R	The integrated reporting tool would be used to meet this requirement.
IN 24.07	- Cost	R	The integrated reporting tool would be used to meet this requirement.
IN 24.08	- Other user-defined fields	R	The integrated reporting tool would be used to meet this requirement. User-defined fields can be created by utilizing the system toolset
IN 25.00	System can accommodate items with zero dollar value and/or zero quantity	F	
IN 26.00	System provides a variable length field to contain requirements for maintaining or servicing an item.	T	AMS Advantage Financial provides variable length fields to contain maintenance and service requirements for an item, by utilizing the system toolset.
IN 27.00	System allows for electronic approval for receipts, issues, and other related inventory functions.	F	Through a combination of security and workflow, the System provides numerous options for user authority profiling/security, approvals, levels and numbers of approvers.
IN 28.00	System provides quantity unit of measure conversions (conversion formula to calculate number of units from number of order quantities, e.g., 4 boxes = 48 units, conversion of pounds of 12 gauge insulated copper wire into feet of wire, etc.).	F	AMS Advantage Financial provides unit of measure conversion functionality by storing both purchase and issue units for inventory stock items.

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IN 29.00	System has the ability to cross-reference and track an internal part number with a manufacturer's part number or distributor's part number.	F	
IN 30.00	System has the ability to automatically carry an item code forward from a catalog to a transaction being initiated by a user.	F	Data maintained in catalogs is carried forward to inventory transactions, thereby eliminating redundant data entry.
IN 31.00	System provides a variable-length, free-form character field available for describing special handling requirements, including but not limited to: hazardous material classification, storage requirements, special clothing requirements, special instructions for handling and disposal, spill response,	T	AMS Advantage Financial provides variable length fields to contain various types of information, by utilizing the system toolset.
32.00	System has the ability to retain detailed receipt history for all items.	F	Receipt history is fully tracked and can be reported upon. Views of this information are available online, however, reports provide the flexibility to easily customize inquiries with user-defined parameters and sorts.
IN 33.00	System must be table-driven (i.e., configurable and no hard-coded rules).	F	AMS Advantage Financial is table-driven and configurable. There are no hard-coded rules.
IN 34.00	System provides the ability to assign a reason code and to provide comments for stock adjustments.	F	AMS Advantage Financial stores stock adjustment reason codes in a user maintained table. The Inventory Adjustment document contains a field for comments.
	INVENTORY ACCOUNTING/MANAGEMENT		

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IN 35.00	System supports General Ledger accounting for inventory on either a "purchase" method or "consumption" method.	F	AMS Advantage Financial supports both "purchase" and "consumption" methods with appropriate General Ledger accounting.
IN 36.00	System can generate either financial or memo transactions to the General Ledger module to reflect the impact of inventory acquisitions or issuances.	F	The Inventory module is fully integrated with the General Ledger module. The system generates General Ledger financial or memo transactions as appropriate to capture inventory acquisitions or issuances.
IN 37.00	System automatically reverses accounting and inventory transactions when an order is cancelled and goods have not been received.	F	AMS Advantage Financial automatically reverses accounting transactions for cancelled orders without receipt. The system also reverses the inventory "on order" amount corresponding to the cancelled order.
IN 38.00	System provides the ability to assign user-defined expenditure accounts, by default, to transactions based on commodity code, account code, and transaction type (with override capability only with appropriate security)	F	AMS Advantage Financial has the capability to infer user defined expenditure accounting default values based on commodity code, account code, and transaction type with override capability for users with appropriate security.
IN 39.00	System provides for inventory control accounts (or central stock accounts) as defined by users.	F	AMS Advantage Financial provides inventory control accounts with default account coding by warehouse. In addition, user maintained accounting code templates can be established for inventory control.
IN 40.00	System provides a multi-level location structure, to include:		
IN 40.01	- Warehouse (for example - central supply)	F	This functionality can be provided via a user defined multi level warehouse coding structure.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 40.02	- Storage Area (for example - 2nd floor NW quadrant)	F	This functionality can be provided via a user defined multi level warehouse coding structure.
IN 40.03	- Aisle	F	This functionality can be provided via a user defined multi level warehouse coding structure.
IN 40.04	- Bin	F	This functionality can be provided via a user defined multi level warehouse coding structure.
IN 40.05	- Shelf	F	This functionality can be provided via a user defined multi level warehouse coding structure.
IN 40.06	- Rack	F	This functionality can be provided via a user defined multi level warehouse coding structure.
IN 40.07	- Cart	F	This functionality can be provided via a user defined multi level warehouse coding structure.
IN 40.08	- Required environmental conditions for the specific location	T	An environmental condition field can be created by utilizing the system toolset

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Reference Number	Business Requirements	Vendor Response	Comments
IN 40.09	-Other fields as defined by users.	T	User defined fields can be created by utilizing the system toolset.
IN 41.00	System allows transfers of stock items from project to project, between cost centers, among divisions, and among warehouses with corresponding addition and depletion figures, with the proper authorization/approval	F	AMS Advantage Financial allows transfers of inventory items between warehouses with stock transfer documents. The system allows transfers of delivered inventory items between projects, cost centers, divisions, etc. with journal voucher documents.
IN 42.00	System provides the ability to allocate purchases and stock to various divisions, warehouses, section of warehouse, cost center, etc. (i.e., drop shipping).	F	This functionality is provided within the inventory transfer transaction.
IN 43.00	System provides the ability to maintain an unlimited number of separate storerooms for each individual organization.	F	
IN 44.00	System provides primary and multiple secondary locations of stocked items.	F	AMS Advantage Financial provides primary and multiple secondary locations. Stock items are specified with a primary bin location and up to two alternative secondary locations for each warehouse.
IN 45.00	System can indicate stock on hand by each location or multiple locations	F	Stock on hand data by location is fully tracked and can be reported upon real time. Views of this information are available online, however, reports provide the flexibility to easily customize inquiries with user-defined parameters and sorts.
IN 46.00	System provides the ability to perform lot expiration tracking.	C	Included in IN 21.00

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IN 47.00	System provides the ability to define default warehouse views for users (i.e., users are restricted to using certain warehouses based on region' etc.)	F	AMS Advantage Financial's security functionality provides numerous options for user authority profile/security by department, warehouse, and account codes. Users can be restricted to certain warehouses based upon various account codes.
IN 48.00	System allows users to specify a mark-up or overhead cost for each individual commodity code or item.	F	AMS Advantage Financial enables users to specify mark-up or overhead costs for stock items. The user defined surcharge can be specified as a fixed amount or a percentage amount.
IN 51.00	System provides the ability to automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.	F	AMS Advantage Financial provides an option to adjust item costs automatically when the payment amount differs from the purchase order/receipt amount. If this option is selected, the system automatically updates inventory unit costs and value based on the difference.
IN 52.00	System provides the ability to calculate and store the average cost of an item held in inventory.	F	AMS Advantage Financial provides the ability to calculate and store inventory stock item average unit cost. The inventory item average unit cost is first updated upon receipt at the purchase order cost and subsequently updated upon payment if the payment amount differs from the purchase order/receipt amount.
IN 53.00	System provides the ability to assign Activity Based Cost (Decision Support System) category codes to items.	C	An additional cost accounting code will be added to the inventory for Activity Based Cost.
IN 54.00	System provides the ability to identify Activity Based Cost (Decision Support System) categories for new items or items with no usage.	C	Included in IN 53.00

Functional Category: Financial - Inventory

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Reference Number	Business Requirements	Vendor Response	Comments
	GOODS RECEIPT		
IN 55.00	System can provide for receipt, partial or complete, by line item as well as the entire purchase order.	F	AMS Advantage Financial accommodates full and partial receipts by line items as well as by entire purchase order. The system also allows users to close partially received orders.
IN 56.00	System has ability to have multiple receipts against each line item.	F	AMS Advantage Financial enables users to create multiple receipts (each with unique IDs) to reference a single purchase order for the entire order or by line item.
IN 57.00	System has ability to easily close out an item not completely received. (With appropriate authority)	F	AMS Advantage Financial provides the ability to close an order that has not been fully received.
IN 58.00	System has ability to receive over-shipments (with certain approval level).	F	AMS Advantage Financial has the capability to receive over-shipments for user's with appropriate security approval levels.
IN 60.00	System provides the ability to reverse a receipt entry with appropriate authority.	F	AMS Advantage Financial provides the capability to cancel a receipt if the user has appropriate security access. The system automatically reverses all prior purchase and inventory updates.
IN 61.00	System allows receiver to access purchase order data on line and populate receiving screens with appropriate data (to reduce data entry).	F	AMS Advantage Financial automatically carries forward all necessary purchase order data to the receipt document, reducing data entry.

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IN 62.00	System provides the ability to update open purchase order status and balances at time of receipt into inventory.	F	AMS Advantage Financial automatically updates purchase order status and balances at the time of receipt. Users do not need to enter updates manually.
IN 63.00	System provides the ability to update inventory on hand and on order when items are received for inventory items.	F	AMS Advantage Financial automatically updates inventory on hand and on order quantities at the time of receipt. Users do not need to enter updates manually.
IN 64.00	Ability to capture the manufacturer's stock item description or distributor's number for each detail line on the receiver documents.	F	AMS Advantage Financial captures manufacturer's stock item number for each detail line on receiver documents.
IN 65.00	System has the ability to do an edit check for receipt transactions against purchase order, location and unit of measure.	F	AMS Advantage Financial automatically carries forward all necessary purchase order data to the receipt document, eliminating the need to edit for location and unit of measure.
	STOCK ISSUANCE / RETURN TO STOCK / BACKORDER		
IN 66.00	System can create pick tickets automatically, based on electronic supply requisitions.	F	AMS Advantage Financial automatically creates pick tickets from electronic Stock Requisition documents. Users can print pick tickets for a single specified stock requisition, all stock requisition, or stock requisitions to be delivered on a specific date.
IN 67.00	System provides the ability to generate pick tickets at prescheduled times	F	Pick tickets can be automatically generated or generated in batch a predefined times.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 68.00	System has the ability to bundle items into "carts". A cart consists of items which are always ordered together. Each cart is assigned a tracking number.	F	The system accommodates the ability to bundle items with a hierarchical item structure. The hierarchy is based upon "parent" (or "cart") items that contain "child" items. The "parent" item is assigned a unique inventory stock item code.
IN 69.00	System provides the ability to place a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period	F	System can provide cap on quantity per requisition but not dollar amount or time period. During work session, informed County cost of mod is not included for this requirement.
IN 70.00	System prints a "ship to" address on pick tickets from requisition information.	F	AMS Advantage Financial currently prints "Ship To" address on pick tickets.
IN 71.00	System provides the ability to issue items at a certain cost and credit the item back (if returned) at the issue cost. This feature should be the default regardless of inventory costing method used (i.e., average cost, LIFO, FIFO, etc.)	F	AMS Advantage Financial provides the capability to return stock items at issue cost. The Stock Return document can reference the Stock Requisition or Over the Counter issue document to obtain and credit the issue cost.
IN 72.00	System provides the ability to issue items for checkout to locations internal to the warehouse such as a module or floor location.	F	The Over the Counter document can be utilized to issue stock items to locations within the warehouse. Note that this document issues the item and does not transfer the item.
IN 73.00	System provides the ability to track and differentiate between warehouse order quantities (i.e. case) and inventory issue quantities (i.e. box, when there are 12 boxes in a case).	F	AMS Advantage Financial provides unit of measure conversion functionality by storing both purchase/order and issue units for inventory stock items. The warehouse can purchase/order in one unit of measure and issue in another unit of measure.
IN 74.00	System differentiates between supply items and logistic items. (Cost of logistic items issued to organizational units are not charged to units. Logistics costs remain centralized but must be tracked to units.). An example of this would be street barricades in which the barricades are lent	F	The system can be setup to differentiate between logistic and supply items.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 75.00	System can retain requisition information as to what is ordered from warehouses by organizational unit.	R	Stock requisition information is fully tracked and can be reported upon.
IN 76.00	System can process emergency issues (i.e., deduct anything shipped from on-hand stock immediately and print a receipt for shipment to the requestor).	F	The Over the Counter document can be utilized to process emergency issues. This document reduces on-hand stock immediately and can be printed as a receipt.
IN 77.00	System provides the ability to compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.	F	AMS Advantage Financial provides backorder functionality that automatically determines backordered requests to be filled. The system sorts all backordered requests in ascending delivery date order, servicing partially filled requests before fully backordered requests. The backordered requests are then ready for the pick ticket process.
IN 78.00	System can provide back-order information on-line.	F	Backorders are tracked within AMS Advantage.
IN 79.00	System can maintain the number of times orders are placed on back-order	R	The integrated reporting tool would be used to meet this requirement.
IN 80.00	System provides a comment field attached to back-order information.	F	The system provides a field on-line.
IN 81.00	System provides the ability to record anticipated delivery date for back-ordered items and notify users when delivery date is imminent.	R	The integrated reporting tool would be used to meet this requirement.

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IN 82.00	System can provide back-order history.	F	This information is available online.
IN 83.00	System can provide back-order processing with manual or automatic release or (manual) cancellation.	F	AMS Advantage Financial currently provides automatic and manual release back-order processing. County is aware there is no 'automatic' cancellation.
IN 84.00	System supports communication to external electronic storage devices (e.g., Omnicell) for stock replenishment.	T	An interface would be developed to support this functionality. Provide to County file layout/specification requirements for inbound interface to Advantage. Provide DataJunction maps.
IN 85.00	System has the ability to produce a "put" (return-to-stock) ticket which will contain a sequential reference number.	F	The Stock Return document is utilized to return stock issues and reverse accounting effects. It can be set up to contain a sequential document number. This document can be used as the "put" ticket.
	REORDERING		
IN 86.00	System has an automatic reorder process for stock items including electronic request and approval.	F	AMS Advantage Financial has an automatic reorder process when stock items reach a user defined or system calculated reorder point. The purchase document generation and approval routing is automated.
IN 87.00	System tracks item usage and generate reorders automatically based on item usage and/or defined ordering schedules.	F	AMS Advantage Financial has an automatic reorder process when stock items reach a user defined or system calculated reorder point. The system then automatically generates a purchase requisition document that can be routed for approval based on security and workflow.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 88.00	System provides the ability to define, by item, the variables used in determining reorder points and reorder quantities.	F	AMS Advantage Financial provides the functionality to calculate reorder points and reorder quantities by item. The reorder point is based upon forecasted demand, average order lead time, and safety stock requirements. The reorder quantity is based upon the user selected Economic Order Quantity, Order Up To, or Manual method.
IN 89.00	System should provide the ability to generate requisitions for specific commodities or items by user-defined stock amounts.	F	AMS Advantage Financial provides the capability to generate requisitions for specific commodities by user-defined stock amounts. The user can select the Manual reorder method in order to specify stock amount.
IN 90.00	System provides reorder-point calculation.	F	AMS Advantage Financial provides reorder point calculation based upon forecasted demand, average order lead time, and user specified safety stock requirements.
IN 91.00	Reordering process takes into account on-hand and on-order amount along with receipts.	F	AMS Advantage Financial considers on-hand and on-order amounts along with receipts in the reordering process.
IN 92.00	System provides the ability to generate an online list of commodities to reorder and be able to select items from this list to process into one of the following documents:		
IN 92.01	- Requisition	F	This functionality is provided in AMS Advantage.
IN 92.02	- Blanket Purchase Order Releases	F	This functionality is provided in AMS Advantage.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 92.03	- Direct Purchase Orders	F	This functionality is provided in AMS Advantage.
IN 93.00	System provides for manual overrides of reorder points and reorder quantities.	F	AMS Advantage Financial allows users to manually override reorder points and reorder quantities. The user simply specifies manual reorder method with corresponding reorder point and quantity for a particular inventory item.
IN 94.00	System provides the ability to automatically update inventory on-order information at the time that a requisition is created	F	Currently we update inventory on-order at time of PO creation. County provided clarification: instead of having inventory on-order update when req is created, it is acceptable to have the update take place when req is approved.
IN 95.00	System should provide the ability to automatically notify the entity responsible for the item and the entity that paid for the item at a variable number of days before the item or lot will expire.	C	Included in IN 21.00
IN 96.00	System allows each warehouse location to automatically generate a reorder either to procurement or the central warehouse on item by item basis	F	This functionality is provided in AMS Advantage.
	TRANSACTION PROCESSING		
IN 97.00	System supports the processing of the following inventory transactions:		

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IN 97.01	- Stock purchases	F	AMS Advantage Financial processes stock purchases with various documents from the Purchasing module, which is fully integrated with the Inventory module.
IN 97.02	- Stock receipts	F	AMS Advantage Financial processes stock receipts with the Receipt document. Note that this document is utilized by the purchasing and inventory modules.
IN 97.03	- Inventory issues	F	AMS Advantage Financial processes inventory issues with the Stock Requisition document for orders and the Over the Counter document for direct withdrawals.
IN 97.04	- Inventory returns to stock	F	AMS Advantage Financial processes inventory returns to stock with the Stock Return document.
IN 97.05	- Inventory returns to supplier	F	The functionality is provided within the Inventory Adjustment function.
IN 97.06	- Inventory transfers (no cost transferred)	F	AMS Advantage Financial processes inventory transfers with the Transfer Issue and Transfer Receipt documents.
IN 97.07	- Redirect orders to other warehouses	F	Transfers once it is in inventory and can be drop shipped from an order by having multiple ship address on the PO.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 97.08	- Material reservations	F	AMS Advantage Financial processes material reservations with the Stock Requisition document. Users can specify the exact delivery date they require the inventory material.
IN 97.09	- Inventory adjustments	F	AMS Advantage Financial processes inventory adjustments with the Inventory Adjustment document.
IN 97.10	- Inventory disposals (bid, sales, surplus, scrap)	F	AMS Advantage Financial processes inventory disposals with the Inventory Adjustment document.
IN 98.00	Ability to reverse, cancel, or reject any stock requisition.	F	AMS Advantage Financial provides the ability to reverse, cancel, or reject any stock requisition. These actions are online functions controlled by users' security.
IN 99.00	Ability to enter transactions online at multiple sites.	F	AMS Advantage Financial provides the ability to enter transactions online at multiple sites. This is an online function controlled by a users' security.
IN 100.00	System provides on-line inventory adjustment capabilities with proper approval levels.	F	AMS Advantage Financial processes inventory adjustments with the Inventory Adjustment document. This is an online function controlled by users' security.
IN 101.00	System automatically updates inventory balances and order status at the time of transaction entry.	F	AMS Advantage Financial automatically updates inventory balances and order status when a transaction is processed.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 102.00	System provides the ability to adjust the following balances online for all types of inventory transactions: number of units, unit cost and inventory dollar balance.	F	AMS Advantage Financial provides the capability to adjust the number of units and/or unit cost online with the Inventory Adjustment document. The inventory dollar balance is automatically updated when the number of units and/or unit cost is adjusted.
IN 103.00	System maintains an audit trail for inventory transactions including: user id, facility, item number, quantity, unit of measure, location, transaction type, date, time and document numbers.	F	AMS Advantage Financial keeps a complete audit trail for all inventory transactions. The reporting tool can be utilized to obtain this data.
IN 104.00	System provides the ability to automatically update inventory on-order information at the time a purchase order is released.	F	AMS Advantage Financial automatically updates the inventory item On Order data when a purchase order for that item is processed.
IN 105.00	System provides the ability to automatically update allocated inventory when stock request is received.	F	AMS Advantage Financial automatically updates the inventory item Reserved and Available data when a stock requisition is processed.
IN 106.00	System provides the ability to issue an item and identify it to a specific grant, program, project, contract, fund, etc.	F	The Inventory module is full integrated with the General Ledger, Accounts Payable, and Project/Grant Accounting modules so inventory issues can be charged to a specific grant, program, project, contract, fund, etc.
IN 107.00	System provides the ability to generate an online notification any time a transaction reduces inventory on hand to a point at or below the minimum reorder point and/or safety stock level or would create a backorder situation.	R	Users are notified during transaction entry if their request would create a backorder situation. Custom infoAdvantage reports can be created to notify the appropriate staff when the minimum reorder point or safety stock levels are reached. Alternately, the County could configure the online alerts to notify users, but this requires expertise with the configuration toolset.

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Reference Number	Business Requirements	Vendor Response	Comments
	CYCLE COUNTING		
IN 108.00	System can provide automatic cycle count scheduling.	C	New functionality will be added to provide a parameter driven cycle count scheduling process.
IN 109.00	Ability to select and sequence physical inventory and cycle count documents.	C	Included as part of IN 108.00
IN 110.00	System can provide cycle counts by items not counted.	F	AMS Advantage provides the count as part of the inventory freeze process.
IN 111.00	System has ability to do cycle counting on demand by item, group, class	F	The system has the capability to perform cycle counting on demand by item, group, and class for a warehouse.
IN 112.00	System has the ability to do random cycle counts.	F	AMS Advantage provides the count as part of the inventory freeze process.
IN 113.00	System provides the ability to enter cycle count data online with proper security and approvals.	F	Security controls access to and use of all system tables and documents, including inventory cycle count.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 114.00	System provides the ability to separate the inventory count and reconciliation process to prevent the same user from counting and reconciling inventory.	F	Security controls access to and use of all system tables and documents, including inventory cycle count. One user would be given the security to enter cycle count data while a different user would be given the security to perform the reconciliation.
IN 115.00	System provides the ability to freeze perpetual balances at the time an item is selected for cycle counting or physical inventory.	F	AMS Advantage Financial automatically freezes stock items selected for physical inventory. The frozen stock item cannot be issued but items can be reserved with stock requisition documents.
IN 116.00	System provides the ability to calculate deviation between frozen and counted quantities.	F	AMS Advantage Financial produces a discrepancy report that lists the stock item, frozen quantity, counted quantity, net difference, unit cost, and total overage/underage.
IN 117.00	System provides the ability to make appropriate adjusting entries for deviations between frozen inventory and counted quantities	F	The Inventory Adjustment document can be used to make manual adjusting entries for deviations. The system also performs a reconciliation and posting process that automatically posts General Ledger adjusting entries for overages/underages and updates inventory data to reflect the counted quantities.
IN 118.00	System provides the ability to enter physical count data from count sheets and compare the physical count amounts to the quantity on hand, and calculate variances based on security clearance to view online counts	F	AMS Advantage Financial provides the capability to enter physical count data for count sheets. The physical count to quantity on hand comparison and variance calculation is produced in a report rather than online. Users with appropriate security access can obtain and view the report.
IN 119.00	System provides the ability to create physical inventory reports, including the following:		

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IN 119.01	- Exception report of quantity variances	F	AMS Advantage Financial produces a discrepancy report that lists the stock item, frozen quantity, counted quantity, net difference, unit cost, and total overage/underage.
IN 119.02	- Inventory value with value variance	F	AMS Advantage Financial produces a discrepancy report that lists the stock item, frozen quantity, counted quantity, net difference, unit cost, and total overage/underage.
IN 121.00	System provides the ability to generate a book-to-physical adjustment transaction once cycle, period-end and year-end physical inventory counts are determined.	F	AMS Advantage Financial performs a reconciliation and posting process that automatically posts General Ledger adjusting entries for overages/underages and updates inventory data to reflect the counted quantities.
IN 122.00	System provides the ability to generate and print cycle count worksheets including: item number, manufacturer's number, distributor's number, description, location and unit of measure.	C	Included as part of IN 108.00
IN 123.00	System provides the ability to perform the physical count and reconciliation process on demand.	F	AMS Advantage Financial's physical inventory freeze as well as reconciliation and posting processes can be run on demand.
IN 124.00	System provides a mechanism to match physical stock to on-hand figures.	F	AMS Advantage Financial produces a discrepancy report that lists the stock item, frozen quantity, counted quantity, net difference, unit cost, and total overage/underage.
	REPORTING & QUERYING		

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Reference Number	Business Requirements	Vendor Response	Comments
IN 125.00	System provides the ability to generate reports by total stock and stock available at each division, warehouse, etc.	R	The integrated reporting tool would be used to meet this requirement.
IN 126.00	System provides the ability to generate and store ad hoc reporting on all information regarding inventory.	R	The integrated reporting tool would be used to meet this requirement.
IN 127.00	System can generate a report of inventory items (including item number and item family/class), both active and inactive by date.	R	The integrated reporting tool would be used to meet this requirement.
IN 128.00	System provides the ability to report dollar value of inventory and stock-on-hand by site and in total as of a particular date.	R	The integrated reporting tool would be used to meet this requirement.
IN 129.00	System provides the ability to print/display all reports on printer/screen.	F	The integrated reporting tool would be used to meet this requirement.
IN 130.00	System is able to export data to popular office application such as Microsoft Excel and Access.	F	The integrated reporting tool would be used to meet this requirement.
IN 131.00	System can produce a paper catalog of items kept in inventory.	R	The integrated reporting tool would be used to meet this requirement.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 132.00	System can maintain a readily accessible listing of all open purchase orders, with the ability to view on-line all purchase orders and purchase order status (with appropriate security).	F	AMS Advantage Financial maintains open purchase order data online. Users with appropriate security access can view this information.
IN 133.00	System can show all orders open or closed with quantity ordered and quantity received with their respective date received and quantity due	F	AMS Advantage Financial maintains purchase order data online including quantity ordered, quantity received, date received, and quantity due. Users with appropriate security access can view this information.
IN 134.00	System should provide the ability to view open orders by:		
IN 134.01	- Delivery point	R	The integrated reporting tool would be used to meet this requirement.
IN 134.02	- Shipping point	R	The integrated reporting tool would be used to meet this requirement.
IN 134.03	- Stock location	R	The integrated reporting tool would be used to meet this requirement.
IN 134.04	- Purchase Order Number	R	The integrated reporting tool would be used to meet this requirement.

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Reference Number	Business Requirements	Vendor Response	Comments
IN 134.05	- Due Date/Estimated Delivery Date/Vendor Promise Date	R	The integrated reporting tool would be used to meet this requirement.
IN 134.06	- Ordering entity	R	The integrated reporting tool would be used to meet this requirement.
IN 134.07	- Paying entity	R	The integrated reporting tool would be used to meet this requirement.

Functional Category: Procurement

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Requisitions		
PU-REQ	1.00	Acct	Automatic online budget validation and verification of account distribution for requisition transactions.	F	
PU-REQ	2.00	Acct	Account codes can be derived from user-defined parameters (e.g., ordering area, item code).	F	
PU-REQ	3.00	Type	Requisitions support user defined procurement types for:		
PU-REQ	3.01	Type	- Service Contracts	F	
PU-REQ	3.02	Type	- Master Agreements, Commodity or Service	F	
PU-REQ	3.03	Type	- Commodities	F	
PU-REQ	3.04	Type	- Surplus Sales	F	
PU-REQ	3.05	Type	- Sundry Services	F	
PU-REQ	3.06	Type	- Employee Training and Travel	F	
PU-REQ	3.07	Type	- Reimbursements	F	
PU-REQ	3.08	Type	- Equipment Rental and Rent to Lease	F	
PU-REQ	3.09	Type	- Equipment Lease and Lease to Purchase	F	
PU-REQ	3.10	Type	-Trade Ins	F	
PU-REQ	3.11	Type	- Procurement Cards	F	
PU-REQ	4.00	Type	Override system pre-defined assignment of requisition and manually assign to Buyer or Buyer Group.	F	
PU-REQ	6.00	Controls	Approvals and workflow support controls on requisitions; includes the ability to override controls with established authorization:		
PU-REQ	6.01	Controls	- Sole Source	F	
PU-REQ	6.02	Controls	- Dollar Amounts	F	
PU-REQ	6.03	Controls	- Dollar amount of service as a percentage of commodity for total requisition	F	
PU-REQ	6.04	Controls	- Commodities	F	
PU-REQ	6.05	Controls	- Services	F	
PU-REQ	6.06	Controls	- Accounting and budget validation for pre-encumbrance	F	
PU-REQ	6.07	Controls	- Department	F	
PU-REQ	6.08	Controls	- Procurement Cards	F	

Functional Category: Procurement

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			Requisitions		
PU-REQ	6.09	Controls	- Combinations of Department, Commodity/Service, Accounting, Dollar	F	
PU-REQ	7.00	Controls	Restrict non-contract commodity procurement when item on contract	F	
PU-REQ	8.00	Controls	Approvals and workflow support data requirements on requisitions for sole source	F	
PU-REQ	9.00	Features	Specify date needed on requisition.	F	
PU-REQ	10.00	Controls	Modify requisition through a change (add, change, or delete) to include commodities ordered, part, class, quantity, unit of measure, vendor, cost, and account postings; includes option to have changes subject to approvals	F	
PU-REQ	11.00	Features	Field level restriction based on procurement type	F	
PU-REQ	12.00	Encumber	Requisition numbers can be auto-generated	F	
PU-REQ	13.00	Encumber	Requisitions pre-encumbrances are automatically checked against existing encumbrances and budgeted amounts.	F	
PU-REQ	14.00	Features	Requisition document field information defaulted from requester, vendor, commodity, department, etc.	F	
PU-REQ	15.00	Features	User defined performance measures for all phases of requisition	F	
PU-REQ	16.00	Features	Ability to change procurement type of existing procurement transaction during requisition phase I.e. from sole source to standard requisition	F	
PU-REQ	17.00	Features	Copy forward requisition information from existing requisition in the system; including approvals, standard terms and conditions, etc.	F	
PU-REQ	18.00	Features	Establish requisition templates for frequently requested commodities.	F	
PU-REQ	19.00	Features	Establish requisition templates for user-defined procurement types including approvals and workflow	F	
PU-REQ	20.00	Features	Cross-referencing of purchase requisitions to a corresponding solicitation, contract, purchase order)	F	
PU-REQ	21.00	Features	Include standard terms in requisitions from existing system libraries	F	

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			Requisitions		
PU-REQ	22.00	Features	Requisition involving trade-in, the value of the trade-in can be referenced on requisition at the line level	F	
PU-REQ	23.00	Features	Add commodity line with negative amount that would adjust the amount referenced on the accounting line accordingly	F	
PU-REQ	24.00	Features	Stock status can be provided for items referenced on requisition	F	
PU-REQ	25.00	Features	On-contract status can be provided for items referenced on requisition	F	
PU-REQ	26.00	Features	View purchasing history by commodity when creating a requisition	F	
PU-REQ	27.00	Features	Ability to consolidate and route requisition line items to purchase orders from multiple requisitions; includes criteria for consolidation and routing by commodity, line item dollar amount, total dollar amount, department, etc.	F	
PU-REQ	28.00	Features	Cancel individual line items on a requisition prior to award	F	
PU-REQ	29.00	Features	Departments can query status of delegated and non-delegated requisitions	F	
PU-REQ	30.00	Features	Order in fractional quantities.	F	
PU-REQ	31.00	Features	Requisitions initiated prior to year-end which cannot be encumbered until new year.	F	
PU-REQ	32.00	Change Mgt	File attachments included on requisition lines. Option to have file attachments carry over from requisition to solicitations, orders or contracts.	F	
PU-REQ	33.00	Change Mgt	Track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.	F	
PU-REQ	34.00	Change Mgt	Activity history for requisition cannot be changed or deleted	F	
PU-REQ	35.00	Routing	Log and report on updates to requisition documents; date\time, user.	F	
PU-REQ	36.00	Routing	Automatic assignment of requisitions to Buyers or Buying groups based on the following as well as the capture routing date and time.		
PU-REQ	36.01	Routing	- Commodity or Commodity Group	F	

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			Requisitions		
PU-REQ	36.02	Routing	- Department	F	
PU-REQ	36.03	Routing	- Unit	F	
PU-REQ	38.00	Report	Performance measures for users and management on requisition status.	R	
PU-REQ	39.00	Report	System can track and report on all requisitions by (but not limited to) date, requester, department, division number, fund number, commodity, status, log requisition number, budget number, account number, activity, project, buyer number, etc.	F	Online queries Document Catalog will display the requisitions by date, requester, and status. Reports would be used to sort the requisitions by the other criteria.
PU-REQ	40.00	Report	Requisition Template listings	F	
PU-REQ	41.00	Report	Open requisitions by: Department, Requester, Vendor, Commodity, Manufacturer, etc	R	
PU-REQ	42.00	Report	Unreleased requisitions by: Department, Requester, Vendor, Commodity, Manufacturer	R	
PU-REQ	43.00	Report	Closed requisitions by: Department, Requester, Vendor, Commodity, Manufacturer,	R	
PU-REQ	44.00	Report	Requisition changes	F	The document catalog displays all versions of a requisition so the user can see if there have been changes. To view a list of just those reqs that have been changed a report would be created.
PU-REQ	45.00	Report	Requisition history report by: Item, Department, Requester, Vendor, Manufacturer	R	
PU-REQ	46.00	Report	Annual requisition history	R	
PU-REQ	47.00	Report	Open requisitions by: Department, Requester, Vendor, Commodity, Manufacturer	R	
PU-REQ	48.00	Report	Unreleased requisitions by: Department, Requester, Vendor, Commodity, Manufacturer	R	
PU-REQ	49.00	Report	Closed requisitions by: Department, Requester, Vendor, Commodity, Manufacturer	R	
PU-REQ	50.00	Report	Requisition changes	R	
PU-REQ	51.00	Report	Requisition history report by: Item, Department, Requester, Vendor, Manufacturer	R	

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			Requisitions		
PU-REQ	52.00	Report	Requisitions to be approved by department	R	
PU-REQ	53.00	Report	Requisitions to be approved by approver	R	
PU-REQ	54.00	Report	Requisitions to be approved by vendor	R	
PU-REQ	55.00	Report	Requisitions that have been rejected	R	
PU-REQ	56.00	Report	Requisitions that need to be approved	F	A list of requisitions that need to be approved BY USER is available online. To see a list of ALL requisitions to be approved a report would be created.
PU-REQ	57.00	Report	Unapproved requisitions over as set period of time	R	

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			Solicitation Processing		
PU-SOL	1.00	Type	Solicitations support user defined procurement types for commodities, services, service contracts, master agreements for commodities, master agreements for services, surplus sales, equipment rental and lease, etc.	F	
PU-SOL	2.00	Type	Solicitation types supports the following solicitation phases and attributes:		
PU-SOL	2.01	Type	- Selection and grouping of commodity lines from requisitions by vendor, commodity, department, etc.	F	
PU-SOL	2.02	Type	- Events and schedules	F	
PU-SOL	2.03	Type	- Standard Terms and Conditions, Statement of Work	F	
PU-SOL	2.04	Type	- Qualifications and requirements	F	
PU-SOL	2.05	Type	- Evaluation criteria	F	
PU-SOL	2.06	Type	- Vendor selection and selection criteria	F	
PU-SOL	2.07	Type	- Commodity specifications	F	
PU-SOL	2.08	Type	- Criteria for publishing solicitation information	F	
PU-SOL	2.09	Type	- Receipt and loading of solicitation responses	F	
PU-SOL	2.10	Type	- Tabulation of solicitation responses	F	
PU-SOL	2.11	Type	- Notice of Intent to Award	F	
PU-SOL	2.12	Type	- Awards assignments including service contracts, master agreements, purchase orders, etc.	F	
PU-SOL	2.13	Type	- Notice of Award	F	
PU-SOL	3.00	Type	Solicitation types supported will include (but not limited to):		
PU-SOL	3.01	Type	- Advertised sealed solicitations	F	
PU-SOL	3.02	Type	- Phone and fax quotes	F	
PU-SOL	3.03	Type	- Written requests for proposals and quotations	F	
PU-SOL	4.00	Solicitation response	Record solicitation responses for each solicitation. Competing quotes minimally include the following data elements:		
PU-SOL	4.01	Solicitation response	- solicitation number (user-defined)	F	

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			Solicitation Processing		
PU-SOL	4.02	Solicitation response	- License Type {permit or registration}	F	
PU-SOL	4.03	Solicitation response	- License Number	F	
PU-SOL	4.04	Solicitation response	- Vendor Name & Address	F	
PU-SOL	4.05	Solicitation response	- Vendor contact person	F	
PU-SOL	4.06	Solicitation response	- Vendor phone	F	
PU-SOL	4.07	Solicitation response	- Vendor fax number	F	
PU-SOL	4.08	Solicitation response	- Vendor e-mail address	F	
PU-SOL	4.09	Solicitation response	- Contacted by	T	The County can add a Contacted By field to the solicitation response using the included Design Studio toolset.
PU-SOL	4.10	Solicitation response	- Contact Date	T	The County can add a Contact Date field to the solicitation response using the included Design Studio toolset.
PU-SOL	4.11	Solicitation response	- $ Amount	F	
PU-SOL	4.12	Solicitation response	- Availability date	F	
PU-SOL	4.13	Solicitation response	- Delivery/completion date from award date	F	
PU-SOL	4.14	Solicitation response	- Identified exceptions	F	
PU-SOL	4.15	Solicitation response	- Comment (text) field	F	
PU-SOL	4.00	Solicitation response	Vendor information in solicitation response will defer from vendor table and can be overridden	F	

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			Solicitation Processing		
PU-SOL	5.00	Solicitation response	Online entry of vendor solicitation responses.	F	
PU-SOL	6.00	Solicitation response	Receipt of solicitation responses through electronic means. Buyer should have ability to determine if electronic solicitation responses will be allowed for each solicitation	F	
PU-SOL	7.00	Solicitation response	Option to specify before solicitation close date and trigger for viewing of electronic solicitation responses from vendors within solicitation evaluation document	R	Solicitation responses can be viewed online only after the close date and time have passed, but authorized users can use the reporting tool to view the responses from vendors prior to the close date and time.
PU-SOL	8.00	Solicitation response	Option to allow additional solicitation responses as a result of an amendment	F	
PU-SOL	9.00	Solicitation response	Solicitation response allowed to be recorded either manually or electronically after solicitation has closed; with approvals and workflow	F	Solicitation response that are entered electronically by the vendor through the Vendor Self-Service application must be entered prior to the close date and time of the solicitation else they will not be accepted. Solicitation responses can be entered manually after the close date and time, but the user must specify that the response was received prior to the close date and time. Should the County wish to make these date/time restrictions an overrideable error, they may do so and require approvals if desired.
PU-SOL	10.00	Solicitation response	Solicitation responses will support discounts off fixed price, percentage discounts, tiered pricing by quantity, and tiered percentage discounts by quantity.	F	
PU-SOL	11.00	Solicitation response	Solicitation response will support cost-plus percentage multiplier i.e. .04% instead of 1.04%	F	
PU-SOL	13.00	Solicitation response	Fields required and included in solicitation response document will be user defined	F	
PU-SOL	14.00	Solicitation response	Vendors attach files to solicitation response for specific requirements I.e. bonds, insurance, MSDS, etc.	F	

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			Solicitation Processing		
PU-SOL	15.00	Solicitation response	Option to designate vendor file attachments for price will remain "locked" until after solicitation close date	F	
PU-SOL	16.00	Solicitation response	Solicitation responses will be associated with separate line items with a solicitation document.	F	
PU-SOL	17.00	Change Mgt	Solicitation responses whether added manually or electronically will indicate date and time responses were entered into system.	F	
PU-SOL	18.00	Control	Establish approvals and workflow for any combination of solicitation phases	F	
PU-SOL	19.00	Control	Establish user-defined thresholds indicating the minimum number of solicitation responses required by solicitation type	C	New functionality will be added to provide user defined minimum number of solicitations. The solicitation will remain open if the minimum number of responses has not been met.
PU-SOL	21.00	Evaluation	Solicitation analysis tools include by price, quantity, quality, and ability for vendor to Solicitation on entire solicitation versus single line item.	F	The online bid tabulation sorts by price. A report can be created to compare quantity, quality, etc.
PU-SOL	22.00	Evaluation	User defined evaluation criteria and assignment of weighted factors including price, vendor cash discounts, vendor business certifications, service area, County business requirements (Child Support Compliance, Jury Service, etc.).	F	
PU-SOL	23.00	Evaluation	Solicitation tabulation will accommodate responses for tiered pricing by quantity and percentage discounts by quantity	F	This requires the solicitation to be set up with multiple commodity lines broken up by the pre-defined price break.
PU-SOL	24.00	Evaluation	Comparison and summary of multiple vendors on a single screen and should identify the lowest solicitation (overall and by line item) once all solicitations have been entered in the solicitation tabulation file.	F	
PU-SOL	25.00	Evaluation	System must allow Buyer to designate solicitation award vendors) in the solicitation tabulation based on total solicitation, by line item, or a combination thereof.	F	

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			Solicitation Processing		
PU-SOL	26.00	Evaluation	Multiple awards can be made for a single solicitation line	F	
PU-SOL	27.00	Evaluation	Comparison of vendor's responses includes user-defined criteria for generation of a "short list" of qualified vendors.	F	User-defined criteria can be entered using the evaluation criteria.
PU-SOL	28.00	Feature	Solicitation numbers can be auto-generated	F	
PU-SOL	29.00	Feature	Creation of solicitation document without prior requisition	F	
PU-SOL	30.00	Feature	File attachments can be applied to solicitation documents at the header or line level	F	
PU-SOL	31.00	Feature	Solicitation documents can be printed including file attachments	F	
PU-SOL	32.00	Feature	Export of solicitation documents and associated attachments to readable format i.e. text, PDF	F	
PU-SOL	33.00	Feature	Cross-reference requisitions and solicitations (whole document as well as line items).	F	
PU-SOL	34.00	Feature	Cancellation of solicitations if number of solicitations is below a user-specified number.	F	
PU-SOL	36.00	Feature	Override commodities solicitation carried forward from purchase requisition.	F	
PU-SOL	37.00	Feature	Carry forward pertinent invitation to solicitation information to the solicitation tabulation to reduce data entry and generate an commodity record for each vendor who responded to the solicitation.	F	
PU-SOL	38.00	Feature	Initiate a purchase order process from the solicitation process at the buyer's discretion.	F	
PU-SOL	39.00	Feature	Provide notification to department when solicitation is awarded including award number, vendor, price, type of award document, etc.	R	

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			Solicitation Processing		
PU-SOL	40.00	Feature	Solicitation information can be copied from a existing solicitation document either entirely or by selected attributes (lines, terms and conditions, evaluation criteria, vendor selection criteria, etc.)	F	
PU-SOL	42.00	Feature	Supports LA County Notice of Intent to Award process; includes the ability to set the Notice of Award period (days) unique for each type of solicitation	C	New functionality will be added to allow the notice of award period to be defined by solicitation type.
PU-SOL	43.00	Feature	Supports LA County Notice of Intent to Award process for multiple awards to a single solicitation line	C	This customization will require a concept paper to identify more details for the requirements.
PU-SOL	44.00	Feature	Restrict the creation of award documents for a solicitation until expiration of Notice of Intent to Award period.	C	Included as part of PU-SOL 42.00
PU-SOL	45.00	Feature	Support LA County Notice of Award process including notice for multiple awards to a single solicitation line	F	
PU-SOL	46.00	Feature	System can accommodate solicitation process for hospital procurement i.e. rebates, tiered pricing, sub components that reference master components	C	Tiered Pricing
PU-SOL	47.00	Feature	User-defined criteria for posting solicitations on web including commodity and estimated dollar amount	C	New functionality will be developed to allow user-defined criteria for when solicitations will be posted on the Web versus other delivery methods.
PU-SOL	48.00	Feature	Carry over solicitation information to awarded purchase order or contract including vendor, commodities, departments assignments, standard terms, file attachments	F	
PU-SOL	49.00	Feature	Carry over solicitation attachments at header level or line level to resulting award or contract; System provide the ability to determine which attachments will be carried over.	F	
PU-SOL	50.00	Feature	Award line items from solicitation to an existing Master Agreement	F	
PU-SOL	51.00	Feature	Include standard terms in solicitations from existing system libraries	F	

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			Solicitation Processing		
PU-SOL	52.00	Feature	Establish solicitation template types that include events, standard terms and conditions, evaluation criteria, vendor selection criteria, etc.	F	
PU-SOL	53.00	Feature	Establish performance measures for solicitation phases	F	
PU-SOL	54.00	Feature	Notice of Intent to Award history for solicitation lines and vendors notified maintained and available for reporting	F	
PU-SOL	55.00	Vendor selection	Select vendors qualified to receive solicitation notification by one or any combination of the following criteria (but not limited to):		
PU-SOL	55.01	Vendor selection	- Service Area	F	
PU-SOL	55.02	Vendor selection	- Registered commodities	F	
PU-SOL	55.03	Vendor selection	- Requested source by department on requisition	F	
PU-SOL	55.04	Vendor selection	- Previous history of solicitations for a specific commodity and past awards	F	
PU-SOL	55.05	Vendor selection	- Business Type i.e. Minority-owned, women owned, Business Certification	F	
PU-SOL	56.00	Vendor selection	Vendor rotation for solicitation notification is supported by user-defined criteria	F	
PU-SOL	57.00	Vendor selection	Vendor lists can be user defined	F	
PU-SOL	58.00	Vendor selection	Criteria for vendor notification list can be non-commodity dependent and vary by solicitation document I.e. RFP, RFQ, etc.	F	
PU-SOL	59.00	Vendor selection	Produce documents for mailing to potential vendors/ (i.e., solicitation documents, addenda).	F	
PU-SOL	61.00	Report	Inquiry into entire solicitation or solicitation commodity by vendor name or number, solicitation number, buyer or commodity number.	R	
PU-SOL	62.00	Report	Inquiry for detail and summary information related solicitation phases		
PU-SOL	62.01	Report	- Status of solicitation Phases	R	
PU-SOL	62.02	Report	- Status of Events and schedules	R	

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			Solicitation Processing		
PU-SOL	62.03	Report	- solicitation tabulation responses	F	Online views show the vendors that have responded, how they responded (manual/electronic) and when they responded. To view this information across solicitations a report would be created.
PU-SOL	62.04	Report	- Awards assignments including service contracts, master agreements, purchase orders, etc.	F	Each evaluation document contains a listing of the associated award assignments including links to the award documents. To view this information across solicitations a report would be created.
PU-SOL	62.05	Report	Inquiry of vendor activity including:	R	
PU-SOL	62.06	Report	- Vendor Notification List	R	
PU-SOL	62.07	Report	- Vendors attending pre-bid conference	R	
PU-SOL	62.08	Report	- Responding Vendors	F	The responding vendors are listed on the solicitation evaluation document. To view this information across solicitations a report would be created.
PU-SOL	62.09	Report	- Disqualified Vendors and cause	R	
PU-SOL	62.10	Report	- Notice of Intent to Award	F	This is posted to vendor self-service
PU-SOL	62.11	Report	- Award assignments by vendor	R	
PU-SOL	63.00	Report	Letters for non-awarded vendors	R	
PU-SOL	64.00	Report	Produces a list of vendors that attended the pre-bid conference.	R	
PU-SOL	65.00	Report	Tracks solicitation documents by (including, but not limited to) awards, dollar amounts, vendor responses, buyer, commodity.	R	
PU-SOL	66.00	Web Posting	Optional flag designating solicitation for web posting	F	Flag is set at the document code level.
PU-SOL	67.00	Web Posting	Solicitation information posted on web includes:		
PU-SOL	67.01	Web Posting	-Solicitation Number, Title, Description, Standard Terms Conditions and Requirements	F	
PU-SOL	67.02	Web Posting	- Open and closing date and time	F	
PU-SOL	67.03	Web Posting	- File attachments	F	
PU-SOL	67.04	Web Posting	- Amendments	F	
PU-SOL	67.05	Web Posting	- Department	F	
PU-SOL	67.06	Web Posting	- Commodity	F	
PU-SOL	68.00	Web Posting	Solicitation description size at least 255 characters	T	The County can configure this field to contain at least 255 characters using the included Design Studio toolset.

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			Solicitation Processing		
PU-SOL	69.00	Web Posting	System provides for vendors to search a listing of open solicitations by solicitation number, description, type, agency and commodity number, drill down from hierarchal commodity code, and text search on commodity description.	F	
PU-SOL	70.00	Web Posting	Solicitation listings include general header information including solicitation number, short description, department, and solicitation closing date	F	
PU-SOL	71.00	Web Posting	Ability to view solicitation listing without being a registered vendor; including the same view and solicitation search capabilities as a registered vendor	F	
PU-SOL	72.00	Notification	Notification to vendors via email includes supports the following solicitation phases:		
PU-SOL	72.01	Notification	- Open solicitations by vendor's commodity association	F	
PU-SOL	72.04	Notification	- Notice of Intent for Awards	F	
PU-SOL	72.05	Notification	- Awards	F	
PU-SOL	73.00	Notification	Email notification includes Solicitation Number, Description, Department, Agency, Commodity	C	Functionality will be developed to support e-mail notification based on additional elements within the solicitation.
PU-SOL	75.00	Change Mgt	Log and report on updates to solicitation documents; date\time, user.	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Contract/Agreement Administration		
PU-CNT	1.00	Type	Establish user defined contract types including approvals and workflow, tasks and task requirements	F	
PU-CNT	2.00	Type	Establish user-defined contract releases from master commodity and service agreements	F	
PU-CNT	3.00	Type	Allow multiple contracts per vendor, multiple commodities or services per contract and multiple dates or option years/periods.	F	
PU-CNT	4.00	Type	Differentiate between service procurement transactions and commodity/supplies procurement transactions.	F	
PU-CNT	5.00	Type	Establish contract without requisition or solicitation	F	
PU-CNT	6.00	Type	Create a single contract with line items from a single purchase requisition.	F	
PU-CNT	7.00	Type	Create a single contract with line items from multiple purchase requisitions.	F	
PU-CNT	8.00	Type	Create concurrent multiple contracts with line items from a single purchase requisition.	F	
PU-CNT	9.00	Type	Create concurrent multiple contracts with line items from multiple purchase requisitions.	F	
PU-CNT	10.00	Type	Create a single contract with line items from a single solicitation	F	
PU-CNT	11.00	Type	Create a single contract with line items from multiple solicitations	F	
PU-CNT	12.00	Type	Create concurrent multiple contracts with line items from a single solicitation	F	
PU-CNT	13.00	Type	Create concurrent multiple contracts with line items from multiple solicitations	F	
PU-CNT	14.00	Type	Assign different contract milestones depending on the circumstances (e.g., differ by department, by type of project, etc.); and to flag each milestone for approval	F	
PU-CNT	15.00	Acct - Service Contracts	Assign multiple chart of account distributions for a single line item on the contract by a proportion of the dollar amount	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Contract/Agreement Administration		
PU-CNT	16.00	Acct - Service Contracts	Assign chart of account distribution to one or more line items on a contract	F	
PU-CNT	17.00	Acct - Service Contracts	Accounting distributions can be changed on contract lines from distributions assigned on initial requisition; action to require approvals and workflow	F	
PU-CNT	18.00	Acct - Service Contracts	Ability to adjust or cancel a contract and generate appropriate corrections to the Financial Management module for the financial impact (e.g., returns).	F	
PU-CNT	19.00	Controls	Specify purchasing authorization and ordering dollar limits for entire contracts or by selected contract lines (department, org., unit)	F	
PU-CNT	20.00	Controls	Establish user defined spending control tolerances for encumbrance control by organizational unit.	F	
PU-CNT	21.00	Controls	Control payment activity when service contract encumbrance balance reaches threshold limit.	F	
PU-CNT	22.00	Controls	Indication on purchasing transaction (requisition or purchase order) when contract encumbrance balance either for a line or at in total reaches threshold limit.	F	
PU-CNT	23.00	Cross-ref	Cross-reference procurement documents related to contracts including requisition, solicitation, payments, receipts, etc.	F	
PU-CNT	24.00	Encumber	Contracts can be encumbered in total or by contract line	F	
PU-CNT	25.00	Encumber	Assign and track multiple contracts against a single encumbrance.	F	
PU-CNT	26.00	Encumber	Encumber service contract amount in General Ledger – track differences and totals and releases differences back to remaining budget.	F	
PU-CNT	27.00	Encumber	Check expenditures to date against encumbrances and budgets and to see results on-line in real time prior to processing a requisition or contract.	F	
PU-CNT	28.00	Encumber	Contract release orders are automatically checked against encumbrances and budgeted amounts.	F	

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			Contract/Agreement Administration		
PU-CNT	29.00	Encumber	Multiple encumbrances can be maintained for a single contract	F	
PU-CNT	30.00	Encumber	Contract encumbrance cancellation and re-encumbrance in new year.	F	
PU-CNT	31.00	Encumber	Contract encumbrance can span multiple years	F	
PU-CNT	32.00	Encumber	Tracks expenditures against credit cards issues to employees. Maintains a record of expenditures and cards issued.	F	
PU-CNT	33.00	Feature	Establish vendor specified and various vendor blanket purchase order contracts including sub-orders and\or work-orders	F	
PU-CNT	34.00	Feature	System provides the ability to drill-down on the contract/agreement to see exactly what items are included in the contract/agreement and to view the specifics of each item.	F	
PU-CNT	35.00	Feature	Attach electronic documents to a contract.	F	
PU-CNT	36.00	Feature	Establish contract awarded from originating solicitation document including, vendor and standard terms and conditions	F	
PU-CNT	37.00	Feature	System has the ability to provide multiple, user-defined views of contract line items (e.g., vary view based on organizational unit).	F	
PU-CNT	38.00	Feature	Include standard terms in contracts from existing system libraries	F	
PU-CNT	39.00	Feature	Copy forward contract information from existing contract in system including approvals, standard terms and conditions, and commodity lines, etc.	F	
PU-CNT	40.00	Feature	Copy forward specific commodity lines from multiple contracts to a single contract	F	
PU-CNT	41.00	Feature	Establish contract templates for user-defined contract types including approvals and workflow	F	
PU-CNT	42.00	Feature	"Key word" search functionality on standard contract clauses	F	
PU-CNT	43.00	Feature	System's contract numbers can be automatically generated	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Contract/Agreement Administration		
PU-CNT	44.00	Feature	System's contract numbers can be generated with different numbering series by organizational / buying units	F	
PU-CNT	45.00	Feature	Provide access to contract information on-line and in real-time to central and remote users with appropriate security.	F	
PU-CNT	46.00	Feature	Ability to attach "comments" to each contract. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	T	The County can add a Comments field to the contract document using the included Design Studio toolset.
PU-CNT	47.00	Feature	Contract document field information defaulted from requester, vendor, commodity, department, etc.	F	
PU-CNT	48.00	Feature	Contracts initiated from requisition and solicitation documents	F	
PU-CNT	49.00	Feature	System allows for unlimited standard and free form messages at the header and line item level.	F	The County can add a virtually unlimited number of messages using Attachment functionality at the header and line levels of the document or via Comment or Message fields configured using the Design Studio toolset.
PU-CNT	50.00	Feature	System must provide editing for contract release orders level including, but not limited to, the following:		
PU-CNT	50.01	Feature	- Valid account coding distribution	F	
PU-CNT	50.02	Feature	- Valid commodity code	F	
PU-CNT	50.03	Feature	- Vendor	F	
PU-CNT	50.04	Feature	- Approvals	F	
PU-CNT	53.00	Feature	System provides the ability to determine volume discounts from a contract or agreement (at line item level).	C	
PU-CNT	54.00	Feature	Contract items can be added, changed or deleted; option to include approvals and workflow	F	
PU-CNT	55.00	Feature	Contract items values can be changed for fixed price or percentage	F	
PU-CNT	56.00	Feature	Contract vendor can be changed during contract active period	F	

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			Contract/Agreement Administration		
PU-CNT	57.00	Feature	System can maintain original and revised promised ship dates, prices, open quantities and “ship via” information (change order process).	F	
PU-CNT	58.00	Feature	Extend existing Agreement period dates	F	
PU-CNT	60.00	Feature	When creating a contract release order the ability to view additional contract lines with other contracts for the same vendor.	R	
PU-CNT	61.00	Feature	When creating a contract release order the ability to view vendor award history by commodity	R	
PU-CNT	62.00	Feature	Master Agreements can reference alternate vendors for contract release orders	F	
PU-CNT	64.00	Feature	Master Agreements can accommodate tiered pricing with fixed price and percentage discounts for varying quantities of the same item	F	
PU-CNT	65.00	Feature	Option not to have billing or shipping address for Master Agreement commodity line	F	
PU-CNT	67.00	Change Mgt	Log and report on updates to contract documents; date\time, user.	F	
PU-CNT	68.00	Feature	Ability to close and reopen contracts across fiscal years.	F	
PU-CNT	70.00	Feature	Ability to interface with Grants Management module to create contractual grant obligations.	F	
PU-CNT	71.00	Periods	Ability to support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	F	
PU-CNT	72.00	Periods	Ability to track and report contract operations over several different periods including county, federal, or other user-defined fiscal year.	R	
PU-CNT	73.00	Periods	Specific contract periods can be user defined and will include contract year, fiscal year, and contract term for those contracts which span multiple fiscal years.	F	
PU-CNT	74.00	Periods	Contract active periods can be established at the contract header or line level	F	

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			Contract/Agreement Administration		
PU-CNT	75.00	Periods	System provides the ability to increase a contract encumbrance from a prior year and have the proper financial impact.	F	
PU-CNT	76.00	Contract Data	System maintains the following "header" data elements in respect to contracts		
PU-CNT	76.01	Contract Data	- Type of procurement transaction (purchase request, internal departmental supply request, etc.)	F	
PU-CNT	76.02	Contract Data	- Anticipated consumption dollar amount for Agreements	F	
PU-CNT	76.03	Contract Data	- Actual consumption dollar amount for Agreements	F	
PU-CNT	76.04	Contract Data	- Standard Terms and Conditions	F	
PU-CNT	76.05	Contract Data	- Contract active dates	F	
PU-CNT	76.06	Contract Data	- Contract Renewal Date	F	
PU-CNT	76.07	Contract Data	- Vendor Name & Address	F	
PU-CNT	76.08	Contract Data	- Vendor Number	F	
PU-CNT	76.09	Contract Data	- Comment fields (multiple)	F	
PU-CNT	76.10	Contract Data	- Comment field specifically for Buyer comments	T	The County can add a Buyer Comments field to the contract document using the included Design Studio toolset.
PU-CNT	76.11	Contract Data	- Departments authorized to use contract	F	
PU-CNT	76.12	Contract Data	- Service area	F	
PU-CNT	76.13	Contract Data	- Work-Order Number (for internal service requests).	F	
PU-CNT	76.14		- Master Agreement Number reference	F	
PU-CNT	76.15	Contract Data	- Total $ amount per transaction	F	
PU-CNT	77.00	Contract Data	System maintains the following "line item" data elements in respect to procurement transactions:		
PU-CNT	77.01	Contract Data	- Requesting Department	F	
PU-CNT	77.02	Contract Data	- Unit of measure	F	
PU-CNT	77.03	Contract Data	- Unit price	F	
PU-CNT	77.04	Contract Data	- Item description	F	
PU-CNT	77.05	Contract Data	- Item code/number	F	
PU-CNT	77.06	Contract Data	- Manufacturer's name and number	F	

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			Contract/Agreement Administration		
PU-CNT	77.08	Contract Data	- Freight/Shipping charges	F	
PU-CNT	77.09	Contract Data	- Tax	F	
PU-CNT	77.10	Contract Data	- Account distribution	F	
PU-CNT	77.11	Contract Data	- Extended dollar amount per line	F	
PU-CNT	77.12	Contract Data	- Requisition number	F	
PU-CNT	77.13	Contract Data	- Billing address	F	
PU-CNT	77.14	Contract Data	- Shipping address	F	
PU-CNT	77.15	Contract Data	- Delivery instructions (Pick-up, ship to, other)	F	
PU-CNT	77.16	Contract Data	- Comments field	F	
PU-CNT	77.17	Contract Data	- Date encumbered/pre-encumbered	F	
PU-CNT	77.18	Contract Data	- Encumbrance number	F	
PU-CNT	77.19	Contract Data	- Requested delivery dates)	F	
PU-CNT	77.20	Contract Data	- Vendor Promised Dates)	F	
PU-CNT	77.21	Contract Data	Transmission of contract awards to vendors to include:	F	
PU-CNT	77.23	Contract Data	- Hard copy	F	
PU-CNT	77.24	Contract Data	- Facsimile	F	
PU-CNT	77.25	Contract Data	- Internet	F	
PU-CNT	78.00	Post Award	Support detailed contract performance measures and generate performance reports, based on the following criteria:		
PU-CNT	78.01	Post Award	Post award contract compliance - user defined including:	F	
PU-CNT	78.02	Post Award	- Work completed to date	F	
PU-CNT	78.03	Post Award	- Payment schedules & payments made/received	F	
PU-CNT	78.04	Post Award	- Scheduled events including scheduled completion dates	F	
PU-CNT	78.05	Post Award	- Contractor performance	F	
PU-CNT	78.06	Post Award	- User-defined milestones & thresholds	F	
PU-CNT	78.07	Post Award	-- Insurance, Bond; including expiration dates	F	
PU-CNT	79.00	Post Award	Post award contract compliance evaluations for vendors will be generated individually or by batch group	R	Compliance evaluations are entered by users on PE (performance evaluation) documents. These details can then be compiled into a report for individual or group review.

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			Contract/Agreement Administration		
PU-CNT	80.00	Post Award	Maintain history of contract compliance requirements, events, schedules, and expiration dates	F	
PU-CNT	81.00	Post Award	Restrict payment requests on contracts where contract compliance not satisfied	F	
PU-CNT	82.00	Print	Users can review and print contract text and all attachments from within the application.	F	
PU-CNT	83.00	Print	System has ability to reprint hard copy of contract and change orders when required	F	
PU-CNT	84.00	Print	Users can print all attachments from within the application.	F	
PU-CNT	85.00	Templates	Provide a user-populated repository of contract documents, clauses, vendor payment models, solicitation templates, evaluation methods, etc. for both service & vendor contracts.	F	
PU-CNT	86.00	Tracking	System provides the ability to track multiple encumbrances and payments against a single contract.	F	
PU-CNT	87.00	Tracking	System does contract tracking by:		
PU-CNT	87.01	Tracking	- Vendor	F	
PU-CNT	87.02	Tracking	- Date (starting, ending)	F	
PU-CNT	87.03	Tracking	- Dollars	F	
PU-CNT	87.04	Tracking	- Commodity codes	F	
PU-CNT	87.05	Tracking	- Class	F	
PU-CNT	87.06	Tracking	- Budget	F	
PU-CNT	87.07	Tracking	- Chart of Account elements	F	
PU-CNT	87.08	Tracking	- Program	F	
PU-CNT	87.09	Tracking	- Community Business Enterprise (CBE)	F	
PU-CNT	87.10	Tracking	- Small Business Enterprise (SBE)	F	
PU-CNT	87.11	Tracking	- Renewals	F	
PU-CNT	87.12	Tracking	- Cancellations	F	
PU-CNT	87.13	Tracking	- Extensions	F	
PU-CNT	87.14	Tracking	- Add/change	F	
PU-CNT	87.15	Tracking	- Buying groups	F	

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			Contract/Agreement Administration		
PU-CNT	87.16	Tracking	- Contract numbers)	F	
PU-CNT	88.00	Tracking	Ability to track all release orders or other reference documents within a single contract.	F	
PU-CNT	89.00	Tracking	Ability to record and track contract limits at user-specified levels of detail over the life of the contract.	F	
PU-CNT	90.00	Tracking	Ability to maintain a transaction listing of all contract change orders including date and source. (To understand why changes were made, what amount, who approved, etc.)	F	
PU-CNT	91.00	Tracking	Track and flag contract expiration/extension dates.	F	
PU-CNT	92.00	Tracking	Store and maintain historical information in respect to all contracts, including but not limited to the following details:		
PU-CNT	92.01	Tracking	- Dollar value	F	
PU-CNT	92.02	Tracking	- Milestones	F	
PU-CNT	92.03	Tracking	- Start/End and extension dates	F	
PU-CNT	92.04	Tracking	- Original and revised expiration dates	F	
PU-CNT	92.05	Tracking	- Date of County Board approval	F	
PU-CNT	92.06	Tracking	- Status (text reference field)	T	The County can add a text Status field to the contract document using the included Design Studio toolset.
PU-CNT	92.07	Tracking	- County Buyer (text reference field)	F	
PU-CNT	92.08	Tracking	- Department Buyer (text reference field)	F	
PU-CNT	92.09	Tracking	- Payment schedule & adjustments	F	
PU-CNT	92.10	Tracking	- Contingency amounts by % of contract or flat dollar amount	F	
PU-CNT	92.11	Tracking	- Vendor/customer information	F	
PU-CNT	92.12	Tracking	- Contract number	F	
PU-CNT	92.13	Tracking	- Commodity/service	F	
PU-CNT	92.14	Tracking	- Terms and conditions	F	
PU-CNT	92.15	Tracking	- Program Manager	T	The County can add a Program Manager field to the contract document using the included Design Studio toolset.
PU-CNT	92.16	Tracking	- Contract Analyst	T	The County can add a Contract Analyst field to the contract document using the included Design Studio toolset.

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			Contract/Agreement Administration		
PU-CNT	92.17	Tracking	- Contract Administrator's name, phone, fax numbers and email	T	The County can add fields to capture the Contract Administrator's name, phone, fax numbers, and email to the contract document using the included Design Studio toolset.
PU-CNT	93.00	Tracking	Ability to track and report expenditures & revenue for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).	R	
PU-CNT	94.00	Tracking	System can track/schedule payments for multi-year contracts.	F	
PU-CNT	95.00	Tracking	System allows contract to be tracked and monitored by buyer, vendor, commodity, class budget, dollars.	F	
PU-CNT	97.00	Web Posting	Web posting of awards will include reference to original solicitation document where available.	F	
PU-CNT	98.00	Web Posting	Ability to search and view contracts by user defined criteria including one or more of the following:		
PU-CNT	98.01	Web Posting	- Primary vendor	F	
PU-CNT	98.02	Web Posting	- Commodity Description	F	
PU-CNT	98.03	Web Posting	- Contract Description, Contract Line Description	F	
PU-CNT	98.04	Web Posting	- Contract Status i.e. open versus expired	R	
PU-CNT	98.05	Web Posting	- Primary vendor's service area	R	
PU-CNT	102.00	Notification	Log and report email notifications that were processed for contracts including: date and time processed, status (award, change, canceled, expired)	T	Email notifications are logged and tracked, but a status field would have to be added to the table.
PU-CNT	103.00	Notification	Ability to generate notifications, in a user-defined format, when user-defined contract milestones or thresholds are met (for example, insurance expiration date or when a user-specified percentage of funds have been expended).	R	
PU-CNT	104.00	Reports	List of current contracts	F	Current Master Agreements are available online, but a list of all open contracts would require a report.

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			Contract/Agreement Administration		
PU-CNT	105.00	Reports	List of items on contracts	R	
PU-CNT	106.00	Reports	Contract list by vendor	F	A list of all historical and current contracts can be viewed by vendor on the Commodity Search screen. To view only the current ones a report would be created.
PU-CNT	107.00	Reports	Contract list by contract number	R	
PU-CNT	108.00	Reports	Contract list by item	R	
PU-CNT	109.00	Reports	List of expired contracts	R	
PU-CNT	110.00	Reports	List of contracts that need to be reviewed	R	
PU-CNT	111.00	Reports	Contract expiration report	R	
PU-CNT	112.00	Reports	Contract compliance report by item	R	
PU-CNT	113.00	Reports	Contract compliance report by contract	R	
PU-CNT	114.00	Reports	Contract compliance report by vendor	R	
PU-CNT	115.00	Reports	Contract compliance report by department	R	
PU-CNT	116.00	Reports	Purchases by contract	F	Purchases against individual master agreements can be viewed online. To see purchases against other contract types, or against multiple contracts, a report would be created.
PU-CNT	117.00	Reports	Contract changes	F	The Document Catalog would show whether changes had been made, but a report would be created to show lists of all contracts that had changed or what had changed.
PU-CNT	118.00	Reports	Contract price history	R	
PU-CNT	119.00	Feature	Supports LA County Notice to Award contract for multiple awards to a single solicitation line **NEW**	C	Related to PU-SOL 43.00
PU-CNT	120.00	Feature	Supports LA County Notice to Award purchase order for multiple awards to a single solicitation line **NEW**	C	Related to PU-SOL 43.00

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			Purchase Order Administration		
PU-POR	1.00	Type	Establish user defined purchase order types including approvals and workflow, tasks and task requirements	F	
PU-POR	2.00	Type	Establish user-defined contract release purchase orders from master commodity and service agreements	F	
PU-POR	3.00	Type	Establish purchase order without requisition or solicitation	F	
PU-POR	4.00	Type	Create a single purchase order with line items from a single purchase requisition.	F	
PU-POR	5.00	Type	Create a single purchase order with line items from multiple purchase requisitions.	F	
PU-POR	6.00	Type	Create concurrent multiple purchase orders with line items from a single purchase requisition.	F	
PU-POR	7.00	Type	Create concurrent multiple purchase orders with line items from multiple purchase requisitions.	F	
PU-POR	8.00	Type	Create a single purchase order with line items from a single solicitation	F	
PU-POR	9.00	Type	Create a single purchase order with line items from multiple solicitations	F	
PU-POR	10.00	Type	Create concurrent multiple purchase orders with line items from a single solicitation	F	
PU-POR	11.00	Type	Create concurrent multiple purchase orders with line items from multiple solicitations	F	
PU-POR	12.00	Type	Assign different purchase order milestones depending on the circumstances (e.g., differ by department, by type of project, etc.); and to flag each milestone for approval	F	
PU-POR	13.00	Acct - PO	Assign chart of account distribution to one or more line items on a purchase order	F	
PU-POR	14.00	Acct - PO	Assign multiple chart of account distributions for a single line item on the purchase order by a proportion of the dollar amount	F	

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			Purchase Order Administration		
PU-POR	15.00	Acct - PO	Accounting distributions can be changed on purchase order lines from distributions assigned on initial requisition; action to require approvals and workflow	F	
PU-POR	16.00	Acct - PO	System must provide ability to adjust or cancel a purchase order and generate appropriate corrections to the Financial Management module for the financial impact (e.g., returns).	F	
PU-POR	17.00	Assignment	System provides the ability to assign purchase at multiple levels (e.g., department level, individual user level, etc.).	F	
PU-POR	18.00	Controls	Update a purchase order via a controlled change order process including approvals and workflow	F	
PU-POR	19.00	Controls	Field level restriction based on procurement type	F	
PU-POR	21.00	Controls	Establish user defined spending control tolerances for encumbrance control by organizational unit.	F	We can support this via workflow
PU-POR	22.00	Controls	Notify user when service contract encumbrance balance reaches threshold limit.	F	
PU-POR	23.00	Controls	Control payment activity when purchase order encumbrance balance reaches threshold limit.	F	
PU-POR	28.00	Encumber	System automatically encumbers final purchase order amount interfacing with the General Ledger component – track differences and totals and releases differences back to remaining budget.		
PU-POR	29.00	Encumber	Check expenditures to date against encumbrances and budgets and to see results on-line in real time prior to processing a requisition or purchase order.	F	
PU-POR	30.00	Encumber	Purchase orders are automatically checked against encumbrances and budgeted amounts.	F	
PU-POR	31.00	Encumber	Generating an electronic notification to users when certain user-defined triggers occur ($ threshold, close to year end, etc.) in respect to encumbrances.	R	

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			Purchase Order Administration		
PU-POR	32.00	Encumber	Purchase order encumbrance cancellation and re-encumbrance in new year.	F	
PU-POR	33.00	Feature	Cross-reference procurement documents related to purchase orders including requisition, solicitation, payments, receipts, etc.	F	
PU-POR	34.00	Feature	System provides the ability to drill-down on the purchase order to see exactly what items are included in the purchase order and to view the specifics of each item.	F	
PU-POR	35.00	Feature	Cancel purchase order in entirety or by purchase order line	F	
PU-POR	36.00	Feature	Change status on requisition and\or solicitation line for respective purchase order line that is cancelled	F	
PU-POR	38.00	Feature	Attach electronic documents to a purchase order.	F	
PU-POR	39.00	Feature	Establish purchase order awarded from originating requisition, solicitation, or contract document including, vendor and standard terms and conditions	F	
PU-POR	40.00	Feature	When creating a purchase order the ability to view vendor award history by commodity	R	
PU-POR	41.00	Feature	Carry forward data maintained in purchase requisition and/or solicitation to the purchase order including standard terms and conditions, commodities, attachments, etc.	F	
PU-POR	42.00	Feature	System has the ability to provide multiple, user-defined views of purchase order line items (e.g., vary view based on organizational unit).	R	
PU-POR	43.00	Feature	Provide "key word" search functionality on standardized purchase order clauses that are stored in the repository.	T	The County can add Description as a search option on the Terms and Conditions table using the included Design Studio configuration toolset.
PU-POR	44.00	Feature	Include standard terms in purchase orders from existing system libraries	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Purchase Order Administration		
PU-POR	45.00	Feature	Copy forward purchase order information from existing purchase order in system including approvals, standard terms and conditions, and commodity lines, etc.	F	Approvals are dynamically generated at the time that a document is submitted to always take into account the latest business rules.
PU-POR	46.00	Feature	Copy forward specific commodity lines from multiple purchase orders to a single purchase order	F	
PU-POR	47.00	Feature	Establish purchase order templates for user-defined purchase order types including approvals and workflow	F	Approvals and workflow are dynamically generated at the time that a document is submitted to always take into account the latest business rules.
PU-POR	48.00	Feature	Purchase order document field information defaulted from requester, vendor, commodity, department, etc.	F	
PU-POR	49.00	Periods	System is able to carry over open purchase orders to the following fiscal year.	F	
PU-POR	50.00	Feature	System's purchase order numbers can be automatically generated	F	
PU-POR	51.00	Feature	System's purchase order numbers can be generated with different numbering series by organizational / buying units	F	
PU-POR	52.00	Feature	Provide access to purchase order information on-line and in real-time to central and remote users with appropriate security.	F	
PU-POR	53.00	Feature	Ability to attach "comments" to each purchase order. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	T	The County can add a Comments field to the purchase order document using the included Design Studio configuration toolset.
PU-POR	54.00	Feature	System can have multiple line items per purchase order with capability for one / multiple delivery schedules per line printed on purchase order.	F	AMS Advantage supports the entry of delivery schedules at the line level of the purchase order. If desired, County users can enter additional delivery requirements in the Additional Info field.
PU-POR	55.00	Feature	System is able to generate a purchase order (on an exception basis) without first processing a purchase requisition or solicitation	F	
PU-POR	57.00	Feature	System allows for unlimited standard and free form messages at the header and line item level.	F	The County can add a virtually unlimited number of messages using Attachment functionality at the header and line levels of the document or via Comment or Message fields configured using the Design Studio toolset.
PU-POR	58.00	Feature	System must provide editing of purchase order including, but not limited to, the following:		

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			Purchase Order Administration		
PU-POR	58.01	Feature	- Valid account coding distribution	F	
PU-POR	58.02	Feature	- Valid commodity code	F	
PU-POR	58.03	Feature	- Vendor	F	
PU-POR	58.04	Feature	- Approvals	F	
PU-POR	59.00	Feature	System allows entry of payment terms for days delivery and cash discounts other than the vendor standard on the purchase order.	F	
PU-POR	60.00	Feature	Shipping terms to be added to purchase order lines	F	
PU-POR	61.00	Feature	Freight terms to be added to purchase order	F	
PU-POR	62.00	Feature	Multiple delivery dates and quantities established for a purchase order	F	
PU-POR	63.00	Feature	System is able to automatically close a purchase order when all commodities are received and the final invoice is paid.	F	
PU-POR	64.00	Feature	System must update supply inventory records for quantity on order if purchase order line item is an inventory item.	F	
PU-POR	65.00	Feature	System can maintain original and revised promised ship dates, prices, open quantities and “ship via” information (change order process).	F	
PU-POR	66.00	Feature	Purchase order shipping information can be changed	F	
PU-POR	67.00	Feature	System provides the ability to close or adjust a purchase order without receiving merchandise.	F	
PU-POR	68.00	Feature	Extend existing purchase order period dates	F	
PU-POR	69.00	Feature	Purchase orders to reference vendors "in state" or "out of state" status and calculate appropriate county state tax amounts in financial module	F	Each vendor is associated with the appropriate tax code on the Vendor table based on their in state or out of state status. This code is then inferred onto the purchase order document.
PU-POR	70.00	Feature	Vendor payment terms can be overridden on purchase order will approvals and workflow	F	
PU-POR	71.00	Feature	Purchase order terms can be overridden will approvals and workflow	F	

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			Purchase Order Administration		
PU-POR	72.00	Feature	System provides the ability to change purchase order commodity ordered – part, class, quantity, unit of measure, dollars, vendor, account, with proper authority.	F	
PU-POR	73.00	Feature	System can trigger fixed asset process by analyzing purchase and making decision based upon the purchase price or commodity.	F	
PU-POR	74.00	Feature	Purchase order process accommodates hospital procurement i.e. rebates, sub components that reference master components	C	Included in PU-SOL 46.00
PU-POR	75.00	Feature	System can calculate dollar amounts for contract release purchase orders that reference existing contracts for tiered pricing with fixed price and percentage discounts for varying quantities of the same item	C	Included in PU-SOL 46.00
PU-POR	77.00	Periods	Ability to track and report purchase operations over several different periods including county, federal, or other user-defined fiscal year.	R	
PU-POR	78.00	Periods	System is able to carry over open purchase orders to the following fiscal year.	F	
PU-POR	79.00	Periods	System provides the ability to decrease a purchase order from a prior year and have the proper financial impact.	F	
PU-POR	80.00	PO Data	System maintains the following "header" data elements in respect to procurement transactions:		
PU-POR	80.01	PO Data	- PO date	F	
PU-POR	80.02	PO Data	- Confirming PO (yes/no)	T	The County can add a Confirming PO flag to the purchase order header using the included Design Studio configuration toolset.
PU-POR	80.03	PO Data	- Vendor Name & Address	F	
PU-POR	80.04	PO Data	- Vendor Number	F	
PU-POR	80.05	PO Data	- "Approved By" fields, to include: "Budget approved by", "Order approved by", and "Received by", along with electronic signature.	F	All required approvals can be viewed using the Track Work In Progress link on the purchase order. For each approval the system will display the name of the user or role who must apply the approval, and the system captures the time, date, and user ID of the individual who approved or rejected the document as each level of approval.

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			Purchase Order Administration		
PU-POR	80.06	PO Data	- Comment fields (multiple)	F	There are two description fields on the purchase order header that can be used to track multiple comments from County users.
PU-POR	80.07	PO Data	- Comment field specifically for Buyer comments	T	The County can add a Comment field specifically for Buyer comments to the purchase order header using the included Design Studio configuration toolset.
PU-POR	80.08	PO Data	- Reference field	F	
PU-POR	80.09	PO Data	- Department Providing Service (for inter-departmental service orders).	T	The County can add a Department Providing Service field to the purchase order header using the included Design Studio configuration toolset.
PU-POR	80.10	PO Data	- Work-Order Number (for internal service requests).	F	The Work order number is captured at the line level of the purchase order so that multiple work orders can be referenced on a single order.
PU-POR	80.11	PO Data	- Total $ amount per transaction	F	
PU-POR	81.00	PO Data	System maintains the following "line item" data elements in respect to procurement transactions:		
PU-POR	81.01	PO Data	- Requested By	F	The requester's user ID is tracked at the header of the purchase order.
PU-POR	81.02	PO Data	- Date Requested	F	The date requested is tracked at the header of the purchase order.
PU-POR	81.03	PO Data	- Quantity Requested	F	
PU-POR	81.04	PO Data	- Text fields {to record reason for any difference between quantity requested and quantity ordered}.	F	
PU-POR	81.05	PO Data	- Unit of measure	F	
PU-POR	81.06	PO Data	- Unit price	F	
PU-POR	81.07	PO Data	- Item description	F	
PU-POR	81.08	PO Data	- Item code/number	F	
PU-POR	81.09	PO Data	- Packaging code	F	
PU-POR	81.10	PO Data	- Manufacturer's name and number	F	
PU-POR	81.12	PO Data	- Freight/Shipping charges	F	
PU-POR	81.13	PO Data	- Tax	F	
PU-POR	81.14	PO Data	- Chart of account codes	F	
PU-POR	81.15	PO Data	- Extended dollar amount per line	F	
PU-POR	81.16	PO Data	- Requisition number	F	

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			Purchase Order Administration		
PU-POR	81.17	PO Data	- Invoice address	F	
PU-POR	81.18	PO Data	- Shipping address	F	
PU-POR	81.19	PO Data	- Delivery instructions (Pick-up, ship to, other)	F	
PU-POR	81.20	PO Data	- Contract/agreement number	F	
PU-POR	81.21	PO Data	- Comments field	F	
PU-POR	81.22	PO Data	- Origin of procurement request (Org. code & contact info)	F	
PU-POR	81.23	PO Data	- Date encumbered/pre-encumbered	F	
PU-POR	81.24	PO Data	- Encumbrance number	F	
PU-POR	81.25	PO Data	- Requested delivery dates)	F	
PU-POR	81.26	PO Data	- Vendor Promised Dates)	F	
PU-POR	81.27	PO Data	- Type of procurement transaction (purchase request, internal departmental supply request, etc.)	F	
PU-POR	81.28	PO Data	-- Anticipated consumption dollar amount for Agreements	F	
PU-POR	81.29	PO Data	-- Actual consumption dollar amount for Agreements	F	
PU-POR	82.00	PO Data	System employs the following technology for order processing:		
PU-POR	82.02	PO Data	- Hard copy	F	
PU-POR	82.03	PO Data	- Facsimile	F	
PU-POR	82.04	PO Data	- Internet	F	
PU-POR	83.00	Print	Users can review and print purchase order text and all attachments from within the application.	F	
PU-POR	84.00	Print	User defined templates of purchase order data to print	F	
PU-POR	85.00	Print	Control which purchase order prints by user, department, etc.	F	
PU-POR	86.00	Print	Include water mark on printed purchase order document (draft, final, copy, etc.)	T	The County will design and configure the printed purchase order as part of the implementation, and may choose to include a water mark.

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			Purchase Order Administration		
PU-POR	88.00	Print	System has ability to reprint hard copy of purchase orders and change orders when required; eliminating the hard copy purchase order file maintenance, identifying duplicate, revised, commodities open / received.	F	
PU-POR	91.00	Tracking	System does purchase order tracking by:		
PU-POR	91.01	Tracking	- Vendor	F	The Commodity Search screen can filter history to show all purchase orders to a specific vendor.
PU-POR	91.02	Tracking	- Confirming and Non-Confirming Vendor	R	The County can set up Confirming and Non-Comfirmjng Vendors as business types
PU-POR	91.03	Tracking	- Date (starting, ending)	R	
PU-POR	91.04	Tracking	- Dollars	R	
PU-POR	91.05	Tracking	- Commodity codes	F	The Commodity Search screen can filter history to show all purchase orders to a specific commodity code.
PU-POR	91.06	Tracking	- Class	R	
PU-POR	91.07	Tracking	- Budget	R	
PU-POR	91.08	Tracking	- Chart of Account elements	R	
PU-POR	91.09	Tracking	- Program	R	
PU-POR	91.10	Tracking	- Community Business Enterprise (CBE)	R	
PU-POR	91.11	Tracking	- Local Small Business Enterprise (SBE)	R	
PU-POR	91.12	Tracking	- Change Orders	R	
PU-POR	91.13	Tracking	- Cancellations	R	
PU-POR	91.14	Tracking	- Extensions	R	
PU-POR	91.15	Tracking	- Buying groups	R	
PU-POR	91.16	Tracking	- purchase order numbers)	F	The Document Catalog can provide a listing of purchase orders by purchase order number.
PU-POR	91.17	Tracking	- Alternates	R	
PU-POR	91.18	Tracking	- Contracts	R	
PU-POR	92.00	Tracking	Ability to maintain a transaction listing of all purchase order change orders including date and source. (To understand why changes were made, what amount, who approved, etc.)	R	

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			Purchase Order Administration		
PU-POR	93.00	Tracking	Store and maintain historical information in respect to all purchase orders, including but not limited to the following details:		
PU-POR	93.01	Tracking	- Dollar value	F	
PU-POR	93.02	Tracking	- Milestones	F	
PU-POR	93.03	Tracking	- Start/End and extension dates	F	
PU-POR	93.04	Tracking	- Original and revised expiration dates	F	
PU-POR	93.05	Tracking	- Status (text reference field)	F	
PU-POR	93.06	Tracking	- County Buyer (text reference field)	T	
PU-POR	93.07	Tracking	- Department Buyer (text reference field)	F	The County can add a County Buyer field to the purchase order using the included Design Studio configuration toolset.
PU-POR	93.08	Tracking	- Payment schedule & adjustments	F	
PU-POR	93.09	Tracking	- Contingency amounts by % of contract or flat dollar amount	F	
PU-POR	93.10	Tracking	- Vendor/customer information	F	
PU-POR	93.11	Tracking	- Contract number	F	
PU-POR	93.12	Tracking	- Commodity/service	F	
PU-POR	93.13	Tracking	- Terms and conditions	F	
PU-POR	93.14	Tracking	- Program Manager	F	
PU-POR	95.00	Web Posting	Web posting of awards will include reference to original solicitation document where available.	F	
PU-POR	99.00	Notification	Log and report email notifications that were processed for purchase orders including: date and time processed, status (award, change, canceled)	T	Email logging is available, but Status would have to be added to the tracking table.
PU-POR	100.00	Notification	Ability to generate notifications, in a user-defined format, when user-defined contract milestones or thresholds are met (for example, insurance expiration date or when a user-specified percentage of funds have been expended).	R	
PU-POR	101.00	Reports	Usage reports by vendor by period or date range	R	
PU-POR	102.00	Reports	Usage reports by vendor attributes including: CBE, Local Small Business, Business Type, etc.	R	

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			Purchase Order Administration		
PU-POR	103.00	Reports	PO History Report	F	Document History screens allow users to view the history of a single purchase order. To view multiple purchase orders at once or to see alternate data views a report would be created.
PU-POR	104.00	Reports	Purchasing reports by account codes)	R	
PU-POR	105.00	Reports	Purchasing reports by commodity	R	
PU-POR	106.00	Reports	PO Change history report	R	
PU-POR	107.00	Reports	Purchasing reports by item number	F	The Commodity Search screen can be used to view a listing of all purchases by commodity code. Reports can be created to provide alternate views of this information.
PU-POR	108.00	Reports	Open PO reports by vendor	R	
PU-POR	109.00	Reports	Open PO reports by account codes)	R	
PU-POR	110.00	Reports	Open PO reports by commodity	R	
PU-POR	111.00	Reports	Back order report	R	
PU-POR	112.00	Reports	Buyer expediting report	R	
PU-POR	113.00	Reports	Purchase summary report by vendor	R	
PU-POR	114.00	Reports	Purchase summary report by item	R	
PU-POR	115.00	Reports	Purchase summary report by cost center	R	
PU-POR	116.00	Reports	Vendor performance report	R	
PU-POR	117.00	Reports	Purchase history report by vendor	R	
PU-POR	118.00	Reports	Buyer productivity reports	R	
PU-POR	119.00	Reports	Number of PO's, lines, and dollars over specified period	R	

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			Goods Receipt		
PU-REC	1.00	Control	User defined receiving documents with approvals and workflow	F	
PU-REC	2.00	Control	Override of matching process by specific award lines) with approvals	F	
PU-REC	3.00	Feature	System provides the ability to capture lot number, serial number, and expiration date at time of receipt.	T	The County can add fields to the solicitation response to capture lot number, serial number, and expiration date using the included Design Studio toolset.
PU-REC	4.00	Feature	Perform unit of measure conversion from award line unit of measure to stocked / delivered unit of measure.	F	
PU-REC	5.00	Feature	Carry forward all required data captured on the purchase requisition and purchase order to the receiving document to reduce data entry including:	F	
PU-REC	5.01	Feature	- Vendor and Vendor's Address	F	
PU-REC	5.02	Feature	- Requesting Department	F	
PU-REC	5.03	Feature	- Contract Number	F	
PU-REC	5.04	Feature	- Quantity	F	
PU-REC	5.05	Feature	- Unit of Measure	F	
PU-REC	6.00	Feature	System maintains receiving discrepancy by vendor, stock number, commodity, dates, control number, purchase order number.	F	
PU-REC	9.00	Feature	Track MSDS information by item	F	
PU-REC	10.00	Feature	From receipt screen, search un-received purchase order award lines by:		
PU-REC	10.01	Feature	- Purchase order number, description, commodity	F	
PU-REC	10.02	Feature	- Vendor	F	
PU-REC	10.03	Feature	- Allow items on receipt screen to be sorted by:	R	
PU-REC	10.04	Feature	-- Purchase order line number	R	
PU-REC	10.05	Feature	-- Item number	R	
PU-REC	10.06	Feature	-- Vendor Number	R	
PU-REC	10.07	Feature	-- Partial receipt status	R	
PU-REC	11.00	Feature	Receiver numbers automatically assigned	F	

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			Goods Receipt		
PU-REC	12.00	Feature	System must update “on order” and “on hand” balances in supplies inventory based on receipt of goods if line item receipt is for supplies inventory.	F	
PU-REC	13.00	Process Rec	System provides the ability to trigger Accounts Payable process based upon receipt information and receipt status	F	
PU-REC	14.00	Process Rec	System must allow for decentralized (user department) recording of the receipt of goods and services and must provide for the receipt of goods and services to be recorded online on an electronic receiving report by authorized personnel	F	
PU-REC	15.00	Process Rec	System has the ability to accept, process, and report/inquire on partial and final receipts.	F	
PU-REC	16.00	Process Rec	Record multiple receipts against a single purchase order without renumbering the purchase order lines	F	
PU-REC	17.00	Process Rec	Allow the receipt quantity to be changed	F	
PU-REC	18.00	Process Rec	Allow the receipt unit of measure to be changed	F	
PU-REC	19.00	Process Rec	Allow the original receipt to be deleted	F	
PU-REC	21.00	Process Rec	Receive open award lines on a purchase order individually	F	
PU-REC	22.00	Process Rec	Receive all open award lines on a purchase order automatically	F	
PU-REC	23.00	Process Rec	Ability to add comments to the receiver to notify purchasing, requisition agency or accounts payable about unusual information or circumstances	F	
PU-REC	24.00	Process Rec	Ability to change the quantity received by line	F	
PU-REC	25.00	Process Rec	Ability to cancel back orders where appropriate	F	
PU-REC	26.00	Process Rec	Ability to create a receiving document at point of receipt	F	
PU-REC	27.00	Returns to Vendor	Allow for the tracking of vendor returns	F	Users can reject the items on a receipt and enter a condition code to indicate a return, but there is no automated returns process.
PU-REC	28.00	Returns to Vendor	Allow vendor returns to be tracked by purchase order number and line number	F	This can be accomplished using the steps described in PU-REC 27.0
PU-REC	29.00	Returns to Vendor	When an item is returned allow for either a credit or the product to be reshipped.	F	Vendor credits can be captured on payment requests as negative payment lines with memo reference.

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			Goods Receipt		
PU-REC	30.00	Returns to Vendor	Track any shipping charges, restock fees, etc by return	F	Vendor credits can be captured on payment requests as negative payment lines with memo reference.
PU-REC	31.00	Returns to Vendor	Track any charges back to the correct department)	F	Vendor credits can be captured on payment requests as negative payment lines with memo reference.
PU-REC	32.00	Returns to Vendor	Allow multiple lines to be returned to a vendor	F	This can be accomplished using the steps described in PU-REC 27.0
PU-REC	37.00	Returns to Vendor	Allow comments to be added to the vendor return to help explain the vendor return	F	Enter free form text.
PU-REC	38.00	Returns to Vendor	Codes are available to categorize vendor return (i.e. incorrect order, wrong item picked, over-shipment, etc.)	F	Enter free form text.
PU-REC	38.01	Returns to Vendor	For a receiver with multiple lines, the ability to reverse post an existing line that has not been invoiced or paid without impacting the other existing lines on the receiver. **** NEW ****	F	
PU-REC	38.02	Returns to Vendor	For County payment of shipping for vendor return, the ability for the purchase order for freight to reference the original purchase order. **** NEW ****	F	
PU-REC	38.03	Returns to Vendor	For items ordered from an active contract or master agreement, the ability to create or process an existing receiver when the same contract or master agreement has expired. **** NEW ****	F	
PU-REC	38.04	Returns to Vendor	If a change to a purchase order does not impact quantity received, the ability to change a purchase order line without reverse posting the receiver line prior to being invoiced; includes price changes to purchase order lines. **** NEW ****	F	

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			Goods Receipt		
INVOICE	38.05	Returns to Vendor	When recording invoices the ability to record a credit memo and have it adjust the amount invoiced for an existing accounting line. **** NEW ****	F	
PU-POR	38.06	Purchase Order	Ability to reduce the quantity on an existing purchase order line to at least the quantity currently received and invoiced. **** NEW ****	F	
PU-REC	39.00	Vendor Performance	System must allow for updating the vendor file with vendor performance information captured on receiving reports, including but not limited to:		
PU-REC	39.01	Vendor Performance	- Compliance with delivery requirements	F	
PU-REC	39.02	Vendor Performance	- Condition of goods	F	
PU-REC	39.03	Vendor Performance	- Rejection of goods	F	
PU-REC	39.04	Vendor Performance	- Over and under shipments	F	
PU-REC	39.05	Vendor Performance	- Commodity substitutions	F	
PU-REC	40.00	Change Mgt	Changes to a receipt are logged and viewable	F	
PU-REC	41.00	Change Mgt	Audit receiving data by user id, date, time, etc.	F	
PU-REC	42.00	Change Mgt	Last changed date and by user indicated on receipt	F	
PU-REC	43.00	Report	Generate listing of un-received purchase order award lines by any one or combination of the following:		
PU-REC	43.01	Report	- Vendor	R	
PU-REC	43.02	Report	- Department, Organization	R	
PU-REC	43.03	Report	- Fiscal Year	R	
PU-REC	43.04	Report	- User defined date range	R	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Goods Receipt		
PU-REC	43.05	Report	- Account Code	R	
PU-REC	43.06	Report	- Commodity	R	
PU-REC	43.07	Report	- Purchase Order Number	R	
PU-REC	43.08	Report	- Receipt Status	R	

Functional Category: Procurement

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Commodity Files		
PU-COM	1.00	Feature	System provides the ability to maintain a long description (at least 250 characters) and a short description (at least 40 characters) for each commodity code.	T	A 60-character short description is available out-of-the-box. The County can add a long description field of 250 characters to the Commodity record using the included Design Studio toolset.
PU-COM	2.00	Feature	Searching for commodities will include text and wild card search criteria against commodity long descriptions	T	Long description can be added as a search field to the Commodity record using the included Design Studio toolset. County users will be able to perform text and wild card searches against this field.
PU-COM	3.00	Feature	System must provide an electronic “notepad” for documenting commodity specifications and/or comments.	F	
PU-COM	4.00	Feature	System can accommodate multiple commodity code structures (e.g., NIGP, UNSPC, etc.).	F	
PU-COM	5.00	Feature	System can accommodate a hierarchical commodity code structure with at least three levels (e.g., class, subclass, item), and these codes can be stored and selected.	F	
PU-COM	6.00	Feature	System cross-references manufacturer's number or commodity code with the County's stock number.	F	
PU-COM	7.00	Feature	System provides the ability to select a commodity and have the system list all providers of that commodity, whether the provider is an agreement vendor or not. If the vendor is an agreement vendor, the system provides the ability to list all agreements by commodity	F	
PU-COM	8.00	Feature	System provides the ability to create vendor groupings for specific commodities, locations, etc.	F	
PU-COM	9.00	Feature	Assignment of Buyer or Buyer team to commodity	F	
PU-COM	10.00	Feature	Commodity code field is a variable-length field that can accommodate at least 13 alphanumeric characters.	F	
PU-COM	11.00	Feature	Commodity file contains minimally the following data items:		
PU-COM	11.01	Feature	- Commodity code	F	
PU-COM	11.02	Feature	- Prior codes for this commodity (at least six)	F	The keyword search field can be used to store prior codes for this commodity. Alternately, the County can use the included Design Studio toolset to add a specific field to track this data.

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Commodity Files		
PU-COM	11.03	Feature	- Item code	F	
PU-COM	11.04	Feature	- Manufacturer's number	F	The specifications field can be used to track this information.
PU-COM	11.05	Feature	- Distributor's number	F	The specifications field can be used to track this information.
PU-COM	11.06	Feature	- Long description	T	As outlined in PU-COM 2.0, the County can add a long description field of 250 characters to the Commodity record using the included Design Studio toolset.
PU-COM	11.07	Feature	- Short description	F	
PU-COM	11.08	Feature	- Active/inactive flag	F	
PU-COM	11.09	Feature	- Active date; Inactive date with reason	T	AMS Advantage Audit Logging can track changes to the active/inactive flag and record the dates that the changes were made. The County can add an Inactive Reason field to the Commodity record using the included Design Studio toolset.
PU-COM	11.10	Feature	- Comments field	T	The County can add a Comments field to the Commodity record using the included Design Studio toolset.
PU-COM	11.11	Feature	- Tax flag	F	
PU-COM	11.12	Feature	- Inventoried item (y/n)	F	
PU-COM	11.13	Feature	- Codes indicating who can buy this commodity (i.e., organizational unit)	F	The Other Instructions field can be used to capture details of who can purchase a commodity, but the commodity file itself does not restrict organizational units from using a code. These controls can applied at the document level via Authorized Department criteria on a Master Agreement or via approval rules for controlled commodities on alternate system documents.
PU-COM	11.14	Feature	- Special handling instructions	F	
PU-COM	11.15	Feature	- Specification ID field	F	
PU-COM	11.16	Feature	- Expenditure account (optional default)	F	
PU-COM	11.17	Feature	- Standard Terms (attached from library)	F	Standard commodity terms can be stored in the AMS Advantage terms and conditions library for inclusion on purchasing documents.
PU-COM	11.18	Feature	- Assigned buyer (optional)	F	
PU-COM	11.19	Feature	- Units of measure	F	
PU-COM	11.20	Feature	- Cost (average and last by facility)	R	
PU-COM	11.21	Feature	- Accumulators for dollar amount purchased YTD and last year	R	
PU-COM	11.22	Feature	- Accumulators for quantity purchased YTD and last year	R	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Commodity Files		
PU-COM	12.00	Feature	Delete or deactivate commodity by date with reason. Historical data would be retained.	T	As outlined in PU-COM 11.09, AMS Advantage Audit Logging can track changes to the commodity's active/inactive flag and record the dates that the changes were made. The County can add an Inactive Reason field to the Commodity record using the included Design Studio toolset.
PU-COM	13.00	Feature	System provides an enterprise-wide shared commodity file.	F	
PU-COM	14.00	Feature	Assign accounting codes for commodity	F	
PU-COM	15.00	Feature	Commodity items can accommodate tiered pricing with fixed price and percentage discounts for varying quantities of the same item	F	Pricing information is entered on purchasing documents within AMS Advantage, not directly on the Commodity record. These purchasing documents can accommodate tiered pricing.
PU-COM	16.00	Feature	User defined effective dates for ~~fixed price discounts and~~ percentage discounts	F	County clarified removal of 'fixed price discounts'. Therefore, requirement is fully met out-of-the-box.
PU-COM	17.00	Feature	Establish commodity items that support hospital procurement i.e. rebates, sub components that reference master components	C	Tiered Pricing modification as defined in sample scenario #2 in County clarification document.
PU-COM	18.00	Feature	Designate user defined tax profile for commodity	F	
PU-COM	19.00	Feature	Commodity item attributes for price or percentage discounts, tax profile, etc. automatically adjust dollar amounts when referenced on purchase order line.	F	
PU-COM	20.00	Feature	Override "Surplus Auction" document requirements for commodities flagged as "Surplus"	C	New functionality to allow an overide of "Surplus Auction" document requirements for commodity codes flagged as "Surplus".
PU-COM	21.00	Report	Listing of commodities generated by any one or combination of the following:		
PU-COM	21.01	Report	- item number	R	
PU-COM	21.02	Report	- by vendor	R	
PU-COM	21.03	Report	- commodity code	R	
PU-COM	21.04	Report	- manufacturer	R	
PU-COM	21.05	Report	- description	R	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Commodity Files		
PU-COM	22.00	Type	Designate commodity as service with dollar threshold at Master Agreement level *for fiscal year I.e. ability to limit number of purchase orders by the aggregate dollar amount against a non encumbered Master Agreement for a fiscal year*	F	Service contract can reference a requisition that is created at the beginning of the year. A tolerance can be set up between the service contract and the requisition.
PU-COM	23.00	Type	Designate commodity as fixed asset by dollar threshold	F	
PU-COM	24.00	Type	Designate commodity as freight	F	
PU-COM	25.00	Type	Designate commodity as surplus	F	
PU-COM	26.00	Type	Designate commodity as inventory item	F	
PU-COM	27.00	Type	Indicate MSDS required for commodity	F	
PU-COM	28.00	Controls	Establish user defined groups authorized to purchase commodities associated with procurement types i.e. sole source, fixed assets, and services with approvals and workflow	F	
PU-COM	29.00	Controls	Establish user defined dollar spending limits for commodities by Department, Org., Account Codes, etc. including approvals and workflow	F	
PU-COM	30.00	Controls	Users with authorized security can add, change or delete commodity file records.	F	
PU-COM	31.00	Change Mgt	System tracks last purchase date and amount for any commodity.	R	
PU-COM	32.00	Change Mgt	System maintains an on-line audit trail of changes to the commodity master file.	F	
PU-COM	33.00	Change Mgt	Last changed date and by user indicated on commodity	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Vendor Files		
PU-VEN	1.00	Vendor Data	Vendor file minimally contains the following data elements:		
PU-VEN	1.02	Vendor Data	- Designated "primary" vendor number	F	For each vendor record, a "default" address of each type (purchasing, billing, payment, etc) is designated.
PU-VEN	1.03	Vendor Data	- Vendor name	F	
PU-VEN	1.04	Vendor Data	- Vendor phone & fax numbers	F	
PU-VEN	1.05	Vendor Data	- Multiple locations	F	
PU-VEN	1.06	Vendor Data	- Multiple (at least four) vendor addresses for each location, including multiple "remit-to" addresses	F	
PU-VEN	1.07	Vendor Data	- Vendor email and website information	F	
PU-VEN	1.08	Vendor Data	- Key vendor contacts with phone numbers, street address, and e-mail address	F	
PU-VEN	1.10	Vendor Data	- Payment methods	F	
PU-VEN	1.11	Vendor Data	- Demographic information (e.g., small business, minority-owned, women-owned, etc.)	F	
PU-VEN	1.12	Vendor Data	- License Type {permit or registration}	T	The County can add a License Type field to the vendor record using the included Design Studio toolset.
PU-VEN	1.13	Vendor Data	- License Number	T	The County can add a License Type field to the vendor record using the included Design Studio toolset.
PU-VEN	1.14	Vendor Data	- Hold indicator (P.O., payment, etc.)	F	
PU-VEN	1.15	Vendor Data	- Hold reason	F	
PU-VEN	1.16	Vendor Data	- Sales and use tax information (1099 indicator, 1099 code, Social Security number, Tax ID number, etc.)	F	
PU-VEN	1.17	Vendor Data	- Sales Tax Permit Number	T	The County can add a Sales Tax Permit Number field to the vendor record using the included Design Studio toolset.
PU-VEN	1.18	Vendor Data	- Other user-defined fields	T	The County can add fields as necessary to the vendor record using the included Design Studio toolset.
PU-VEN	2.00	Change Mgt	Tracks vendor history and vendor performance.	F	
PU-VEN	3.00	Change Mgt	Maintain an on-line audit trail of changes to the vendor master file.	F	
PU-VEN	4.00	Change Mgt	Last changed date and by user indicated on vendor record	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Vendor Files		
PU-VEN	5.00	Feature	Track and report/inquire on vendor performance including delivery, complaints (including complaints about discrimination allegations) and resolution.	F	
PU-VEN	6.00	Feature	Users with authorized security can add, change or delete vendor master file records.	F	
PU-VEN	8.00	Feature	Rejection of purchasing transactions for vendors that are not active including message to user indicating cause of rejections due to non-active vendor status of vendor	F	
PU-VEN	9.00	Feature	Assign authorized departments that can use vendor	F	
PU-VEN	10.00	Feature	Infer default vendor information from the vendor master file when creating requisitions and purchase orders.	F	
PU-VEN	11.00	Feature	Vendor number to automatically carry forward from corresponding transactions i.e. requisition to purchase order, purchase order to invoice	F	
PU-VEN	12.00	Feature	System maintains pricing information, quantity breaks for each vendor	F	AMS Advantage maintains pricing information and quantity breaks for each vendor on purchasing documents, not the vendor master.
PU-VEN	13.00	Feature	Classify one-time vendors and to check whether already on file based on multiple criteria (e.g., FEIN, SSN, etc.).	F	The County can setup a Miscellaneous Vendor record to use for one-time vendors. With a miscellaneous vendor record, the user enters the miscellaneous vendor code along with the one-time vendor's name and
PU-VEN	14.00	Feature	Rate a vendor at each event point based on user-defined criteria and these ratings are displayed at each point in the procurement process.	T	Performance evaluations can be conducted as desired using the Performance Evaluation transaction, but the County would have to add a field to display the resulting ratings online.
PU-VEN	15.00	Feature	Vendor numbers (numeric and alphanumeric) can be system generated or assigned manually.	F	
PU-VEN	16.00	Feature	Search vendor files from within purchasing processes (i.e. requisition, purchase order, etc.).	F	
PU-VEN	17.00	Feature	User-defined vendor categories (e.g., Disadvantaged Business Enterprises, Problem vendors, etc.).	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Vendor Files		
PU-VEN	18.00	Feature	Maintain an individual and an accumulated purchase history for each vendor in system.	R	
PU-VEN	19.00	Feature	Enterprise-wide shared vendor file (i.e., accessible by purchasing and accounts payable modules).	F	
PU-VEN	20.00	Feature	Maintain comments regarding vendors and customers (i.e., user departments).	F	
PU-VEN	21.00	Feature	Vendor history is not lost when vendor name is changed.	F	
PU-VEN	22.00	Feature	Track vendor name changes and cross-reference to history.	F	
PU-VEN	23.00	Feature	Maintain a history of vendor payments.	F	
PU-VEN	24.00	Feature	A new vendor can be added or maintenance can be performed without leaving a related process (e.g., accounts payable), with proper authority.	F	
PU-VEN	25.00	Feature	System allows the selective purge of vendors by user-defined criteria.	F	
PU-VEN	26.00	Feature	Assign net and discount terms for vendor.	F	
PU-VEN	29.00	Feature	Designate service areas for vendors	F	
PU-VEN	30.00	Feature	Search for a vendor by commodity code/number/description and by vendor number/name.	F	
PU-VEN	31.00	Feature	Generate a listing of registered vendors by commodity. Listing should be able to be filtered by :		
PU-VEN	31.01	Feature	- Registration status	F	
PU-VEN	31.02	Feature	- Indicate if vendor is on agreement	R	
PU-VEN	31.03	Feature	- Status of business requirements including	F	
PU-VEN	31.04	Feature	- Local Small Business	F	
PU-VEN	31.05	Feature	- Women Owned, Disadvantage	F	
PU-VEN	31.06	Feature	- Jury Service	F	
PU-VEN	32.00	Feature	Search vendors by commodity, upon selecting a vendor, the system provides the ability to view any additional of the following attributes associated with that vendor:		
PU-VEN	32.01	Feature	- Additional commodities	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Vendor Files		
PU-VEN	32.02	Feature	- Vendor bidding history for specific commodity	R	
PU-VEN	32.03	Feature	- Solicitations	R	
PU-VEN	32.04	Feature	- Purchase Orders	R	
PU-VEN	32.05	Feature	- Agreements, Master Agreements, or Service Contracts	R	
PU-VEN	33.00	Feature	Vendor terms can be defaulted by vendor	F	
PU-VEN	34.00	Feature	Establish multiple vendor ship to and bill to locations	F	
PU-VEN	35.00	Feature	Purchase order transmission methods can be established by vendor	F	
PU-VEN	36.00	Feature	1099 Vendors can be identified	F	
PU-VEN	37.00	Feature	Non-California resident 1099 vendors can be identified and appropriate deductions made from check	F	Business Types can be used to identify these vendors.
PU-VEN	38.00	Feature	Non-US resident 1099 vendors can be identified and appropriate deductions made from warrants	F	Business Types can be used to identify these vendors.
PU-VEN	39.00	Feature	Multiple addresses for the same address type with the ability to select one as the default I.e. multiple payment addresses	F	
PU-VEN	41.00	Feature	Establish effective dates for addresses	F	
PU-VEN	42.00	Feature	Vendor discounts can be automatically tracked within payment terms and appropriate discounts taken when the check is cut.	F	
PU-VEN	43.00	Vendor Registration	Web based vendor registration will including the following functions:	F	
PU-VEN	44.00	Vendor Registration	- Vendor Company information and demographics	F	
PU-VEN	45.00	Vendor Registration	- Business Types	F	
PU-VEN	46.00	Vendor Registration	- Addresses I.e. general, solicitation, order, payment	F	
PU-VEN	47.00	Vendor Registration	- Address effective dates	F	
PU-VEN	48.00	Vendor Registration	- Commodity registration	F	

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			Vendor Files		
PU-VEN	49.00	Vendor Registration	- Service Area	F	
PU-VEN	50.00	Vendor Registration	- Certifications for doing business with the county I.e. Local Small Business, CBE, Jury Service, etc.	F	
PU-VEN	51.00	Vendor Registration	Option to review vendor registrations prior to entry into master vendor file	F	
PU-VEN	52.00	Vendor Registration	Option to have multiple business user accounts to maintain single registration	F	
PU-VEN	53.00	Vendor Registration	Search capabilities to determine if vendor is already registered including Company Name, Vendor Number, etc.	F	
PU-VEN	54.00	Vendor Registration	Identify head quarters vendor associated with an existing registration	F	
PU-VEN	55.00	Vendor Registration	Email notification to vendor indicating status of registration	F	
PU-VEN	56.00	Vendor Registration	Email notification to vendor includes account information I.e. user id and password	F	
PU-VEN	57.00	Vendor Registration	View when vendor information was last changed by date and user	F	
PU-VEN	58.00	Vendor Registration	Edits by FEIN or SSN number to identify duplicate vendors and restrict registration	F	
PU-VEN	59.00	Vendor Registration	Designation on fields for Optional or Required	F	
PU-VEN	60.00	Vendor Registration	Designation on registration processes for Optional or Required	F	
PU-VEN	61.00	Vendor Registration	Form field validation for text, dates, email address, and numeric values	F	
PU-VEN	62.00	Vendor Registration	Email address fields should not be prefixed with "http://"; restricts ability to enter email addresses under SSL protocol "https://"	F	
PU-VEN	63.00	Vendor Registration	Field data validation from web against master vendor table in real time i.e. FEIN number, etc.	F	

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			Vendor Files		

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Reference Number		Category	Business Requirements	Vendor Response	Comments
			General System Requirement		
PU-GEN	1.00		Error messages are configurable	F	
PU-GEN	2.00		Email notifications are customizable for subject and email text	T	
PU-GEN	3.00		Email notifications can be grouped for Vendors for common business transactions i.e. Notice of Intent to Award, Notice of Award	F	Solicitation email notifications are grouped. Notice of Intent and Award will be discussed in Envision Phase.
PU-GEN	4.00		Purchasing documents will have viewable link when one or more attachments exist for a document (requisition, solicitation, contracts, purchase orders, etc.)	F	
PU-GEN	5.00		Printing of purchasing documents by the following means:		
PU-GEN	5.01		- Adobe format to user's printer	F	
PU-GEN	5.02		- Dedicated printer	F	
PU-GEN	6.00		Multiple terms and conditions can be selected and then be associated with a procurement document at the same time.	F	
PU-GEN	7.00		User defined sort fields and logic configurable on screens that list multiple records	F	
PU-GEN	8.00		Enable or disable fields by type of procurement document	F	
PU-GEN	9.00		Field help/information available from screen including field sizes and data requirements I.e. alpha, numeric, etc.	T	AMS Advantage offers field help and page help to guide users through the appropriate steps to enter document or table data. The County can enhance the field help as desired using the included RoboHelp toolset, such as adding field sizes or detailed detailed requirements.

Appendix D-1 Interfaces

The interfaces can be categorized into three (3) types; Permanent interface, Vendor interface and Temporary interface. **Permanent** interfaces (P) are interfaces currently between a source system and legacy system that is being replaced by eCAPS or to or from a legacy system that is not being replaced and CAPS. The latter interfaces will continue to exist, are unique to the County and are related to internal County systems. **Vendor** interfaces (V) are interfaces currently between a legacy system that is being replaced by eCAPS and an external source or CAPS and an external source and come standard with Advantage 3. These interfaces will replace an existing interface, are not unique to the County and are related to external County systems. **Temporary** interfaces (T) are interfaces currently between a legacy system that will be replaced by eCAPS during a later phase of implementation and will continue to exist until then. They are scheduled to become obsolete sometime during the life of the project.

For Inputs, the Destination System ID is the system that will be replaced and will change to eCAPS.
For Outputs, the Source System ID is the system that will be replaced and will change to eCAPS.

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
Asset Management Interfaces							
LAC-CAL	Auditor	LAC-CAL				Billing Interface (22 DSO once a year; 22 IET monthly)	
CAIS	Auditor	CAIS			Input	Month End Closed Ledger from eCAPS	
Inventory Interfaces							
HMMS	DHS	Online Requisition System (OLR)	Purchase Order Data	HMMS	Input	Requisition system	T
HMMS	DHS	Approved Product List Database (APL)	Purchase Order Contracts and County Agreements Data	HMMS	Input	Agreement and contract commodity and pricing control	T
HMMS	DHS	Purchase Order History Database	Materials Management data		Output	Materials Management data repository	T
HMMS	DHS	SeeBeyond	EDI/EC Purchasing Support	HMMS	Output & Input	Vendor purchasing methodology	T

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
HMMS	DHS	Pharmacy LAN	Inventory purchase receipts and RX issue data	HMMS	Input & output	Exchanges purchase receipt info for inventory update and RX issue data for HMMS outflow info.	T
HMMS	DHS	Purchase Order History Database	Materials Management data		Output	Materials Management data repository	T
HMMS	DHS	Fixed Asset Database	Fixed Asset, LACAL and Portable item information	HMMS	Output	Tracks fixed asset, LACAL and Equipment	
	DHS		Bar Code Data		Input	TBD as County shall provide compatible bar code software/hardware to interface with AMS Advantage.	
	DHS		Bar Code Data		Output	TBD as County shall provide compatible bar code software/hardware to interface with AMS Advantage.	
Procurement Interfaces							
AGPS	ISD	AGPS		CAMIS Server Databases	Output	AGPS purchasing reference data	P
AGPS	ISD	AGPS		LACOBIDS	Output	Supports generation of vendor bid list by commodity	V
AGPS	ISD	AGPS		LACOBIDS	Output	Supports awards posted to web for existing solicitations	V
AGPS	ISD	AGPS		Purchasing Portal\Agreements	Output	Supports web site hosting County Agreements	P
AGPS	ISD	AGPS		Purchasing Portal	Output	Supports web site hosting ISD Buyers and their commodity assignments	P
AGPS	ISD	AGPS		Purchasing Portal	Output	Supports web site hosting County NIGP commodity standard	P

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
AGPS	ISD	AGPS		Vendor Email Notifications	Output	Supports ad hoc email notifications to vendors	P
Contracts Database	ISD	AGPS		Contracts Database	Output	Supports using CAPS vendor as primary vendor designation for contracts	V
Contracts Database	ISD	Contracts Database		Contracts Database	Output	Service Contract - Vendor Performance	P
AGPS	ISD	AGPS		BASIS	Output	AGPS BASIS Extract - Department PO activity to determine purchasing fees in BASIS	P

Appendix E-1 – Conversions

The County has a variety of legacy systems that contain data that will need to be brought into eCAPS. The legacy data will fall into one of two categories, reference data or historical data. The volume of data to be brought over will determine if the data is converted or manually entered into eCAPS. CGI-AMS will be responsible for converting all eCAPS Phase II related data.

Asset Management

Historical Data
Data that is active or open. Open items were created and posted in legacy system, but not closed, e.g. payment request posted, but no warrant written.

1. Fixed Assets

Fixed assets including values, acquisition dates and other detailed fixed asset information will be converted into eCAPS.

2. Accumulated Depreciation

The dollar amount of accumulated depreciation for each asset will be converted.

Reference Data
Data that is used for validation on transactions or standard terms & conditions for purchase orders and solicitations as well as Inventory and Asset Management.

1. Fixed Asset Locations

Valid location code for fixed assets will be converted from the various County legacy fixed asset systems.

2. Fixed Asset Group, Category, Class

The fixed asset reporting rollup tables will be converted from the various County fixed asset systems.

3. Fixed Asset Custodian

If valid fixed asset custodian names will be converted from the various County fixed asset system if available.

4. Fixed Assets Type

Valid type codes for fixed assets will be entered into eCAPS.

5. Fixed Assets Acquisition/Disposition Method

Valid acquisition and disposition method codes for fixed asset acquisitions and dispositions will be entered into eCAPS.

Inventory

Historical Data

Data that is active or open. Open items were created and posted in legacy system, but not closed, e.g. payment request posted, but no warrant written.

1. Open Stock Requisitions

Open balances on stock requisitions will be converted into documents in the document catalog.

2. Inventory

Inventory stock items will be converted including counts, values and other detail information for each stock item.

Reference Data

Data that is used for validation on transactions or standard terms & conditions for purchase orders and solicitations as well as Inventory and Asset Management.

1. Warehouse Codes

The codes for the County's existing Warehouses will be entered to eCAPS.

2. Return Code

Valid returns codes for stock returns will be entered into eCAPS.

3. Adjustment Code

Valid adjustment codes for inventory adjustments will be entered into eCAPS.

Procurement

Historical Data

Data that is active or open. Open items were created and posted in legacy system, but not closed, e.g. payment request posted, but no warrant written.

1. Open Purchase Requisitions (that do not have associated bids/awards)

Open balances on purchase requisitions will be converted into documents in the document catalog.

2. Open Master Commodity Agreements

Master Commodity Agreements will be converted into documents in the document catalog. Includes:

- Agreement lines
- Standard terms and conditions
- Payment terms
- Amendments

3. Open Master Agreements and Service Contracts

Reference Data

Data that is used for validation on transactions or standard terms & conditions for purchase orders and solicitations as well as Inventory and Asset Management.

1. Commodity

If the county does not elect to implement a new commodity code structure, the existing commodity codes will be converted from CAMIS.

2. Procurement Location

The valid shipping/billing addresses for vendors to ship or bill the county will be converted from CAMIS.

3. Buyer

The buyers defined in CAMIS will be entered into eCAPS, along with buyer commodity registrations.

4. Delivery Method

Valid delivery method codes for vendors to deliver goods to the county will be entered into eCAPS.

5. Shipping Types

Valid shipping types for vendors to deliver goods to the county will be entered into eCAPS.

6. Vendors

Applicable for procurement related data requirements not completed in eCAPS project Phase 1 vendor conversion will be entered into eCAPS.

- Procurement order addresses
- Vendor commodity registrations

7. Standard Terms and Conditions

Valid standard terms and conditions that support requisitions, solicitations, and master commodity agreements will be entered into eCAPS.

8. Unit of Measure

Valid unit of measure codes will be entered into eCAPS.

Appendix F-1 - Reports

Summary of Materials Management Reports

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

Module	Tab ID	# Requirements
Asset Management	AM_RPT	50
Inventory Management	INV_RPT	25
Total		**75**

Appendix G-1 – Business Processes (Application Functionality)

Business Module / Area	Business Function
Procurement	
	Commodity Definitions
	Vendor Setup and Maintenance
	Workflow Setup/Procurement Folders
	Requisitioning
	Solicitations
	Awards
	Purchase Orders
	Master Services Agreements
	Master Commodity Agreements
	Receiving
	1099 Processing
	New Year Initialization Process
Vendor Self Service	
	Vendor Maintenance
	Commodity Registration
	Solicitations
Inventory	
	Warehouse Definition
	Stock item Definition
	Receiving
	Stock Issues
	Over the Counter
	Transfers
	Stock Returns
	Physical Counts
	Inventory Adjustment
	Inventory Forecasting and Replenishment
Fixed Assets	
	Fixed Asset Definitions
	Acquisition
	Betterments
	Inventory of Fixed Assets
	Depreciation
	Revaluation
	Transfers
	Disposition

Appendix H-1 – System Performance

No changes required to this appendix for eCAPS Phase II.

Please refer to Appendix H of eCAPS Project Contract 74797.

Appendix I-1 – Sub-Project Architecture and Schematic

Background

The County is currently undertaking an upgrade of CAPS. CAPS is based on the older AMS Government Financial System (GFS). CAPS will be upgraded to the Release 3 version of AMS Advantage® Financial Management, the current version and successor to GFS. The upgraded system will become eCAPS and represents Phase I. The County is planning an eCAPS Phase II that will include the implementation of the Materials Management functionality of AMS Advantage. As part of Phase II, the following additional modules will be introduced into eCAPS, representing the materials management functionality:

- AMS Advantage Procurement Professional
- AMS Advantage Procurement Vendor
- AMS Advantage Asset Management
- AMS Advantage Inventory Management

These modules are part of the AMS Advantage solution family and follow the same technical architecture implementation used in Phase I. This Appendix outlines the incremental hardware resource requirements needed to support the eCAPS Phase II Materials Management implementation.

Technical Architecture 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, CGI-AMS defines additional assumptions:

- There will be a total of 15,246 additional eCAPS users (9,400 for Inventory Management, 150 for Asset Management, and 5,696 for Procurement Professional) users. CGI-AMS assumes that there will be no more than 1,500 additional concurrent users (10.0%) for materials management functions; 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)
- 150,000 medium/complex “document” additional eCAPS transactions processed per year (600 per day) is assumed for materials management business transactions with an additional assumption of 3 accounting lines per document and 5 commodity lines per document, with the exception of agreements which will average 30 commodity lines and no accounting lines; the County currently processes
    - 4,285 Requisitions

    - 3,871 Solicitations
    - 200 Agreements
    - 2,500 Service Contracts
    - 30,490 Purchase Orders
- 20% of the document type transactions will have an average of 1MB of attachments
- 1 million additional simple (non-document) transactions will be processed online per year due to materials management; 4,200 simple transactions per day
- 48,000 Vendor Self-Service (VSS) users total with 480 concurrent VSS users
- 1,000 solicitation responses entered through VSS per day and 18,000 simple transactions per day (e.g., navigation, browse solicitations); 50% of the responses will have an average of 1MB for attachments
- High volume batch processing may necessitate limited or no online access by users during off peak hours
- Business Intelligence (reporting): The County has elected to use the Cognos products for business intelligence including query and reporting functions. This appendix does not address any incremental hardware/software requirements to support BI for eCAPS Phase II. Accordingly, the materials management impact on the data warehouse is unknown until a firmer understanding is obtained during the implementation analysis of the Phase II Sub-project. For the purposes of this appendix, we assume that there may be upwards of a 25% increase in activity.

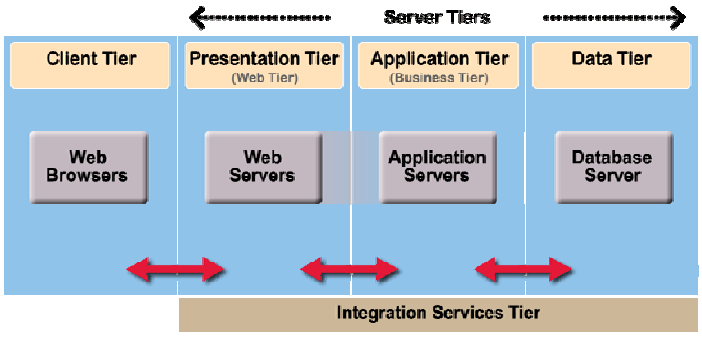
Consistent with the eCAPS Phase I technical environment, the County must ensure high speed, high availability for all hardware components in support of the eCAPS servers including but not limited to:

- High speed load balancing switches for connectivity to the web servers
- Appropriate security measures such as firewalls 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
- High speed peripherals such as printers and tape backup systems

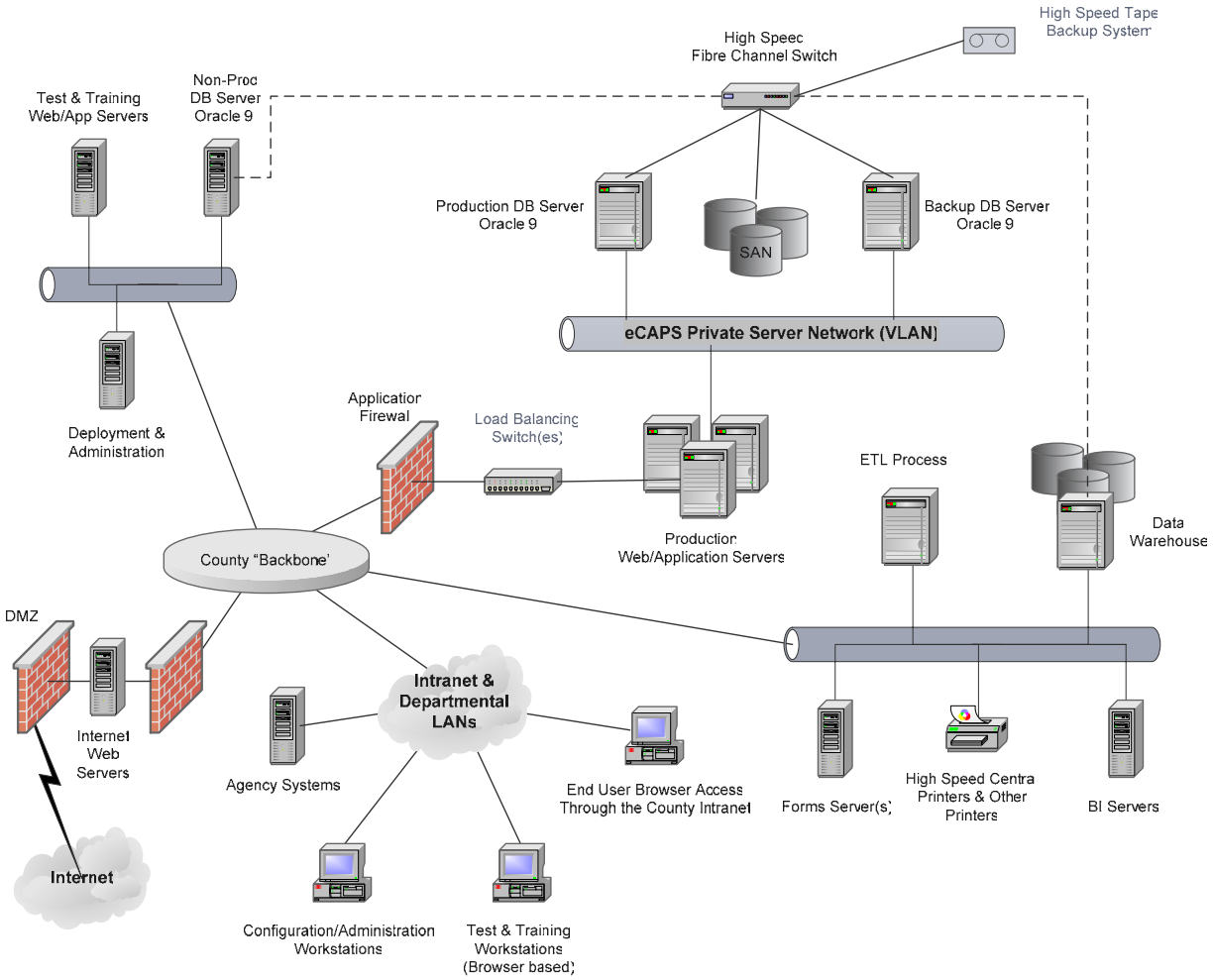
Target Platform

The eCAPS technical architecture consists of different logical tiers with four major logical tiers: client tier, presentation tier, application tier, and data tier. There are other tiers, such as integration services that provide additional support services for interface processing.

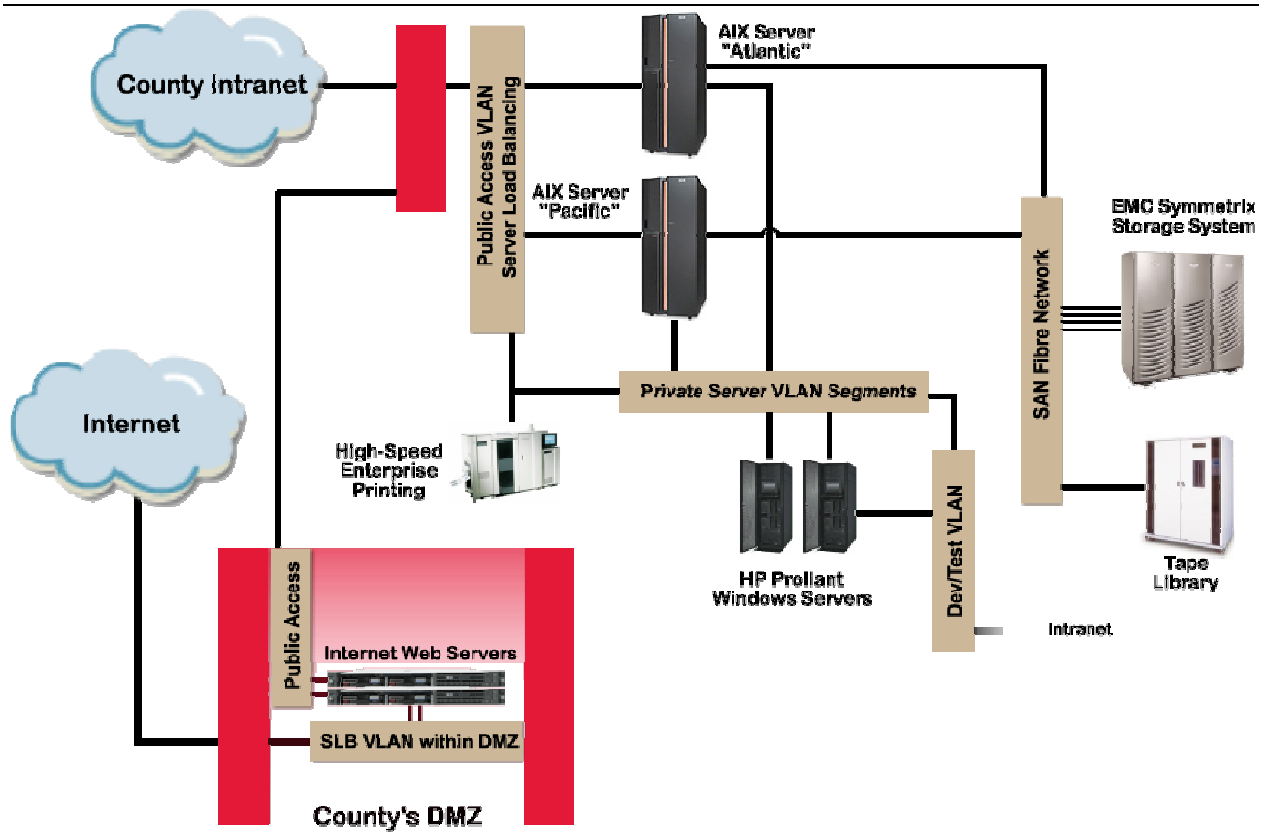


eCAPS Phase II (materials management) will operate in the same eCAPS target platform: IBM AIX for the web, application, and database servers. This appendix addresses the server hardware requirements to support eCAPS Phase II materials management processing, assuming that the Phase I technical architecture is in place. AMS Advantage is implemented as a J2EE standard application. IBM WebSphere Application Server is the J2EE application server used by the eCAPS technical architecture. The database server will be Oracle 9i (standard and RAC), the same as the eCAPS database implementation.

The following diagram defines a high level logical technical architecture for eCAPS Phase II for illustration purposes only. Since Phase II is based on the AMS Advantage solution, this diagram is nearly identical to the one depicted for eCAPS Phase I; Phase II now includes Internet Web servers that are configured within the County's demilitarized zone (DMZ). These Internet Web servers provide the "public facing" accessibility to support Vendor Self-Service functionality.



As a further illustration of the of the technical architecture platform for eCAPS Phase II, the following diagram illustrates physical server topology. The actual network connectivity may be different and is used only to show logical connections between the physical servers. Based on the currently planned eCAPS Phase I technical architecture, there are two IBM pSeries 690 (AIX) servers that are configured with multiple logical partitions (LPARs). The LPARs are defined to support various logical server functions, such as Intranet Web servers, application servers, database servers, reporting servers, and more for production and non-production environments. As part of the hardware topology, there are Windows servers (HP ProLiant servers) to support other functions, such as forms printing. Phase II incremental hardware requirements would require the allocation of additional processing capacity and potentially additional LPARs within the existing AIX servers or the addition of more physical servers, depending upon the County's approach to addressing the Phase II processing needs. The diagram also depicts the Internet Web servers as configured within the County's DMZ environment. Since DMZ configurations can vary widely between different Sites, we make no assumptions on how the DMZ is setup in this diagram.



Raw Capacity Requirements

The chosen platform and agreed upon configuration must support the following minimum raw capacity requirements 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.

Processor and Memory Capacity – The target platform will be an AIX implementation using the Power4+ 1.9GHz processors, consistent with the current eCAPS technical architecture which includes IBM pSeries 690 servers. The minimum number of processors for the Intranet web servers and the application servers is 8 processors. For flexibility and full utilization of the processor capacity, a minimum of 32GB of memory is required. The County should allocate this capacity across redundant physical servers in order to support a minimum level of physical fail over services. The County is currently implementing this approach with eCAPS using two IBM pSeries 690 servers. The number of processors includes 25% additional capacity for online processing failover and peak processing. The County should adjust the processor requirements to reflect any additional failover standards required by the County.

The database server requires 2 additional processor and 8GB of memory. For full database failover support, the County should assume an additional 2 processor and 8GB of memory. Database failover is achieved through the County's implementations of HACMP when configuring an IBM AIX installation. Additionally, the implementation of Oracle 9i RAC may be necessary for database failover support.

At the time of this writing, the new processor standard for the AIX-based servers is the POWER5, introduced in the IBM eServer p5 server series. The County must consider allocating more resources to the existing pSeries 690 servers to accommodate the requirements for eCAPS Phase II or introducing new servers. For example, the long range plans for eCAPS expansion may exceed the expansion capabilities of the current servers.

The report server is a separate database server used for business intelligence processing (e.g., reports) that is separate from the operational database used by eCAPS. Due to the lack of information pertaining to future data warehouse usage patterns, it is unclear what the impact materials management will have on the eCAPS data warehouse.

The County will need a technical environment to support other production services. For price/performance, AMS Advantage® will require the following Windows/Intel capacity support (using the Intel Pentium Xeon 3.0GHz processor or better:

- Internet Web Server (for VSS): 2 processors and 4GB of memory
- Conversion/ETL services: 2 processors and 6GB of memory
- Forms processing: 2 processors and 6GB of memory
- Configuration management and deployment: 2 processors and 4GB of memory

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 conversion/ETL services solution leverages the Data Integrator ETL product. Data Integrator supports multiple platforms, including Windows and AIX. However, the non-Windows version of Data Integrator represents a higher cost.

The County has selected the Cognos products as their Business Intelligence (BI) tools and will be responsible for any Cognos implementation requirements for eCAPS Phase II. Additionally, the County will be responsible for addressing any query and reporting (Q&R) needs that are beyond the delivered base AMS Advantage Q&R capabilities or defined in the Phase II statement of work (SOW). Hardware resource requirements for Cognos and other BI areas are beyond the scope of this Appendix.

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. Additionally, the County will need a technical environment to support a non-production environment in support of the eCAPS Sub-project and ongoing maintenance:

- 3 processors and 12GB of memory for the non-production web and application server support
- 1 processors and 8GB of memory for non-production database support

- This capacity can support 6-8 application environments, assuming that there will not be more than 25 concurrent users connected to each non-production application environment. Non-production environments consist of application environments to support testing (e.g., user acceptance testing) and training (e.g., in support of instructor led training) environments. Additional processors may be required if the County desires full physical separation of application environments. However, if the County upgrades or supplements the current IBM pSeries 690 servers to the IBM eServer p5 servers using the Power5 processors, micro-partitioning can also be used to support "physical" separation of application environments

Each application developer or advanced IT system/application administrator will require a Windows 2000 Workstation or Windows XP Professional PC workstation with a minimum of a single Intel Pentium 3.0GHz processor or better and 1GB of memory or better. This assumes that each developer will use the shared non-production database server for their development/unit test database.

Disk Storage

Each physical server and logical partition (LPAR) should be configured with a minimum of 3 (three) 36GB 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 much lower amount of disk storage than the 3x36GB RAID5 local storage requirement. The additional disk storage capacity will allow for establishing different application versions within the same LPAR. If the County eventually adopts the eServer p5 servers, then the County has the option to 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. The exception to this guidance is the business intelligence servers. For these servers, 3 (three) 73GB 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 II. The estimated number of cached reports should be validated during implementation analysis.

To support high volume Phase II 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 150GB of additional usable disk space for production database storage, with the assumption of 3 years of data (1 current year, 2 previous years). Due to the nature of procurement processing, the County may heavily use the attachments feature. Based on the assumptions defined in the Technical Architecture Assumptions section of this Appendix I, an additional 150GB 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 materials management could be 600GB 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 initial implementation of eCAPS Phase II may not fully use the incremental disk space defined above, depending upon final implementation decisions. The County must adjust this amount if RAID1 is chosen (disk mirroring) and to accommodate BCV processing. For example, if the County elects to use RAID1, then the 600GB (3 years of data) becomes 1.2TB. This becomes 720GB for RAID5 storage. Each BCV split also requires the same amount of storage or another 1.2TB if RAID1 or 720GB for RAID5.

Until additional information is gathered during the implementation analysis “envision” phase of the Phase II Sub-project, the County should reserve a minimum of 300GB 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 20GB for each non-production application environment and less than 5GB for each developer). One production-sized test database is assumed with no attachments. Storage needs must be further defined during the eCAPS Phase II Sub-project.

Summary

The primary production eCAPS Phase II servers for materials management will be based on IBM Power4+ 1.9GHz or better processors, consistent with the current eCAPS technical architecture configuration. Considering price/performance, some supporting services will be implemented on Microsoft Windows Servers using the Intel Xeon 3.0GHz or better processor. The total capacity requirements, based on the assumptions and requirements outlined in this appendix are summarized in the table below. When amounts are specified as a range, the lower number represents the recommended minimum amount. The upper end of the range simply represents additional capacity for failover or peak processing that should be considered by the County. The lower number of the range already includes some nominal failover capacity.

Additionally, the physical configuration of the processing capacity may require additional processors due to server configuration constraints; another reason for specifying a range. A logical partition, or LPAR, can not use fractional processing capacity of a physical processor unless the newer POWER5 based servers are used. The latest IBM eServer p5 Servers support Server Virtualization through micro-partitioning and virtual I/O. Using Server Virtualization, the CPU granularity is no longer physical processors.

Considering performance/cost perspective, Windows/Intel servers were assumed for the Internet (public facing) Web servers. These servers are generally physically separate servers from the Intranet Web servers due to their placement within the County. If the County begins to phase in the use of the IBM eServer p5 servers, server virtualization could make the AIX platform more cost effective to support the Internet Web servers for VSS.

	Number of Processors	**Amount of Memory**
IBM Power4+ Environment		
eCAPS Production Web, Application, and Database servers with failover capacity	12-14	48-56GB
Non-production environments	4	20-24GB
Data Warehouse	1-2	4-8GB
Total IBM Power4+	17-20	72-88GB
Intel Xeon Environment		
Other production services (3-5 servers, depending upon physical redundancy required)	6	16GB
Internet Web Servers for VSS (if Windows is used instead of AIX) – Assumes two single processor servers connected through SLB switch	2	4GB
Total Intel Xeon Environment	8	20GB

The above processing capacity is to be used by the County for planning purposes, and represents the expected maximum resource requirement based on the usages and assumptions defined in Appendix H and Appendix I of the Phase I SOW and this Appendix I for Phase II. Given the phased implementation approach for eCAPS, some of the processing capacity may be redundant; no assumptions were made for the reuse of existing eCAPS processing capacity. For example, the Windows server supporting the ETL and forms processing for Phase II could potentially use some of the processing capacity for eCAPS Phase I, thus reducing the Microsoft Windows needs.

Disk storage requirements and assumptions are outlined in the preceding section. Operational database needs is summarized as 600GB of usable storage for three years, based on the attachment usage assumptions. The County should use this base amount to determine total needs, such as additional production sized databases for non-production usage (e.g., volume or conversion testing) as well as smaller databases to support testing, training, and development.

Functional Category: Procurement

Vendor Response Codes:
F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
TP = Third Party Software Required
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
			Solicitation		
PU-SOL	4.00	Solicitation response	Record solicitation responses for each solicitation. Competing quotes minimally include the following data elements:		
PU-SOL	4.09	Solicitation response	- Contacted by	T	The County can add a Contacted By field to the solicitation response using the included Design Studio toolset.
PU-SOL	4.10	Solicitation response	- Contact Date	T	The County can add a Contact Date field to the solicitation response using the included Design Studio toolset.
PU-SOL	19.00	Control	Establish user-defined thresholds indicating the minimum number of solicitation responses required by solicitation type	C	New functionality will be added to provide user defined minimum number of solicitations. The solicitation will remain open if the minimum number of responses has not been met.
PU-SOL	42.00	Feature	Supports LA County Notice of Intent to Award process; includes the ability to set the Notice of Award period (days) unique for each type of solicitation	C	New functionality will be added to allow the notice of award period to be defined by solicitation type.
PU-SOL	43.00	Feature	Supports LA County Notice of Intent to Award process for multiple awards to a single solicitation line	C	This customization will require a concept paper to identify more details for the requirements.
PU-SOL	44.00	Feature	Restrict the creation of award documents for a solicitation until expiration of Notice of Intent to Award period.	C	Included as part of PU-SOL 42.00
PU-SOL	46.00	Feature	System can accommodate solicitation process for hospital procurement i.e. rebates, tiered pricing, sub components that reference master components	C	Tiered Pricing
PU-SOL	47.00	Feature	User-defined criteria for posting solicitations on web including ~~commodity and estimated~~ aggregate dollar amount	C	New functionality will be developed to allow user-defined criteria for when solicitations will be posted on the Web versus other delivery methods.

PU-SOL	68.00	Web Posting	Solicitation description size at least 255 characters	T	The County can configure this field to contain at least 255 characters using the included Design Studio toolset.
PU-SOL	73.00	Notification	Email notification includes Solicitation Number, Description, Department, Agency, Commodity	C	Functionality will be developed to support e-mail notification based on additional elements within the solicitation.
			Contract & Award		
PU-CNT	46.00	Feature	Ability to attach "comments" to each contract. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	T	The County can add a Comments field to the contract document using the included Design Studio toolset.
PU-CNT	53.00	Feature	System provides the ability to determine volume discounts from a contract or agreement (at line item level).	C	
PU-CNT	76.00	Contract Data	System maintains the following "header" data elements in respect to contracts		
PU-CNT	76.10	Contract Data	- Comment field specifically for Buyer comments	T	The County can add a Buyer Comments field to the contract document using the included Design Studio toolset.
PU-CNT	92.00	Tracking	Store and maintain historical information in respect to all contracts, including but not limited to the following details:		
PU-CNT	92.06	Tracking	- Status (text reference field)	T	The County can add a text Status field to the contract document using the included Design Studio toolset.
PU-CNT	92.15	Tracking	- Program Manager	T	The County can add a Program Manager field to the contract document using the included Design Studio toolset.
PU-CNT	92.16	Tracking	- Contract Analyst	T	The County can add a Contract Analyst field to the contract document using the included Design Studio toolset.
PU-CNT	92.17	Tracking	- Contract Administrator's name, phone, fax numbers and email	T	The County can add fields to capture the Contract Administrator's name, phone, fax numbers, and email to the contract document using the included Design Studio toolset.
PU-CNT	102.00	Notification	Log and report email notifications that were processed for contracts including: date and time processed, status (award, change, canceled, expired)	T	Email notifications are logged and tracked, but a status field would have to be added to the table.
PU-CNT	119.00	Feature	Supports LA County Notice to Award contract for multiple awards to a single solicitation line **NEW**	C	Included as part of PU-SOL 43.00
PU-CNT	120.00	Feature	Supports LA County Notice to Award purchase order for multiple awards to a single solicitation line **NEW**	C	Included as part of PU-SOL 43.00
			Purchase Order		
PU-POR	43.00	Feature	Provide "key word" search functionality on standardized purchase order clauses that are stored in the repository.	T	The County can add Description as a search option on the Terms and Conditions table using the included Design Studio configuration toolset.
PU-POR	53.00	Feature	Ability to attach "comments" to each purchase order. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	T	The County can add a Comments field to the purchase order document using the included Design Studio configuration toolset.
PU-POR	74.00	Feature	Purchase order process accommodates hospital procurement i.e. rebates, sub components that reference master components	C	Included as part of PU-SOL 46.00
PU-POR	75.00	Feature	System can calculate dollar amounts for contract release purchase orders that reference existing contracts for tiered pricing with fixed price and percentage discounts for varying quantities of the same item	C	Included as part of PU-SOL 46.00

PU-POR	80.00	PO Data	System maintains the following "header" data elements in respect to procurement transactions:		
PU-POR	80.02	PO Data	- Confirming PO (yes/no)	T	The County can add a Confirming PO flag to the purchase order header using the included Design Studio configuration toolset.
PU-POR	80.07	PO Data	- Comment field specifically for Buyer comments	T	The County can add a Comment field specifically for Buyer comments to the purchase order header using the included Design Studio configuration toolset.
PU-POR	80.09	PO Data	- Department Providing Service (for inter-departmental service orders).	T	The County can add a Department Providing Service field to the purchase order header using the included Design Studio configuration toolset.
PU-POR	86.00	Print	Include water mark on printed purchase order document (draft, final, copy, etc.)	T	The County will design and configure the printed purchase order as part of the implementation, and may choose to include a water mark.
PU-POR	93.00	Tracking	Store and maintain historical information in respect to all purchase orders, including but not limited to the following details:		
PU-POR	93.06	Tracking	- County Buyer (text reference field)	T	
PU-POR	99.00	Notification	Log and report email notifications that were processed for purchase orders including: date and time processed, status (award, change, canceled)	T	Email logging is available, but Status would have to be added to the tracking table.
			Receiving		
PU-REC	3.00	Feature	System provides the ability to capture lot number, serial number, and expiration date at time of receipt.	T	The County can add fields to the solicitation response to capture lot number, serial number, and expiration date using the included Design Studio toolset.
			Commodity		
PU-COM	1.00	Feature	System provides the ability to maintain a long description (at least 250 characters) and a short description (at least 40 characters) for each commodity code.	T	A 60-character short description is available out-of-the-box. The County can add a long description field of 250 characters to the Commodity record using the included Design Studio toolset.
PU-COM	2.00	Feature	Searching for commodities will include text and wild card search criteria against commodity long descriptions	T	Long description can be added as a search field to the Commodity record using the included Design Studio toolset. County users will be able to perform text and wild card searches against this field.
PU-COM	11.00	Feature	Commodity file contains minimally the following data items:		
PU-COM	11.06	Feature	- Long description	T	As outlined in PU-COM 2.0, the County can add a long description field of 250 characters to the Commodity record using the included Design Studio toolset.
PU-COM	11.09	Feature	- Active date; Inactive date with reason	T	AMS Advantage Audit Logging can track changes to the active/inactive flag and record the dates that the changes were made. The County can add an Inactive Reason field to the Commodity record using the included Design Studio toolset.
PU-COM	11.10	Feature	- Comments field	T	The County can add a Comments field to the Commodity record using the included Design Studio toolset.
PU-COM	12.00	Feature	Delete or deactivate commodity by date with reason. Historical data would be retained.	T	As outlined in PU-COM 11.09, AMS Advantage Audit Logging can track changes to the commodity's active/inactive flag and record the dates that the changes were made. The County can add an Inactive Reason field to the Commodity record using the included Design Studio toolset.
PU-COM	17.00	Feature	Establish commodity items that support hospital procurement i.e. rebates, sub components that reference master components	C	Included as part of PU-SOL 46.00

PU-COM	20.00	Feature	Override "Surplus Auction" document requirements for commodities flagged as "Surplus"	C	New functionality to allow an overide of "Surplus Auction" document requirements for commodity codes flagged as "Surplus".
			Vendor		
PU-VEN	1.00	Vendor Data	Vendor file minimally contains the following data elements:		
PU-VEN	1.12	Vendor Data	- License Type {permit or registration}	T	The County can add a License Type field to the vendor record using the included Design Studio toolset.
PU-VEN	1.13	Vendor Data	- License Number	T	The County can add a License Type field to the vendor record using the included Design Studio toolset.
PU-VEN	1.17	Vendor Data	- Sales Tax Permit Number	T	The County can add a Sales Tax Permit Number field to the vendor record using the included Design Studio toolset.
PU-VEN	1.18	Vendor Data	- Other user-defined fields	T	The County can add fields as necessary to the vendor record using the included Design Studio toolset.
PU-VEN	14.00	Feature	Rate a vendor at each event point based on user-defined criteria and these ratings are displayed at each point in the procurement process.	T	Performance evaluations can be conducted as desired using the Performance Evaluation transaction, but the County would have to add a field to display the resulting ratings online.
			General		
PU-GEN	2.00		Email notifications are customizable for subject and email text	T	
PU-GEN	9.00		Field help/information available from screen including field sizes and data requirements I.e. alpha, numeric, etc.	T	AMS Advantage offers field help and page help to guide users through the appropriate steps to enter document or table data. The County can enhance the field help as desired using the included RoboHelp toolset, such as adding field sizes or detailed detailed requirements.

Appendix K-1 - Training Volumes

eCAPS Training Areas	Session Duration Hrs	Number of Users	Number of Sessions
End User Training			
Functional			
Asset Management	8	150	8
Inventory Management	8	775	40
Procurement	16	300	25
Follow-up (Post Implementation)			
Asset Management	8	50	3
Inventory Management	8	150	8
Procurement	16	2,200	100
System Administration			
AMS Advantage 3 System Administration	8	200	8
End User Training Totals	72	3825	192
Project Team Training			
Functional			
Asset Management	4	20	1
Inventory Management	4	20	1
Procurement	4	25	1
Subject Matter Expert Orientation			
Asset Management	2	20	1
Inventory Management	2	20	1
Procurement	2	25	1
Technical Training			
AMS Advantage 3 Application Programming	20	20	1
AMS Advantage 3 Conversion Strategy	6	40	1
Project Team Training Totals	44	190	8
TRAINING TOTALS	116	4015	200

Notes:

(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) Initial Procurement training is for 300 ISD staff, and remaining training of 2,200 users are for Procurement Department Rollout.

(5) Training volume of 200 for System Administration training includes 100 for Inventory Management, 50 Procurement, and 50 Asset Management System Administrators.

(6) Procurement training for project team will include administration and functionality for VSS (Vendor Self Service)

Appendix L-1: Legacy Reports

ASSET MANAGEMENT

LAC CAL REPORTS

Rpt ID	Report Title	Dist
ACLC 10	Batch Edit - Update	
ACLC 12	Batch Correction – Update	
ACLC 14	Validation Correction	
ACLC 14U	Validation Correction – Update	
ACLC 26	Expenditure Exception Report	
ACLC 36	Lac-Cal Lease Payment Report – By Fund Source	
ACLC 36A	Lease Payment Report – By Department	
ACLC 36B	Lease Payment Report – By Funding Source	
ACLC 38	Bond Sale – P&I Report	
ACLC 39	Work Authorization Status Report	
ACLC 40	Inventory Listing By Item Number	
ACLC 41	Inventory Listing By Acquisition Month	
ACLC 42	Inventory Listing By Inventory Number	
ACLC 42F	Inventory Listing – Microfiche	
ACLC 43	Leases Due To Expire By Department	
ACLC 43CR	Credit Adj of Leases Due To Expire By Dept	
ACLC 44	Inventory Listing By Department	
ACLC 45	Participating Departments Listing	
ACLC 46	Inventory Listing By Location	
ACLC 47	Inventory Listing By Selected Item Code	
ACLC 48	Suspense Inventory Listing	
ACLC 49	Inventory Listing By Selected Item Code	
ACLC 50	CAPS Information Drawoff	
ACLC 54	Report of Expired Leases – By Dept	
ACLC 56	Inventory Expiration Report By Dept	
ACLC 58	Inventory Listing – By Expiration Month(YE)	
ACLC 70	Inventory Listing – By Useful Life	
ACLC 72	Projected Lease Payments By Fiscal Year	
ACLC 74	Projected Work Authorization Balances	
ACLC 76	Depreciation Report – By Department (YE)	
ACLC 78	Inventory Listing By Acquisition Month (For RIMA)	
ACLC 80	Accounts Receivable By Funding Source (YE) - By Useful Life - All Items - Grand Totals	

Rpt ID	Report Title	Dist
ACLC 81	Accounts Receivable By Funding Source (YE) - By Remaining Life - Current Items - Balance Due - Receivable	
ACLC 82	Lease Payment Report – By Fund Source (YE) - PRIN-INT-INS-ADD COST-TOTAL EXP - Expense	
ACLC 83	Accounts Receivable By Funding Source	
ACLC 85	Activity Report By Work Authorization	
ACLC 86	Inventory Listing By Bond Sale / Funding Source	
ACLC 90	Inactive Items Merge with Ongoing Dead File	
ACLCDATA	Lac-Cal Inventory Data Sheet	
ACLCDEPT	Inventory Listing By Expiration Date	
ACLCSALE	Inventory Listing By Bond Sale Number	

CAPS REPORTS

Rpt ID	Report Title	Dist
MEN1	Encumbrance Detail By Org	
MEX1	Expend Detail Report	
MGL1	GL Activity	
MJB1	Job Status – Summary By Requester Org	
MJC1	Job Charges – Monthly Detail	
MRD1	Revenue Detail Report By Org	
MWR3	Monthly Warrant Register By Dept	

FAAS MONTHLY REPORTS

Rpt ID	Report Title	Dist
ACFA48	Suspense Inventory List	
ACFA42	Inventory Listing of Master File (can be run monthly or as-needed)	
ACFA44	Equipment Listing By Department	
ACFA46	Equipment Listing By Location Code	
ACFA60	Department Location Index	

FAAS Annual Reports

Rpt ID	Report Title	Dist
ACFA64& ACFA66	General Ledger analytical reports (used to get totals for the General Ledger before year-end housekeeping)	
ACFA40	Equipment Listing By Item	
ACFA41	Equipment Listing by item/loc code	
ACFA43	Dead (inactive) Inventory Listing	
ACFA45	Special Audit Reports	
ACFA47	Equipment Listing by Funding source	
ACFA49	Count of Active Items on Inventory	
ACFA51	Inventory listing by Fund	
ACFA52	G/L Activity Report	
ACFA53	G/L Additions by Transaction Code Type	
ACFA54	G/L Activity report recap by dept/acct	
ACFA68	Inventory Report by Location	
ACFA70	Inventory Report by Equipment Number	
ACFA74	Lost item listing	
ACFA75	Donated Items listing	
GLDETAIL	Adds and Deductions on G/L by Dept	
ACFA93	Year End Depreciation History Housekeeping	
ACFADPDD	Year end Depreciation Inactive item dead file	
ACFA10/12	Monthly inventory update activity reports	
ACFA94	Monthly Depreciation report	

INVENTORY: Health Materials Management Systems (HMMS)

Daily Reports

Rpt ID	Report Title	Dist
HMMSF551	RGR -DIRECT HISTORY FORMAT	
HMMSF552	RGR -INVOICE FORMAT	
HMMSF601	ITEM COST EXCEPTION REPORT	
HMMSF602	INVENTORY USAGE EXCEPTION REPORT	
HMMSF603	COST CENTER EXCEPTION REPORT	
HMMSF611	FIRM/GCD WARRANT UPDATE EXCEPTION REPORT	
HMMSF612	FIRM/GCD WARRANT POSTING REPORT .:	
HMMSF613	FIRM/DUPLICATE EXCEPTION REPORT	

Rpt ID	Report Title	Dist
HMMSF700	ORDER CONTROL ASSIGNMENT (INVOICE PROCESSING)	
HMMSF701	WORK LOAD DATA (INVOICE PROCESSING)	
HMMS1100	PROCUREMENT ORDER -NOTICE TO STOCK –	
HMMS1101	PROCUREMENT ORDER -STOCK ISSUE NOTICE	
HMMSO105	ITMS ORDERED UNDER AGMT BUT NOT ON AGMT FILE	
HMMSO106	AGMT ITEMS ORDERED FROM NON-AGMT VENDORS	
HMMSO301	CHANGE IN UNIT COST OF 20% OR MORE	
HMMSO302	PROCUREMENT ORDER/NOTICE OF GOODS TO BE RCVD	
HMMS0308	PROC ITEMS COST OVER 3,000	
HMMSO309	ITEMS SUSPENDED POSSIBLE UNIT COST ERROR	
HMMSO310	PROC ORDERS WITH POSSIBLE COST ERRORS	
HMORDPRI	RECOMMENDED ORDERS	
HMORDPR2	R221 BROWSE TOTALS	
HMORDPR3	R221 PROBLEM LIST	
HMORDPR4	ITEMS WITHOUT RECOMMENDED ORDERS	
HMORDPR5	AUTO REQUESTED ORDERS	
INVL	INVENTORY BIN LOCATION LABELS	
LORD-1	LOCAL AREA ORDERS	
LORD-2	LOCAL AREA WARNING	
LORD-3	LOCAL AREA SKIPPED ITEMS	
PARL	PAR LOCATION LABELS	
PARO-I	PAR LOCATION ORDER	
PARO-2 .	PAR LOCATION WARNING	
PARU-I	PAR USAGE DATA REPORT	
PARU-2	PAR USAGE DATA SUMMARY	
R221-1	RECOMMENDED ORDER REPORT -P&S ITEMS	
R221-2	R221 WARNINGS	
R221-3	R221 ITEMS SKIPPED REPORT	
R221-4	RECOMMENDED ORDER REPORT -DIRECT ITEMS	
R221-5	RECOMMENDED ORDER REPORT -BLANKET P.O. ITEMS	
STRF-I	STOCK TRANSFER REPORT	

Monthly Reports

Rpt ID	Report Title	Dist
HMMSF100	MCAUTO 'J' CARD REPORT	
HMMSF130	OPEN PACKING SLIP LISTING BY SSU & P.O. NO.	
HMMSF131	OPEN PACKING SLIP LISTING BY ENCUMBRANCE	
HMMSF300	STK ISSUES TO EXPEND. AREAS BY FIRM ACC. NO.	
HMMSF301	ITEM STOCK USAGE	

Rpt ID	Report Title	Dist
HMMSF303	ITEM STOCK USAGE SUMMARY BY LOCATION	
HMMSF304	ITEM STOCK USAGE SUMMARY BY COST CENTER	
HMMSF305	NON-STK ISSUES TO EXPEND. AREAS BY FIRM ACC	
HMMSF306	STOCK ISSUES TO INVENTORY AREAS	
HMMSF307	NON-STOCK ISSUES TO INVENTORY	
HMMSF308	INTERFACILITY ISSUE REPORT	
HMMSF309	STOCK ISSUE REPORT	
HMMSF500	ORDERS RECEIVED BUT NOT BILLED -BY DESK	
HMMSF501	ORDERS RECEIVED BUT NOT BILLED -BY PKSLP	
HMMSF520	INVOICE RECEIVED -NO MATCHING ORDER	
HMMSF521	INVOICE WITHOUT MATCHING PKSLP -BY DESK -	
HMMSF522	INVOICE WITHOUT MATCHING PKSLP -BY VENDOR	
HMMSF523	INVOICE WITHOUT MATCHING PKSLP -BY INVOICE	
HMMSF524	INVOICE WITHOUT MATCHING PKSLP -BY ORDER AREA	
HMMSF530	PSD INVOICE RECEIVED, NO MATCHING ORDER -VENDOR	
HMMSF531	PSD INVOICE WITHOUT MATCHING PACKING SLIP -DESK	
HMMSF532	PSD INVOICE WITHOUT MATCHING PACKING SLIP -.VENDOR	
HMMSF533	PSD INVOICE WITHOUT MATCHING PACKING SLIP-INVOICE	
HMMSF534	INVOICE WITHOUT MATCHING PACKING SLIP -ORDER AREA	
HMMSF600	INVENTORY H-CARD LISTING	
HMMSF604	INVENTORY CONTROL REPORT	
HMMSF605	INVENTORY CONTROL REPORT -DEBIT	
HMMSF606	INVENTORY CONTROL REPORT -CREDIT	
HMMSF608	WASH POST INVENTORY REPORT	
HMMSF810	P&S D.I. INVOICE EXCEPTION REPORT	
HMMSF811	P&S D.I. INVOICE EXCEPTION REPORT -BY ERROR TYP	
HMMSF812	P&S D.I. INVOICE POSTING REPORT	
HMMSO201	OE SUPPL/REDUCTION DETAIL -BY ORDER TYPE	
HMMSO202	OE SUPPL/REDUCTION SUMMARY -BY ORDER TYPE	
HMMSO203	OE SUPPL/REDUCTION DETAIL -BY DESK	
HMMSO204	OE SUPPL/REDUCTION SUMMARY -BY DESK	
HMMSO205	OE SUPPL/REDUCTION DETAIL -BY SERVICE UNIT	
HMMSO206	OE SUPPL/REDUCTION SUMMARY -BY SERVICE UNIT	
HMMSO207	ENCUMBRANCE DETAIL RPT -BY ORDER TYPE	
HMMSO208	ENCUMBRANCE SUMMARY RPT -ORDER TYPE	
HMMSO209	ENCUMBRANCE SUMMARY RPT -BY O.E.	
HMMSO210	ENCUMBRANCE DETAIL RPT -BY SERVICE UNIT	
HMMSO211	ENCUMBRANCE SUMMARY RPT -BY SERVICE UNIT	
HMMSO212	ENCUMBRANCE CHANGE RPT -BASIC	
HMMS0213	ENCUMBRANCE CHANGE RPT -S S U	
HMMSO214	ENCUMBRANCE CHANGE RPT -ITEM –	
HMMSO21S	ITEMS ORDERED UNDER OE BUT NOT ON OE FILE	

Rpt ID	Report Title	Dist
HMMSO216	ENCUMBRANCE CHANGE RPT –V E N D 0 R	
HMMSO300	NOTICE OF NEW INVENTORY PACKAGE SIZE	
HMMSO303	OPEN ORDER REPORT -BY P.O. NUMBER	
HMMSO304	OPEN ORDER REPORT -BY DELIVER TO AREA	
HMMSO305	PAST DUE ORDERS -BY VENDOR	
HMMSO720	RGR AGING REPORT	
HMTRMRPT	TRANSACTION COUNT BY TERMINAL ID	
HMTRNRPT	TRANSACTION COUNT BY TRANSACTION ID	
HSIC2001	TERMINAL OPERATOR REPORT	
HSIC2201	ITEM STOCK ADJUSTMENT REPORT	
HSIC2301	SALVAGE ACTIVITY REPORT	
HSIC2801	INTER SATELLITE TRANSFER REPORT	
HSIC3001	HIGH PERCENTAGE CHANGE ON DISTRIBUTION	
HSIC3101	HIGH COST ITEM DISTRIBUTION	
HSIC3201	ITEM STOCK BALANCE AND ADJUSTED DISTRIBUTION	
HSIC3202	ITEM COST ACCOUNTING SUMMARY	
HSIC320J	MONTHLY ON-HAND	
HSIC3204	HIGH COST ON-HAND REPORT	
HSIC3801	NUMBER OF DAY SUPPLY ON HAND	
HSIC3802	INVENTORY STOCK LEVEL	
HSIC3805	NUMBER OF DAYS OF SUPPLY	
HSIC3601	ZERO ITEM STOCK MOVEMENT	

Annual Reports

Rpt ID	Report Title	Dist
HMMSF121	YEAR-END ACCOUNTS PAYABLE WORK LIST BY DESK #	
HMMSF123	YEAR-END ACCOUNTS PAYABLE BALANCE -S&S	
HMMSF124	ACCOUNTS PAYABLE EXPENSE ACCRUALS BY S&S (FINAL	
HMMSF125	ACCOUNTS PAYABLE EXPENSE ACCRUALS BY EQUIP (FIN	
HMMSF126	ACCOUNTS PAYABLE -BY S&S	
HMMSF127	ACCOUNTS PAYABLE -BY EQUIPMENT	
HMMSF128	YEAR-END ACCOUNTS/PAYABLE BALANCE	

Other Reports

Rpt ID	Report Title	Dist
APAUDIT	PRIOR YEAR'S ORDERS PAID UNDER CURRENT YEAR	
HMMC2601	CATALOG ITEM UPDATE REPORT FOR FACILITY (ITMC)	
HMMSA201	AUDIT TRAIL OF OPERATOR ID	
HMMSA202	AUDIT TRAIL OF TERMINAL ID	
HMMSA203	AUDIT TRAIL OF PROCUREMENT ACTIVITY	
HMMSA204	AUDIT TRAIL OF INVOICE ACTIVITY	
HMMSA205	AUDIT TRAIL OF COST CENTER ACTIVITY	
HMMSA206	AUDIT TRAIL OF DELIVER TO ACTIVITY	
HMMSA209	AUDIT TRAIL OF INVENTORY ACTIVITY	
HMMSE1OO	EQUIPMENT STATUS RPT -BY SERVICE UNIT	
HMMSE10I	EQUIPMENT STATUS RPT -BY ORDERING DEPT	
HMMSE1O2	CONSOLIDATED EQUIPMENT STATUS -BY EQUIP NO.	
HMMSE1O3	CONSOLIDATED EQUIPMENT STATUS -BY ORDER TYPE	
HHMSEIO4	CONSOLIDATED EQUIPMENT STATUS -BY REQ. NO	
HMMSE1O5	EQUIPMENT -WARRANTY EXPIRATION NOTICE	
HMMSE200	LEASE RENTAL/PM STATUS -BY ORDERING DEPT	
HMMSE201	LEASE RENTAL/PM STATUS -BY PURCHASE ORDER	
HMMSE202	LEASE RENTAL/PH STATUS -BY VENDOR	
HMMSE300	OUTSTANDING MEDICAL APPLIANCE RENTALS	
HMMSE301	CLOSED ORDERS FOR MED. APPLIANCE RENTALS	
HMMSFO5A	VALID NCC LIST BY NCC OR FIRM OR DESCRIPTION	
HMMSFO99	MCAUTO BATCH -E-CARD ACTION CODE UPDATE	
HMMSF1.1	CHART OF ACCOUNT TRANSACTION LISTING	
HMMSF1.2	CHART OF ACCOUNT REJECTED TRANSACTION LIST	
HMMSF1.3	CHART OF ACCOUNT MASTER FILE BEFORE UPDATE .	
HMMSF1.4	CHART OF ACCOUNT MASTER FILE AFTER UPDATE	
HMMSF2.1	COA BY ACCOUNT NUMBER	
HMMSF2.2	COA BY REPORT LINE AND ACCOUNT NUMBER	
HMMSF2.3	COA BY RESPONSIBILITY AND ACCOUNT NUMBER	
HMMSF2.4	COA BY SPEC RPT LINE # 1 AND ACCOUNT NUMBER	
HMMSF2.5	COA BY SPEC R.PT LINE #2, AND 'ACCOUNT NUMBER –	
HMMSF2.6	COA BY SPEC ~ LINE #3, AND ACCOUNT NUMBER	
HMMSF2.6	COA BY SUPPORTING SCHEDULE NO. AND ACCOUNT NO.	
HMMSF2.7	COA BY SUB TYPE	
HMMSF3.1	CHART OF ACCOUNT TRANSACTION LISTING	
HMMS1102	CANDIDATES FOR STOCKING IN INVENTORY -YTD	
HMMSO100	AGREEMENTS BY ITEM DESCRIPTION	
HMMSO101	AGREEMENTS BY VENDOR	
HMMSO102	AGREEMENTS BY COMMODITY	

Rpt ID	Report Title	Dist
HMMSO103	AGREEMENTS CHANGE REPORT -BASIC	
HMMSO104	AGREEMENTS CHANGE REPORT -ITEM	
HMMSO107	AGREEMENT ITEMS PURCHASED -YTD	
HMMSO108	CANDIDATES FOR AGREEMENTS	
HMMSO109	AGREEMENT ITEMS PURCHASED YTD-SPECIFIC AGMT	
HMMSO200	OUTSTANDING REQUESTS FOR OE	
HMMSO217	OE SUMMARY PURCHASES -BY VENDCODE	
HMMSO218	SUMMARY PURCHASES FOR ALL VENDORS	
HMMSO306	CANDIDATES FOR BLANKET PURCHASE ORDERS	
HMMSO400	PROCUREMENT ACTIVITY SUMMARY -BY ORDER AREA	
HMMSO401	PROCUREMENT ACTIVITY SUMMARY -BY PERSON AREA	
HMMSO402	PROCUREMENT ACTIVITY SUMMARY -BY STOCK TYPE	
HMMS0501	REQUSISITION TO P&S	
HMMS0502	REQUISITION TO P&S WITH NO ITEMS	
HMMSO511	P&S STATUS EXCEPTION	
HMMSO512	UNACKNOWLEGED ITEMS ORDERED	
HMMSO701	RGR PROCESS ING PERFORMANCE REPORT	
HMMSP.1	PAR REPLENISHMENT CATALOG	
HMMSP2.1	PAR REPLENISHMENT VALIDATION REPORT	
HMMSP3.1	PAR REPLENISHMENT CONSOLIDATION REPORT	
HMMSV1OO	VENDOR ORDER ADDRESS -CODE SEQUENCE	
HMMSVIIO	VENDOR. LIST OF ORDER ADDRESSES -NAME SEQUENCE	
HMMSV120	VENDOR REMIT ADDRESS -CODE SEQUENCE	
HMMSV130	VENDOR REMIT ADDRESS -NAME SEQUENCE	
HHMSV140	VENDOR ACTIVE FACILITIES -CODE SEQUENCE	
HMMSV150	VENDOR ACTIVE FACILITIES -NAME SEQUENCE	
HHMSX100	NAME AND ADDRESS FILE -LIST OF FACILITIES	
HMMSX10I	NAME AND ADDRESS FILE -LIST OF LOCATIONS	
HMMSX102	NAME AND ADDRESS FILE -LIST OF WARDS	
HMMSX103	NAME AND ADDRESS FILE -LIST OF CLINICS	
HMMSXI04	NAME AND ADDRESS FILE -LIST OF INTERFACILITY	
HMMSXI12	LIST OF ORDER TYPE RECORDS	
HMMSXI13	LIST OF REPORT GROUPING	
HMMS2116	HMMS CATALOG LISTING BY ITEM CODE	
HMMS2117	HMMS CATALOG LISTING BY ITEM CODE	
HMMS2126	HMMS CATALOG LISTING BY ITEM NAME	
HMMS2127	HMMS CATALOG LISTING BY ITEM NAME	
HMMS2136	HMMS CATALOG LISTING BY PS NUMBER	
HMMS2137	HMMS CATALOG LISTING BY PS NUMBER	
HMMS2146	HMMS CATALOG LISTING BY BIN LOCATION	
HMMS2156	HMMS CATALOG LISTING BY SELLING PRICE	
HMMS2157	HMMS CATALOG LISTING BY SELLING PRICE	

Rpt ID	Report Title	Dist
HMMS2166	HMMS CATALOG LISTING BY NCC CODE	
HMMS2167	HMMS CATALOG LISTING BY NCC NUMBER	
HMMS2177	HMMS CATALOG -P&SD STOCKED ITEMS AT FACILITY	
HMSC2118	HMMS CATALOG LISTING BY ITEM CODE -INVENTORY	
HMSC2128	HMMS CATALOG LISTING BY ITEM NAME -INVENTORY	
HMSC2138	HMMS CATALOG LISTING BY P&S NUMBER -INVENTORY –	
HMFDF918	SERVICE AND SUPPLIES STATUS REPORT -YTD	
HMFDF919	SERVICE AND SUPPLIES STATUS REPORT -YTO ACTIVIT	
HMFDF921	SERVICE AND SUPPLIES STATUS REPORT -MONTHLY	
HMWARDCD	WARD/CLINIC LIST BY CODE	
HMWARDCT	WARD/CLINIC LIST BY COST CENTER	
HMWARDSG	WARD/CLINIC LIST BY SERVICE (REPORT) GROUPING	
HSICO501	HMMS AUDIT TRAIL REPORT	
HMMS21CT	HMMS INVENTORY SHEET BY BIN LOCATION	
HMWARDDS	WARD/CLINIC LIST BY DESCRIPTION	

PROCUREMENT

Daily Reports

Rpt ID	Report Title	Dist
MACSBO4A	PURCHASE ORDER CHANGE	Daily
MACSBO5A	PURCHASE ORDER	Daily
MACSBK3X	NOTICE OF AWARD	Daily
MACSBK5X	CONTRACT	Daily
MACSBK6X	CONTRACT AMENDMENT	Daily
MACSBS4X	SOLICITATION	Daily
MACSBS4W	SOLICITATION POSTED TO THE WEB	Daily
MACSBS6W	SOLICITATION AMENDMENT POSTED TO THE WEB	Daily
DDMS	CREATION OF 21 EXTRACT FILES OF CAMIS TABLES/DATA TO SUPPORT WEB APPLICATIONS	Daily
MACBO88A	CAPS AND CAMIS PAYMENT VOUCHER CONSISTENCY REPORT	Daily
OPYLT636	CAMIS OPAYs WITH STATUS CODES LESS THAN 636	Daily
ORECSTAT	CAMIS RECEIVERS NOT POSTED - OREC STAT LT 651	Daily
OINVSTAT	CAMIS INVOICES NOT POSTED - OINV STAT LT 651	Daily
OREC605	CAMIS RECEIVERS NOT POSTED - OREC STAT EQ 605	Daily
MACSBIF2	BATCH INTERFACE EXCEPTION REPORT	Daily
MACSBS5X	BID TABLUATION	Daily
MACBR26A	REQUISITION	Daily

Rpt ID	Report Title	Dist
MACBS17A	BID ABSTRACT	Daily
MACSBS0A	VENDOR BID LIST	Daily
MACSBS5A	BID TABULATION BY LINE NUMBER	Daily
MACBS16A	PROPOSED AWARD REPORT	Daily
MACSBO5Y	AWARD EXCEPTION REPORT	Daily
MACBS11A	BID MAILING REPORT	Daily
MACSBK3A	NOTICE OF AWARD	Daily
WEBFTP2	SOLICITATIONS POSTED TO THE WEB FOR THE PREVIOUS DAY	Daily
WEBVRPT1	WEBVEN REGISTRATION - NEW VENDOR REGISTRATION ERRORS	Daily
WEBVRPT2	WEBVEN REGISTRATION - EXISTING VENDOR UPDATE ERRORS	Daily
VENDASUR	CAMIS/CAPS VENDOR SYSTEM ASSURANCE REPORT	Daily
MACSBO4A	PURCHASE ORDER CHANGE	Daily

Weekly Reports

Rpt ID	Report Title	Dist
OBSTRPT	CAMIS ORDERS BY AGENCY AND BUYER	Weekly
INVLT651	CAMIS INVOICE STATISTICS - STATUS LT 651	Weekly
INVL651A	CAMIS INVOICE STATISTICS - STATUS LT 651	
ORDLT441	CAMIS ORDER DETAIL FOR ORDER WITH STATUS LT 441	Weekly
ORECSTAT	CAMIS RECEIVERS NOT POSTED - OREC STAT LT 651	Weekly
INVRPT2A	CAMIS INVOICES WAITING APPROVAL - OPAY LT 635	Weekly
INVRPT2X	CAMIS INVOICES WAITING APPROVAL - OPAY LT 635 RECEIVED LAST YEAR	Weekly
ORDR441	CAMIS ORDER DETAIL FOR ALL ORDERS WITH STATUS 441	Weekly
REQ30DAY	CAMIS REQ 30 DAYS PROCESSING/TRACKING REPORT - BY BUYER	Weekly
BATCHOR1	CAMIS BATCH INTERFACE DPA AND CRO ORDERS ELAPSED DAYS SINCE DATE ENTERED	Weekly
BATCHOR2	CAMIS BATCH INTERFACE POR ORDERS ELAPSED DAYS SINCE REQ ENTRY	Weekly
FXCURRFY	FIXED ASSET PURCHASE ORDERS - CURRENT FY	Weekly
FXPREVFY	FIXED ASSET PURCHASE ORDERS - PREVIOUS FY	Weekly
ORDR441C	CAMIS ORDER DETAIL FOR ALL ORDERS WITH STATUS 441	Weekly
OINV621	CAMIS INVOICES LESS THEN 651	Weekly
ACCRBALS	CAMIS OUTSTANDING ACCRUALS FOR FY 04	Weekly
CMMTBALS	CAMIS OUTSTANDING COMMITMENTS FOR FY 04	Weekly
CMPLWRK1	CAMIS TOTAL WORK COMPLETED - PROCUREMENT BUYERS	Weekly

Rpt ID	Report Title	Dist
REQ30CIC	CAMIS REQ 30 DAYS CIC PROCESSING/TRACKING REPORT - BY BUYER	Weekly
VENPRTST	SOLICITATION VENDOR PROTEST OVERRIDE TRACKING REPORT	Weekly
MACSBS1A	BID OPENING SCHEDULE BY DATE	Weekly
MACSBS2A	PARTIAL AWARD REPORT	Weekly

Bi Monthly Reports

Rpt ID	Report Title	Dist
BASISDMP	BASIS EXTRACT DUMP REPORT	Bi-Monthly
PIPELINE	S & S DETAIL	Bi-Monthly
CAPSOPN2	CAMIS OUTSTANDING ORDERS - CAPS OPEN BALANCE	Bi-Monthly

Monthly Reports

Rpt ID	Report Title	Dist
INVSTATS	DETAIL LISTING OF CAMIS PAYMENTS NOT PROCESSED WITHIN 30 DAYS	Monthly
PYMTDETL	DETAIL LISTING OF CAMIS PAYMENTS NOT PROCESSED WITHIN 30 DAYS	Monthly
PYMTSTAT	CAMIS PAYMENT TIMEFRAME STATISTICS	Monthly
OPYLT636	CAMIS UNPAID INVOICES W/ALL ITEMS RECEIVED	Monthly
INVRLSED	INVOICES READY FOR APPROVAL SUMMARY	Monthly
BILLING1	SD - CAMIS INTERNAL BILLING SUMMARY	Monthly
BUYRCOMM	CAMIS BUYER/COMMODITY DDM FILE FTP TO THE WEB	Monthly
ACTKONTS	CAMIS ACTIVE CONTRACTS BY EXPIRATION DATE	Monthly
REQHSTRY	CAMIS ISD REQUISTIONS FOR FISCAL YEAR	Monthly
CMMTBALS	CAMIS OUTSTANDING COMMITMENTS FOR FY 04	Monthly
ACCRBALS	CAMIS OUTSTANDING ACCRUALS FOR FY 04	Monthly
PIPEVND2	S & S DETAIL BY VENDOR	Monthly
PL13151	S & S DETAIL FOR ORG 13151	Monthly
PL13176	S & S DETAIL FOR ORG 13176	Monthly
PL13427	S & S DETAIL FOR BRANCH 13427 ORGS	Monthly
PL13303	S & S DETAIL FOR ORG 13303	Monthly
REQ13151	REQUISITION STATUS FOR ORG 13151	Monthly
REQ13427	REQUISITION STATUS FOR BRANCH 13427 ORGS	Monthly
REQ13303	REQUISITION STATUS FOR ORG 13303	Monthly
EXPMTHLY	PRIOR MTD FY AND CURRENT MTD FY BLNKT AND DIRECT EXPENDITURES (4 FILES)	Monthly
OUTSBALS	CAMIS OUTSTANDING ORDERS - CAPS OPEN BALANCE (4 Reports, 1 File)	Monthly

Quarterly Reports

Rpt ID	Report Title	Dist
SBEQTRLY	SBE QUARTERLY REPORT	Quarterly
DTFDEPTS	COUNTYWIDE STATS FOR PURCHASE ORDER AND CONTRACT EXPENDITURES	Quarterly
SBESTATS	SBESTATS QUARTERLY REPORT	Quarterly
DTFBDPQR	BLANKET PURCHASE ORDER EXPENDITURES BY DEPT (INDIVIDUAL FILES FOR EACH)	Quarterly

Annual Reports

Rpt ID	Report Title	Dist
BASISDMP	20 PO/NS TRANSACTION DUMP (BASIS INTERFACE DETAIL TXNS)	Fiscal Year End
BASISDM2	20 NS ADJUSTMENTS DUMP	Fiscal Year End
BASISPFY	20 PO/NS CUMULATIVE DATA	Fiscal Year End
CAMACPYA	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPYB	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPYO	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPYX	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPY1	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPY2	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPY3	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPY4	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPY6	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMACPY7	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMAPPRP	CAMIS FY END ACCOUNTS PAYABLE PRO-PORTIONAL LINES	Fiscal Year End
CAMAPY4A	CAMIS FY END ACCOUNTS PAYABLES	Fiscal Year End
CAMCMIT1	CAMIS FY END COMMITMENTS	Fiscal Year

		End
CAMCMIT2	CAMIS FY END COMMITMENTS	Fiscal Year End
CAMCMIT3	CAMIS FY END COMMITMENTS	Fiscal Year End
CAMCMIT4	CAMIS FY END COMMITMENTS	Fiscal Year End
CAMCMIT5	CAMIS FY END COMMITMENTS	Fiscal Year End
CAMCMIT6	CAMIS FY END COMMITMENTS	Fiscal Year End
CAMCMIT7	CAMIS FY END COMMITMENTS	Fiscal Year End
CAMCMPRP	CAMIS FY END COMMITMENTS PRO-PORTIONAL LINES	Fiscal Year End
CAMCMT4A	CAMIS FY END COMMITMENTS	Fiscal Year End
CAMMIX4	CAMIS COMMODITY LINE MIX OF ACCRUAL AND COMMITMENT AMOUNT	Fiscal Year End
CMIT4CHG	CAMIS FY END COMMITMENT CHGs BETWEEN ISD Finance FY END AND CAPS FY END	Fiscal Year End
CMIT4NEW	CAMIS FY END COMMITMENT ADDs BETWEEN ISD Finance FY END AND CAPS FY END	Fiscal Year End
BASISDMA	BASIS EXTRACT FISCAL YEAR END ACCRUALS	Fiscal Year End
BASISDMC	BASIS EXTRACT FISCAL YEAR END COMMITMENTS	Fiscal Year End

Other Reports

Rpt ID	Report Title	Dist
ACTKONTL	CAMIS ACTIVE CONTRACTS BY VENDOR NAME WITHIN SPECIFIED PERIOD	As Needed
ACTKONTM	CAMIS ACTIVE CONTRACTS BY VENDOR NAME WITHIN SPECIFIED PERIOD	As Needed
BUYRCSPC	BUYER COMMODITY LISTING	As Needed
BYERA595	COMMODITIES ASSIGNED TO SPECIFIC BUYER	As Needed
CAMISPVS	CAPS OLPV ACTIVITY - CAMIS MANUAL PAYMENTS	As Needed
CAMISPYS	CAPS PY ACTIVITY - CAMIS MANUAL PAYMENTS	As Needed
CAPSOPEN	CAMIS OUTSTANDING ORDERS - CAPS OPEN BALANCE	As Needed
CAPSOPN3	CAMIS OUTSTANDING ORDERS - CAPS OPEN BALANCE	As Needed
CRTORDS1	CAMIS ORDERS PROCESSED BY CENTRAL PURCHASING	As Needed
CRTORDS2	CAMIS ORDERS PROCESSED BY CENTRAL PURCHASING	As Needed
DTFBDPSV	COUNTYWIDE EXPENDITURES BY DEPARTMENT FOR SPECIFIED VENDOR(S)	As Needed
DTFBVDSV	COUNTYWIDE EXPENDITURES BY DEPARTMENT FOR SPECIFIED VENDOR(S)	As Needed
DTFVENDS	COUNTYWIDE EXPENDITURES BY DEPARTMENT FOR	As Needed

Rpt ID	Report Title	Dist
	SPECIFIED VENDOR NAMES	
EXPRKONT	CAMIS CONTRACTS EXPIRED BETWEEN SPECIFIED DATES	As Needed
HDRBYVND	CAMIS ORDER DETAIL FOR ALL ORDERS WITH SPECIFIED STATUS CODES	As Needed
ISDSVCS	CAMIS REPORT ON ISD PURCHASE ORDERS FOR SERVICES	As Needed
KSCAADR	CAMIS AGENCY ADDRESS INFORMATION - COURTS	As Needed
MACSBB1A	VALIDATION TABLE LISTING BY TABLE NAME	As Needed
MACSBB1B	VALIDATION TABLE LISTING BY TABLE TYPE	As Needed
MACSBB1C	VALIDATION TABLE LISTING BY TABLE NUMBER	As Needed
OPAYA589	CAMIS PAYMENTS SPECIFIED FISCAL YEAR, SPECIFIED VENDOR	As Needed
OPY636NB	CAMIS OPAY'S AT STATUS CODE 636 WITH BATCH NUMBER	As Needed
ORDCAPSH	CAMIS FY OPEN ORDR LISTING FOR VENDORS PLACED ON HOLD IN CAPS	As Needed
ORDFY00	CAMIS NUMBER OF PURCHASE ORDERS FROM 07/01/1999 TO 06/30/2000	As Needed
ORDFY01	CAMIS NUMBER OF PURCHASE ORDERS FROM 07/01/2000 TO 06/30/2001	As Needed
ORDFY02	CAMIS NUMBER OF PURCHASE ORDERS FROM 07/01/2001 TO 06/30/2002	As Needed
ORDPFY01	CAMIS ORDERS BY PURCHASE AGENCY FOR PARTIAL FISCAL YEAR	As Needed
ORDRAMTA	CAMIS FIXED-ASSET/LACAL ORDERS	As Needed
ORDRAMTB	CAMIS FIXED-ASSET/LACAL ORDERS	As Needed
ORDRAMT1	CAMIS ORDERS $500,000 AND ABOVE	As Needed
ORDRAMT2	CAMIS ORDERS $100,000 AND ABOVE	As Needed
ORDRAMT3	CAMIS ORDERS $250,000 AND ABOVE	As Needed
ORDRA590	CAMIS ORDERS FOR SPECIFIED AGENCY	As Needed
ORDRA602	CAMIS PURCHASE ORDERS FOR SPECIFIED VENDOR	As Needed
ORDRA603	CAMIS PURCHASE ORDERS FOR SPECIFIC TEXT VALUE	As Needed
ORDRFY00	CAMIS ORDERS BY REQUESTING AGCY FY 00	As Needed
ORDRFY01	CAMIS ORDERS BY REQUESTING AGCY FY 01	As Needed
ORDRFY02	CAMIS ORDERS BY REQUESTING AGCY FY 02	As Needed
ORDR441A	CAMIS ORDER DETAIL FOR ALL ORDERS WITH STATUS 441	As Needed
ORDR441B	CAMIS ORDER DETAIL FOR ALL ORDERS WITH STATUS 441	As Needed
ORDR441C	CAMIS ORDER DETAIL FOR ALL ORDERS WITH STATUS 441	As Needed
ORDVHOLD	CAMIS FY ORDERS W/O BATCH NUMBERS FOR VENDORS PLACED ON HOLD IN CAPS	As Needed
ORECSTA1	CAMIS RECEIVERS NOT POSTED - OREC STAT LT 651	As Needed
OUTSBALF	CAMIS OUTSTANDING ORDERS - CAPS OPEN BALANCE FOR SPECIFIC FY	As Needed
OUTSBALS	CAMIS OUTSTANDING ORDERS - CAPS OPEN BALANCE FOR CAMIS CLOSED ORDERS	As Needed
PIPELINX	CAMIS S&S DETAIL FOR PRIOR FISCAL YEAR	As Needed
PIPELINY	CAMIS S&S DETAIL FOR PRIOR FISCAL YEARS	As Needed

Rpt ID	Report Title	Dist
PIPELN01	CAMIS S&S DETAIL FOR PRIOR FISCAL YEAR BY ORDER NUMBER	As Needed
PIPEVEND	CAMIS S&S DETAIL BY VENDOR	As Needed
PIPEVND1	CAMIS S & S DETAIL REPORT FOR FISCAL YEAR AND QUARTER (3 RPTS W/VAR SORTS)	As Needed
PIPEVND2	CAMIS S & S DETAIL REPORT FOR FISCAL YEAR AND QUARTER (1 REPORT)	As Needed
PIPEVND3	CAMIS S & S DETAIL REPORT FOR FISCAL YEAR AND QUARTER (1 REPORT)	As Needed
PIPEXERX	CAMIS S & S DETAIL REPORT FOR FISCAL YEAR AND QUARTER FOR SPECIFIC VENDOR	As Needed
PL13151A	CAMIS S & S DETAIL REPORT FOR PRIOR MONTH ONLY FOR ORG 13151	As Needed
PL13176A	CAMIS S & S DETAIL REPORT FOR PRIOR MONTH ONLY FOR ORG 13175	As Needed
PL13303A	CAMIS S & S DETAIL REPORT FOR PRIOR MONTH ONLY FOR ORG 13303	As Needed
PL13400A	CAMIS S & S DETAIL REPORT FOR ORG 13400	As Needed
PL13400B	CAMIS S & S DETAIL REPORT FOR ORG 13400	As Needed
PL13400C	CAMIS S & S DETAIL REPORT FOR ORG 13400	As Needed
POSTATS	CAMIS PURCHASE ORDERS ISSUED FOR A SPECIFIC TIMEFRAME BY DEPT AND MONTH	As Needed
PROCORDS	CAMIS REPORT ON PROCUREMENT TRANSACTIONS BY PROCUREMENT OFFICE	As Needed
REQBAL01	CAMIS REQUISITION OUTSTANDING BALANCES FOR SPECIFIED FY	As Needed
REQHIST2	CAMIS ISD REQUISITIONS BY FISCAL YEAR 2003 FOR SPECIFIED PROFILES	As Needed
REQHSTRY	CAMIS ISD REQUISITIONS BY FISCAL YEAR 2003 FOR SPECIFIED PROFILES	As Needed
REQ30PYR	CAMIS REQ 30 DAY PROCESSING FOR SPECIFIED TIMEFRAME	As Needed
RFSTA593	CAMIS TOTAL NUMBER OF REQUISITIONS PROCESSED FOR SPECIFIED FISCAL YEAR	As Needed
SHORDS	CAMIS ORDERS PROCESSED BY CNTRL PURCHASING FOR LASD FOR FY	As Needed
SHORDS1	CAMIS ORDERS PROCESSED BY CNTRL PURCHASING FOR LASD FOR FY	As Needed
VENDFEIN	MULTIPLE VENDOR NUMBERS FOR THE SAME FEIN	As Needed
VENDFEI1	MULTIPLE VENDOR NUMBERS FOR THE SAME TAX ID NMBR	As Needed
VENDFEI2	MULTIPLE FEIN NUMBERS FOR THE SAME VENDOR	As Needed
VENDFEI3	MULTIPLE VENDOR LOCATIONS WITH MISSING FED TAX ID ON SOME LOCs	As Needed
VENDFEI4	MULTIPLE VENDOR LOCATIONS WITH "DUMMY" FED TAX ID ON ONE OR MORE LOCs	As Needed
VENDFEI5	VENDORS WHERE THE FED TAX ID CONTAINS THE VENDOR NUMBER	As Needed
VENDLOC2	MULTIPLE VENDORS W/MISSING 01 LOCATIONS	As Needed

Appendix M-1 – Subproject 1 Assumptions

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 II – Materials Management Subproject 1. For purposes of this appendix, Materials Management means the AMS Advantage modules Inventory Management, Asset Management and Procurement (Professional and Vendor).

The assumptions represent and provide further clarification of CGI-AMS's Statement of Work (SOW) Narrative (Exhibit A-1), Deliverables Definition (Appendix A-1) and Subproject Plan (Appendix B-1). 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-1) and Deliverables Definition (Appendix A-1) describe the Tasks, Work Products, and Deliverables to be completed by CGI-AMS for the eCAPS Phase II Materials Management Subproject 1. In order for the Subproject 1 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 II Materials Management Subproject plan.

Organization

The eCAPS Phase II – Materials Management Subproject 1 assumptions provided in this appendix are aligned with the SOW sections, as follows:

- Section I - Implementation Methodology
- Section II - Project Management
- Section III – Software Application
- Section IV – Business Requirements and Reporting
- Section V – Technical
- Section VI – Change Management
- Section VII – Maintenance and Support.

Appendix M-1 – Materials Management Subproject

Section I – Implementation Methodology

This section of the SOW provides an overview of the CGI-AMS standard implementation methodology that CGI-AMS will use to complete the implementation of the County's eCAPS system. It describes in narrative fashion the Tasks, Work Products, and Deliverables to be completed by CGI-AMS within each of the three implementation phases (i.e., Envision, Create, and Achieve). CGI-AMS's assumptions for the County's responsibilities are provided below. Additional implementation-related assumptions are provided under Section VI – Change Management.

Envision Phase

I.1 The physical count of inventory and fixed assets is outside of the scope of this SOW.

I.2 Validating the value of assets is outside the scope of this SOW.

I.3 The inventory and fixed assets modules are not intended to replace existing fleet and/or facilities management systems.

I.4 Prototyping of procurement, inventory, and fixed assets business processes will be limited to those processes necessary to develop a fit-gap analysis and implementation plan.

I.5 Prototyping of the business process will be based upon the business requirements outlined in Appendix C-1. The prototype environment will be created by the County and will require an installed system environment of AMS Advantage.

I.6 The County will be responsible for the development of business scenarios used for prototyping. The County will be responsible for providing business cases used by CGI-AMS for the development of business scenarios for prototyping.

I.7 Product training during the envision phase will be limited to core team members with the following maximum participants per functional area: 25 staff for Procurement, 20 staff for Asset Management, and 20 staff for Inventory.

I.8 Bar coding of assets and inventory is outside the scope of this SOW. CGI-AMS and County will be jointly responsible for mapping the system interface data elements between eCAPS and the external systems during the Envision Phase. It is the County's responsibility to provide bar code software and hardware that is compatible to AMS Advantage.

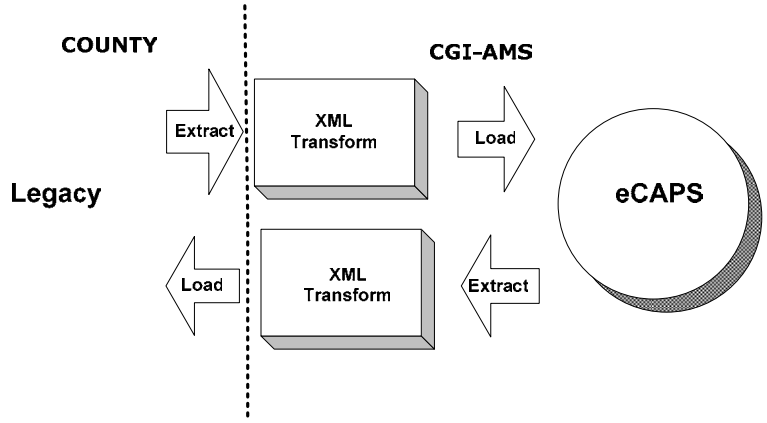
Create Phase

I.9 For the inbound system interfaces, the County will extract data from the external systems and provide it in the file format prescribed by CGI-AMS. CGI-AMS will transform this data into the AMS Advantage format and load the inbound system interface files into eCAPS. If necessary, the County will be responsible for the analysis, planning, designing and developing of modifications to the external systems software to support the inbound interfaces.

I.10 Outbound system interfaces shall be created by CGI-AMS by extracting data from eCAPS and transforming this data into the file formats defined by the County as prescribed by external entities, if necessary. County staff or the staff of the external systems accepting the eCAPS-generated files will load the files into their respective systems. If necessary, the County will be responsible for the analysis, planning, designing and developing of modifications to the external systems software to support the outbound interfaces.

I.11 A diagram illustrating the extract, transform, and load activities referenced in assumptions I.9 and I.10 is provided as Exhibit M-1 below.

Exhibit M-1 – Extract-Transform-Load (ETL) Diagram



I.12 eCAPS software construction activities will be a shared responsibility between County and CGI-AMS staff as described in the following responsibility matrix (Exhibit M-2). Additional assumptions associated with the development of software for data conversion, system interfaces, and reports are provided in Appendix M-1 sub-sections: IV – Business Requirements & Reporting and V – Technical.

Exhibit M-2 – 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
User Interface Configurations	County	Design, develop, and test configurations to AMS Advantage screen labels, errors messages, and field-level edits for the

Task	Lead	Description
		eCAPS implementation
Application Customizations	CGI-AMS	Design, develop, and test software customizations to the AMS Advantage application in response to the County's business requirements as stated in Appendix C-1 and as refined and prioritized during the Fit-Gap Analysis
Departmental / Legacy Data Conversion	County	Design, develop, and test data conversion software to support the County's requirements for converting data residing in departmental / legacy systems (as identified in Appendix E-1)
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
Inbound System Interfaces	CGI-AMS / County	Design, develop, and test coordination of interfacing files to be submitted to and processed by eCAPS from other department systems or external entities
Outbound System Interfaces	CGI-AMS	Design, develop, and test coordination of interfacing files to be transmitted by eCAPS to other department systems or external entities. CGI-AMS staff will create these files based on the formats and specifications provided by the County
Inbound System Interfaces	County	Coordinate and extract data for the inbound interfaces and software updates to the external systems
Outbound System Interfaces (Testing Coordination)	County	Coordinate the testing of the outbound interfaces with staff responsible for supporting the external systems and software updates to the external systems

I.13 The number of interfaces to be developed by CGI-AMS for this Subproject 1 is identified in Appendix D-1. The County may request the development of additional interfaces through the Change Control Process of the SLA.

I.14 The County will be responsible for closing as many of the requisitions in its old system as possible prior to going live with AMS Advantage.

I.15 The County shall close out as many POs in its old system as possible prior to going live with AMS Advantage.

I.16 The County will be responsible for reports and forms development for the Procurement and Vendor Self Service areas.

I.17 The County will be responsible for design and development of all Procurement inbound interfaces.

I.18 The system will support the vendor table set-up as established as part of the eCAPS Phase I design.

Achieve Phase

I.19 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 setup
- Verify converted data
- Verify software migration
- Backup production data prior to cutover

I.20 The County will be responsible for determining the parameters for reports distribution to facilitate the viewing, printing, and routing of eCAPS operational reports.

I.21 The County will be responsible for any manual data conversion as identified in the Implementation Analysis Document which will be approved by the County.

I.22 The County will be responsible for legacy system updates, if required.

Section II – 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.

II.1 The County and CGI-AMS will follow a closely coordinated and collaborative approach to project management for the Materials Management modules with the overall eCAPS Project Management Plan.

II.2 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 1 as outlined in the Subproject plan provided in Appendix B-1.

II.3 The County will supply the project infrastructure necessary to support the co-location of the County-CGI-AMS team and completion of Subproject 1 Tasks as defined in Appendix M of base contract.

II.4 County staff will have the lead responsibility for all communications to County departments and 3rd party vendors related to the Materials Management modules, including, but not limited to: informational briefings, executive briefings, identification and coordination with departmental liaisons, etc.

II.5 The County and CGI-AMS Team Leads will jointly maintain the eCAPS Phase II Subproject plan for the Materials Management modules and provide status reporting on project progress to the County and CGI-AMS eCAPS Project Management Team.

II.6 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.

Section III – Software Application

This section of the SOW narrative presents an overview of the AMS Advantage application and third-party software products that CGI-AMS will install in the eCAPS technical environments. It also describes how CGI-AMS will confirm and document the proper installation of these software products. CGI-AMS's assumptions for the County's responsibilities to facilitate the installation of these components are provided below:

III.1 The County will perform the Tasks necessary to establish the technical environments to support the eCAPS Phase II Materials Management Subproject 1 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.

III.2 In order to facilitate the knowledge transfer necessary to prepare for their on-going eCAPS support roles, the County will provide technical staff to assist with the evaluation, application, and testing of upgrades, patches, and sub-releases of the AMS Advantage application for the Materials Management modules and related third-party products.

Section IV – Business Requirements and Reporting

This section of the SOW narrative presents an overview of the CGI-AMS approach for conducting the Functional Analysis (i.e., prototyping and Fit-Gap Analysis) of the County's business requirements and developing the eCAPS reporting strategy. In this section, CGI-AMS has provided a list of key assumptions related to reporting as the assumptions related to the Functional Analysis have been provided under Section I – Implementation Methodology.

IV.1 The Materials Management SOW narrative and Subproject plan were prepared with the understanding that the CGI-AMS infoAdvantage reporting tool will not be used to support the County's reporting requirements, instead the County will use Cognos.

IV.2 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.

IV.3 The County will assign functional and technical staff with sufficient knowledge of departmental systems to participate in a review of the information provided in the reports listed in Appendix L-1 – Legacy Reports. CGI-AMS shall provide assistance in confirming the AMS Advantage data sources for the legacy reports included in Appendix L-1.

IV.4 The County will develop business scenarios; CGI-AMS will develop prototyping scripts. CGI-AMS will be responsible for selecting the options for addressing County's business requirements during the prototyping sessions.

Section V – 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. The following assumptions describe the County's responsibilities in these areas.

Technical Assumptions

V.1 The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI-AMS's warranty and maintenance provisions.

Data Conversion Assumptions

V.2 Data Junction (provided as bundled Third-Party Products) will be the primary tool used for data conversion. Custom (non-Data Junction based) data conversion will be limited to the extent possible.

V.3 In accordance with Appendix E-1, 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.

V.4 The County will provide subject matter experts (SME) and legacy system staff to work with CGI-AMS.

System Interface Assumptions

V.5 Data Junction and SysManUtil will be the primary tools used for system interface development. Custom system interfaces will be limited to the extent possible.

V.6 The County will be responsible for the coordination and execution of interface testing with any entities external to the County and the County departments interfacing data to and from eCAPS.

Section VI – Change Management

This section of the SOW narrative presents an overview of CGI-AMS's Tasks for change management and training. In this section, CGI-AMS has provided a list of the County's responsibilities in this area.

VI.1 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 on-going basis upon the implementation of the Materials Management modules.

VI.2 The County will be primarily responsible for developing and executing the departmental roll-out plan for Materials Management.

VI.3 The County will be primarily responsible for updating the operations and implementation readiness assessment checklists for central Materials Management processes, distributing the checklists to the departments, collecting the responses, evaluating the responses, addressing the change management issues, and implementing the change management plan.

VI.4 The County will be responsible for creating and updating the eCAPS fiscal policies and procedures and any department-specific procedures and manuals. CGI-AMS will provide an AMS Advantage procedures manual that can serve as a reference guide to assist the County's end user community in entering data into the Materials Management tables and documents.

Section VII – Maintenance and Support

This section of the SOW narrative presents an overview of CGI-AMS's Tasks for eCAPS maintenance and support. In this section, CGI-AMS has provided a list of the County's responsibilities in this area.

VII.1 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.

Payment Milestone	Deliverables	Due Date	Deliverable Amount	Procurement	Inventory	Fixed Assts	Hold Back (15%)	Invoice Amount
1.1.7	eCAPS Phase II Project Control Document	7/18/05	$ 15,000	$ 5,000	$ 5,000	$ 5,000	$ 2,250	$ 12,750
1.2.6	eCAPS Phase II Kick-off	7/28/05	$ 21,000	$ 7,000	$ 7,000	$ 7,000	$ 3,150	$ 17,850
1.2.8	Informational Meetings	7/26/05	$ 98,000	$ 48,000	$ 25,000	$ 25,000	$ 14,700	$ 83,300
1.3.4	Project Management including Monthly Status Reports	5th Working Day of Each Month	$ 1,670,400	$ 1,219,400	$ 225,500	$ 225,500	$ 250,560	$ 1,419,840
2.1.4	Establish eCAPS Phase II AMS Advantage Prototyping Environment & 3rd Party Software	8/3/05	$ 35,514	$ 11,700	$ 11,907	$ 11,907	$ 5,327	$ 30,187
2.2.1.4	Product Training	9/2/05	$ 55,000	$ 25,000	$ 15,000	$ 15,000	$ 8,250	$ 46,750
2.2.2.9	Prototype Scripts	11/3/05	$ 55,000	$ 35,000	$ 10,000	$ 10,000	$ 8,250	$ 46,750
2.2.6.11	eCAPS Phase II Fit-Gap Analysis Repor	1/12/06	$ 436,000	$ 310,000	$ 63,000	$ 63,000	$ 65,400	$ 370,600
2.3.8	Technical Specifications Document	12/2/05	$ 75,000	$ 25,000	$ 25,000	$ 25,000	$ 11,250	$ 63,750
2.6.6	eCAPS Phase II Implementation Analysis Documen	2/10/06	$ 575,000	$ 324,000	$ 125,500	$ 125,500	$ 86,250	$ 488,750
3.1.4	eCAPS Phase II AMS Advantage & 3rd Party Software Installatior	2/6/06	$ 60,000	$ 20,000	$ 20,000	$ 20,000	$ 9,000	$ 51,000
3.2.4	Technical Project Team Training	2/13/06	$ 36,000	$ 12,000	$ 12,000	$ 12,000	$ 5,400	$ 30,600
3.3.1.6	Procurement System Control Tables Set-up	3/6/06	$ 295,000	$ 295,000			$ 44,250	$ 250,750
3.3.2.6	Inventory Management System Control Tables Set-up	2/27/06	$ 48,240	$ -	$ 48,240	$ -	$ 7,236	$ 41,004
3.3.3.6	Assets Management System Control Tables Set-up	2/28/06	$ 143,000	$ -	$ -	$ 143,000	$ 21,450	$ 121,550
3.4.1.2	Design Software Modifications – Iteration I	1/23/06	$ 442,583	$ 184,527	$ 154,604	$ 103,452	$ 66,387	$ 376,196
3.4.1.7	Software Modifications – Iteration I	3/13/06	$ 954,493	$ 430,563	$ 313,892	$ 210,038	$ 143,174	$ 811,319
3.4.2.2	Design Software Modifications – Iteration II	2/21/06	$ 265,548	$ 110,715	$ 92,762	$ 62,071	$ 39,832	$ 225,716
3.4.2.7	Software Modifications – Iteration II	4/10/06	$ 572,698	$ 258,339	$ 188,336	$ 126,023	$ 85,905	$ 486,793
3.4.3.2	Design Software Modifications - Interation III	3/24/06	$ 88,516	$ 36,905	$ 30,921	$ 20,690	$ 13,277	$ 75,239
3.4.3.7	Software Modifications – Iteration III	5/25/06	$ 190,899	$ 86,113	$ 62,778	$ 42,008	$ 28,635	$ 162,264
3.4.4.2	Design Software Modification Ineration IV	5/11/06	$ 88,516	$ 36,905	$ 30,921	$ 20,690	$ 13,277	$ 75,239
3.4.4.7	Software Modifications – Iteration IV	6/30/06	$ 190,899	$ 86,113	$ 62,778	$ 42,008	$ 28,635	$ 162,264
3.4.5.1.5	eCAPS Phase II Conversion Plan	2/15/06	$ 252,000	$ 162,000	$ 45,000	$ 45,000	$ 37,800	$ 214,200
3.4.5.3.4	Procurement Data Conversion Designs	3/31/06	$ 340,000	$ 340,000	$ -	$ -	$ 51,000	$ 289,000
3.4.5.3.10	Procurement Data Conversion Software	5/24/06	$ 524,500	$ 524,500	$ -	$ -	$ 78,675	$ 445,825
3.4.5.4.4	Inventory Management Data Conversion Designs	4/5/06	$ 73,000	$ -	$ 73,000	$ -	$ 10,950	$ 62,050
3.4.5.4.10	Inventory Management Data Conversion Software	6/13/06	$ 112,600	$ -	$ 112,600	$ -	$ 16,890	$ 95,710
3.4.5.5.4	Asset Management Data Conversion Designs	4/7/06	$ 58,000	$ -	$ -	$ 58,000	$ 8,700	$ 49,300
3.4.5.5.10	Asset Management Data Conversion Software	6/9/06	$ 95,000	$ -	$ -	$ 95,000	$ 14,250	$ 80,750
3.4.6.2.4	Inventory Inbound Interface Designs	2/17/06	$ 57,420	$ -	$ 57,420	$ -	$ 8,613	$ 48,807
3.4.6.2.7	Inventory Inbound Interface Software	4/21/06	$ 116,580	$ -	$ 116,580	$ -	$ 17,487	$ 99,093
3.4.6.3.4	Asset Management Inbound Interface Designs	2/17/06	$ 14,355	$ -	$ -	$ 14,355	$ 2,153	$ 12,202
3.4.6.3.7	Asset Management Inbound Interface Software	4/21/06	$ 29,145	$ -	$ -	$ 29,145	$ 4,372	$ 24,773
3.4.6.4.4	Procurement Outbound Interface Designs	3/21/06	$ 135,900	$ 135,900	$ -	$ -	$ 20,385	$ 115,515
3.4.6.4.7	Procurement Outbound Interface Software	5/23/06	$ 407,850	$ 407,850	$ -	$ -	$ 61,178	$ 346,673
3.4.6.5.4	Inventory Outbound Interface Designs	3/21/06	$ 71,775	$ -	$ 71,775	$ -	$ 10,766	$ 61,009
3.4.6.5.7	Inventory Outbound Interface Software	5/23/06	$ 121,946	$ -	$ 121,946	$ -	$ 18,292	$ 103,654
3.4.6.6.4	Asset Management Outbound Interface Designs	3/21/06	$ 14,355	$ -	$ -	$ 14,355	$ 2,153	$ 12,202
3.4.6.6.7	Asset Management Outbound Interface Software	5/23/06	$ 29,145	$ -	$ -	$ 29,145	$ 4,372	$ 24,773
3.4.7.2.3	Design 31 Inventory Management Reports/Forms	5/18/06	$ 95,000	$ -	$ 95,000	$ -	$ 14,250	$ 80,750
3.4.7.2.5	31 Inventory Management Reports/Forms	6/29/06	$ 163,200	$ -	$ 163,200	$ -	$ 24,480	$ 138,720
3.4.7.3.3	Design 62 Asset Management Reports/Forms	5/18/06	$ 180,300	$ -	$ -	$ 180,300	$ 27,045	$ 153,255
3.4.7.3.5	62 Asset Management Reports/Forms	6/29/06	$ 297,873	$ -	$ -	$ 297,873	$ 44,681	$ 253,192

Payment Milestone	Deliverables	Due Date	Deliverable Amount	Procurement	Inventory	Fixed Assts	Hold Back (15%)	Invoice Amount
3.4.7.4.2	Design Data Model/Warehouse	4/4/06	$ 389,500	$ 236,500	$ 76,500	$ 76,500	$ 58,425	$ 331,075
3.4.7.4.6	Design and Develop ETL and Data Warehouse	6/15/06	$ 1,006,000	$ 735,600	$ 135,200	$ 135,200	$ 150,900	$ 855,100
3.5.1.5	Integrated System Test Plan & Script	6/23/06	$ 133,000	$ 63,000	$ 35,000	$ 35,000	$ 19,950	$ 113,050
3.5.1.10	Integrated System Test Plan Results	8/29/06	$ 339,800	$ 243,000	$ 48,400	$ 48,400	$ 50,970	$ 288,830
3.5.2.3	Acceptance Test Environment Setup	7/3/06	$ 45,000	$ 15,000	$ 15,000	$ 15,000	$ 6,750	$ 38,250
3.5.3.7	Completed User Acceptance Test Support	10/20/06	$ 426,240	$ 319,240	$ 53,500	$ 53,500	$ 63,936	$ 362,304
3.5.4.9	Performance Test Plan and Results	7/19/06	$ 129,000	$ 115,000	$ 7,000	$ 7,000	$ 19,350	$ 109,650
3.5.5.6	Completed Regression Test Support	10/2/06	$ 95,000	$ 65,000	$ 15,000	$ 15,000	$ 14,250	$ 80,750
3.6.1.6	Completed Security & Workflow Set-up & Support	6/5/06	$ 253,000	$ 135,000	$ 59,000	$ 59,000	$ 37,950	$ 215,050
3.6.3.7	Support for Data Cleansing Preparation	7/7/06	$ 51,000	$ 35,000	$ 8,000	$ 8,000	$ 7,650	$ 43,350
3.6.4.1.3	Training Environment Software Installation and Set-up	4/27/06	$ 35,000	$ 15,000	$ 10,000	$ 10,000	$ 5,250	$ 29,750
3.6.4.2.4	System Administration Training	6/23/06	$ 30,000	$ 20,000	$ 5,000	$ 5,000	$ 4,500	$ 25,500
3.6.4.3.6	End User Training Plan and Materials	6/2/06	$ 55,000	$ 35,000	$ 10,000	$ 10,000	$ 8,250	$ 46,750
3.6.4.4.5	Train Trainers	7/14/06	$ 151,800	$ 56,000	$ 47,900	$ 47,900	$ 22,770	$ 129,030
3.6.4.5.6	End User Training Support	10/27/06	$ 692,700	$ 533,500	$ 79,600	$ 79,600	$ 103,905	$ 588,795
3.6.5.1.6	User Documentation	6/30/06	$ 59,000	$ 35,000	$ 12,000	$ 12,000	$ 8,850	$ 50,150
3.6.5.2.6	System Administration and Operations Documentation	6/16/06	$ 34,000	$ 18,000	$ 8,000	$ 8,000	$ 5,100	$ 28,900
3.6.5.3.5	Support for Development of County Operations Document	8/11/06	$ 28,270	$ 18,270	$ 5,000	$ 5,000	$ 4,241	$ 24,030
3.6.6.1.8	Departmental Rollout (ISD, FA and Inv.)	9/28/06	$ 529,600	$ 275,000	$ 127,300	$ 127,300	$ 79,440	$ 450,160
3.6.6.4.1.5	Operational Readiness Checklist	5/9/06	$ 135,400	$ 86,900	$ 24,250	$ 24,250	$ 20,310	$ 115,090
3.6.6.4.1.8	Operational Readiness Assessment Support	5/30/06	$ 76,000	$ 56,000	$ 10,000	$ 10,000	$ 11,400	$ 64,600
3.6.6.4.2.5	Implementation Readiness Checklist	6/20/06	$ 35,000	$ 15,000	$ 10,000	$ 10,000	$ 5,250	$ 29,750
3.6.6.4.2.8	Implementation Readiness Assessment Support	8/8/06	$ 45,000	$ 25,000	$ 10,000	$ 10,000	$ 6,750	$ 38,250
3.6.6.4.4	Department Outreach and Change Management Support	9/29/06	$ 191,000	$ 155,000	$ 18,000	$ 18,000	$ 28,650	$ 162,350
4.1.3	Production Environment Software Installation and Set-up	9/5/06	$ 35,000	$ 15,000	$ 10,000	$ 10,000	$ 5,250	$ 29,750
4.2.3	Mock Conversion Results	10/5/06	$ 81,000	$ 35,000	$ 23,000	$ 23,000	$ 12,150	$ 68,850
4.3.1.5	Production Cutover Script	10/3/06	$ 77,500	$ 35,000	$ 21,250	$ 21,250	$ 11,625	$ 65,875
4.3.9	Support for Production Cutover	11/10/06	$ 132,470	$ 83,750	$ 24,360	$ 24,360	$ 19,871	$ 112,600
4.4.1	Post-Implementation Support Services Month 1	12/6/06	$ 254,580	$ 181,500	$ 48,720	$ 24,360	$ 38,187	$ 216,393
4.4.2	Post-Implementation Support Services Month 2	1/8/07	$ 254,580	$ 181,500	$ 48,720	$ 24,360	$ 38,187	$ 216,393
4.4.3	Post-Implementation Support Services Month 3	2/6/07	$ 254,580	$ 181,500	$ 48,720	$ 24,360	$ 38,187	$ 216,393
4.4.4	Post-Implementation Support Services Month 4	3/8/07	$ 254,580	$ 181,500	$ 48,720	$ 24,360	$ 38,187	$ 216,393
4.4.5	Post-Implementation Support Services Month 5	4/9/07	$ 254,580	$ 181,500	$ 48,720	$ 24,360	$ 38,187	$ 216,393
4.4.6	Post-Implementation Support Services Month 6	5/8/07	$ 84,860	$ 60,500	$ 16,240	$ 8,120	$ 12,729	$ 72,131
4.4.7	Post-Implementation Support Services Month 7	6/8/07	$ 84,860	$ 60,500	$ 16,240	$ 8,120	$ 12,729	$ 72,131
4.4.8	Post-Implementation Support Services Month 8	7/6/07	$ 84,860	$ 60,500	$ 16,240	$ 8,120	$ 12,729	$ 72,131
4.5.2.6	Completed Security & Workflow Set-up	4/27/07	$ 145,000	$ 145,000	$ -	$ -	$ 21,750	$ 123,250
	3rd Party Lic.	7/18/05	$ 76,320	$ 76,320	$ -	$ -	$ -	$ 76,320
	Release of the withhold (33%)	3/1/07						$ 820,017
	Release of the withhold (67%)	8/1/07						$ 1,664,884
Total Payments and Holdbacks			**$ 16,642,330**	**$ 9,922,610**	**$ 3,587,240**	**$ 3,132,480**	**$ 2,484,902**	**$ 16,642,330**

Exhibit C-1 – Rates

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit C of eCAPS Project Contract 74797.

ID	Task Name	Duration	Start	Finish
0	**eCAPS PHASE II - MATERIALS MANAGEMENT SUBPROJECT 1**	**580 days**	**Tue 7/5/05**	**Fri 9/28/07**
1	**1 PLANNING & MANAGEMENT**	**537 days**	**Tue 7/5/05**	**Tue 7/31/07**
2	**1.1 Develop eCAPS Phase II - Materials Mgmt Project Control Document (incl. plan, PM strategies, (**	**12 days**	**Tue 7/5/05**	**Wed 7/20/05**
10	**1.2 eCAPS Phase II - Materials Mgmt Kick-off**	**18 days**	**Tue 7/12/05**	**Thu 8/4/05**
19	**1.3 On-Going Management**	**537 days**	**Tue 7/5/05**	**Tue 7/31/07**
24				
25	**2 ENVISION PHASE**	**142 days**	**Thu 7/21/05**	**Fri 2/10/06**
26	**2.1 Establish Advantage 3 Prototype Environment & Install 3rd Party Software**	**10 days**	**Thu 7/21/05**	**Wed 8/3/05**
31	**2.2 Functional Analysis**	**122 days**	**Thu 7/21/05**	**Thu 1/12/06**
87	**2.3 Technical Assessment**	**42 days**	**Tue 10/4/05**	**Fri 12/2/05**
96	**2.4 Hardware/Software Procurement**	**32 days**	**Thu 11/17/05**	**Thu 1/5/06**
100	**2.5 Implementation Assessment**	**36 days**	**Mon 11/14/05**	**Fri 1/6/06**
121	**2.6 Develop eCAPS Phase II - Materials Mgmt Implementation Analysis Document**	**24 days**	**Mon 1/9/06**	**Fri 2/10/06**
128				
129	**3 CREATE PHASE**	**214 days**	**Tue 1/3/06**	**Fri 10/27/06**
130	**3.1 Technical Environment Set-Up**	**22 days**	**Fri 1/6/06**	**Mon 2/6/06**
144	**3.2 Technical Team Training**	**30 days**	**Tue 1/3/06**	**Mon 2/13/06**
149	**3.3 System Control Tables Setup**	**26 days**	**Mon 1/30/06**	**Mon 3/6/06**
171	**3.4 Software Construction**	**143 days**	**Tue 1/3/06**	**Thu 7/20/06**
327	**3.5 Software Testing**	**124 days**	**Mon 5/1/06**	**Fri 10/20/06**
368	**3.6 Preparation for Implementation**	**173 days**	**Wed 3/1/06**	**Fri 10/27/06**
482				
483	**4 ACHIEVE PHASE**	**300 days**	**Mon 8/7/06**	**Fri 9/28/07**
484	**4.1 Production Environment Setup**	**21 days**	**Mon 8/7/06**	**Tue 9/5/06**
488	**4.2 Data Conversion Preparation**	**45 days**	**Fri 9/1/06**	**Thu 11/2/06**
493	**4.3 Production Cutover**	**70 days**	**Mon 8/7/06**	**Fri 11/10/06**
509	**4.4 Post-Implementation Support**	187 days	Mon 11/13/06	Tue 7/31/07
519	**4.5 Procurement Inter-Departmental Rollout (Phase II)**	**215 days**	**Mon 12/4/06**	**Fri 9/28/07**

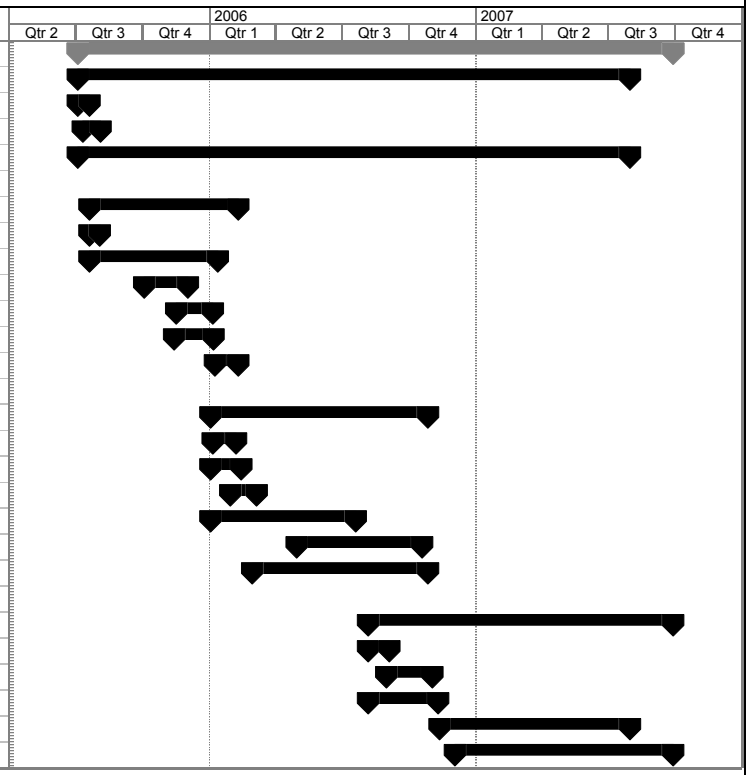


Exhibit E-1 – Maintenance Provisions

Please refer to Appendix A which is an addendum to Exhibit E as amended.

Exhibit F-1 – Confidentiality Agreement

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit F of eCAPS Project Contract 74797.

Exhibit G-1 – EEO Certification

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit G of eCAPS Project Contract 74797.

Exhibit H-1 – License Provisions

Please refer to Appendix A which is an addendum to Exhibit H as amended.

Exhibit I-1 – County Mandated Provisions

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit I of eCAPS Project Contract 74797.

TABLE OF CONTENTS

Introduction

Section I – Implementation Methodology

1. Overview of Implementation Methodology
2. Project Work Productions by Phase

Section II – Project Management

1. Project Management
2. Planning
3. Project Site
4. Communications
5. Staffing
6. Project Staffing Assumptions

Section III – Software Application

1. Software Description
2. AMS Advantage Software Implemented
3. Third Party Products
4. End User Training Tool

Section IV – Business Requirements and Reporting

1. Business Requirements
2. Reporting / Query

Section V – Technical

1. AMS Advantage Technical Architecture
2. Data Warehouse
3. Workstation Specifications
4. Conversion Approach
5. Interface Approach

Section VI – Change Management

1. Change Readiness Assessment
2. Business Process Modeling
3. Training

4. Knowledge Transfer

Section VII – Maintenance and Support

1. Software Maintenance and Support
2. AMS Advantage Software Upgrade Support
3. Post Implementation Support
4. Third Party Software
5. Technical Support

Appendices

A-2 Deliverables Definition
B-2 Subproject Plan
C-2 Business Requirements
D-2 Interfaces
E-2 Conversions
F-2 Reports
G-2 Business Processes (Application Functionality)
H-2 System Performance and Transaction Volumes
I-2 Subproject Architecture and Schematic
J-2 Configurations and Customizations
K-2 Training Volumes
L-2 Legacy Reports
M-2 Subproject Assumptions

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI-AMS (formerly American Management Systems, Inc.) to develop and deliver the eCAPS Phase II – Time Collection Subproject 2 described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eCAPS Phase II – Time Collection Subproject 2 engages CGI-AMS to successfully implement the AMS Advantage HRM functionality to the existing AMS Advantage® modules implemented for the Countywide Accounting and Purchasing System (eCAPS) at the County of Los Angeles.

During this project, the Time Collection functionality will be implemented for the Department of Health Services (DHS). Due to the immediate needs of DHS to replace its time collection system and in accordance with the County's strategy to utilize enterprise solutions to meet its common technology needs, the County is seeking to leverage its recently acquired AMS Advantage Enterprise Resource Planning software.

This SOW details the tasks, deliverables and system functionality to be implemented and/or delivered during the Subproject 2 which encompasses:

- eCAPS Phase II – Time Collection module implementation of the following AMS Advantage HRM modules for:
    - Advantage HRM (base)
    - Time & Attendance
    - Employee Self-Service

This SOW specifies the obligations for CGI-AMS to deliver to the County a functioning system that supports the County's business requirements as listed in the appendices of this document according to the Deliverables Definitions in Appendix A-2. A description of the County's obligations for these projects and other key project assumptions is provided as Appendix M-2 of this SOW. For purposes of this SOW, AMS Advantage application means Time Collection.

The goals of the eCAPS Phase II – Time Collection Subproject 2 are to:

- Implement the AMS Advantage Time Collection solution for time collection and accounting

- Replace the existing punch cards with a bar-coded paper timesheets that can be faxed or scanned into the new system.

The major objectives to be achieved with the eCAPS Phase II – Time Collection Subproject 2 are to:

- Replace the aging Time Collection system at DHS
- Leverage new web-based and bar-coding technology to improve 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
- Adopt “best practices” in the way the County does business
- Provide browser-based entry and presentation of data
- Provide robust ad-hoc query and reporting functionality.

CGI-AMS shall follow a deliverables-based project management approach to validate the County’s business requirements, work with the County to establish the To-Be business processes, and configure or customize the AMS Advantage software application to support the County’s business requirements as stated in Appendix C-2 of this SOW.

The eCAPS Phase II – Time Collection Subproject 2 will begin in April 2005 following the Project Plan outlined in this SOW (Appendix B-2) to provide for:

- Software installation and support
- Project team and end-user training
- Fit-Gap Analysis to confirm the approach for supporting the business requirements in Appendix C-2 for the Subproject 2
- Design sessions for configuration of the application to meet the County’s stated business requirements
- Software design, development, and testing services
- A plan and execution of the plan for end-user training
- Knowledge transfer plan to support the on-going system operation at the completion of the Subproject 2
- Implementation support
- 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 II – Time Collection Subproject 2, including:

- An overview of the implementation methodology proposed by CGI-AMS for the duration of the Subproject 2
- Identification of the business functions to be implemented
- A high-level description of the eCAPs Phase II – Time Collection Subproject Plan
- An overview of the major tasks and timelines proposed for the Time Collection Subproject 2 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 Advantage HRM modules. Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the Subproject 2 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. 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-2: Deliverables Definition and in the remaining sections of this SOW.

2.1 Planning & Management (Subproject 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) (Subproject 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 II – Time Collection Subproject 2. 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 II – Time Collection Subproject 2 management strategies for the following areas:

Project Planning

- Detailed Subproject Plan
- Project Governance and Structure
- Communication
- Staffing and Team Management
- Software Estimation and Metrics

Scope Management

- Deliverables Management
- Change Control Process Management
- Requirements Management

Issue and Risk Management

- Issue Management (including issue escalation processes)
- Project Risk Management

Quality

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

CGI-AMS shall provide on-site, full-time project management services to the eCAPS Phase II – Time Collection Subproject 2 for the duration of the project through implementation and part-time project management services for the duration of the post-implementation period.

CGI-AMS ongoing project management tasks include (Subproject Plan Task 1.3):

- 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

2.2 Envision Phase (Subproject Plan Task 2)

During the Envision phase, CGI-AMS shall translate the County's functional business requirements, as specified in Appendix C-2 into a set of detailed project tasks via two steps. The first step documents at a high level the modifications necessary for the system to support the County's business requirements thereby validating the project scope. The second step defines the method for completing the functional and technical tasks to support these requirements. The objective of the Envision phase is to create the blueprint that guides the new process implementation and evaluates the current County processes in order to come to agreement on the To-Be County processes utilizing the AMS Advantage software applications. CGI-AMS shall be primarily responsible for the completion of the following tasks/deliverables during the Envision phase:

- AMS Advantage 3 Prototype Environment
- Functional Analysis
- Technical Assessment
- Implementation Assessment
- Implementation Analysis Document.

2.2.1 Establish AMS Advantage 3 Prototype Environment (Subproject Plan Task 2.1)

CGI-AMS shall install the baseline AMS Advantage application and bundled third-party products on the hardware components provided by the County and perform the installation tests necessary to confirm that these software components can be accessed and executed by the project team. CGI-AMS shall also configure the software components for the purpose of prototyping the functionality of the AMS Advantage HRM software and conducting product training for the County project team.

2.2.2 Functional Analysis (Subproject Plan Task 2.2)

The Functional Analysis is comprised of three key tasks: product training, prototyping sessions and the Fit-Gap Analysis.

Product Training (Subproject Plan Task 2.2.1)

CGI-AMS shall provide product training to the County project team and subject matter experts as indicated in Appendix K-2: Training Volumes. The purpose of this training is for CGI-AMS to provide the County team with a general overview of AMS Advantage functionality. This overview is intended to help facilitate the County's participation in the prototyping sessions and subsequent implementation tasks.

Prototyping Sessions (Subproject Plan Task 2.2.3)

Prototyping sessions are application design sessions directed by CGI-AMS to demonstrate the capabilities of the AMS Advantage application to support the County's stated business requirements in Appendix C-2 using representative County data. In preparation for these sessions, CGI-AMS shall map the County's requirements to the To-Be business processes identified in Appendix G-2. Once this mapping is complete, CGI-AMS shall develop scripts for prototyping how AMS Advantage will support the To-Be processes and corresponding business requirements.

By conducting the prototyping sessions, CGI-AMS shall provide a process which allows County managers and end users from the representative County departments to participate in the design of the To-Be system. The County will identify the appropriate County staff that will participate in these sessions and facilitate their participation.

Fit-Gap Analysis (Subproject Plan Task 2.2.4)

As the prototyping scripts are executed, CGI-AMS shall identify the options and alternatives for supporting the County's requirements and conduct a Fit-Gap Analysis to assess the fit between AMS Advantage baseline functionality and these requirements. Where appropriate, CGI-AMS shall identify the table-driven setups, user interface configurations, application customizations, and business process changes required to close any gaps in functionality between the County's stated requirements and the baseline software.

CGI-AMS's primary work products from the completed prototyping sessions and Fit-Gap Analysis include: a) Requirements Traceability Matrix (RTM), which will be a cross-reference of County business requirements and the alternatives adopted by the County to support these requirements, b) prioritized list of potential software configurations and customizations, and c) recommendations for potential changes to County business processes. These components shall be included in the Fit-Gap Analysis Report. Subsequent to the publication of this report, the County retains the right to request additional software customizations through the Change Control Process.

2.2.3 Technical Assessment (Subproject Plan Task 2.3)

CGI-AMS shall work with County staff to assess the infrastructure requirements and transaction volumes for implementing the AMS Advantage components identified in the Introduction section. This assessment will be based on the County's current usage information, transaction volumes, archival requirements, and growth projections and will support the technical requirements.

Based on this assessment, CGI-AMS shall design the technical architecture for each of the project environments identified by the County to support the eCAPS Phase II – Time Collection implementation. CGI-AMS shall summarize the results of the Technical Assessment and technical architecture design process in the Technical Specifications Document deliverable.

2.2.4 Implementation Assessment (Subproject Plan Task 2.3)

During the Implementation Assessment activity, CGI-AMS shall work with the County to review, confirm, and update its requirements as stated in Appendices D-2: Interfaces, E-2: Conversions, F-2: Reports, and K-2: Training Volumes. Based on this review, CGI-AMS shall draft the following key strategies to support the implementation:

- Data Conversion Strategy
- System Interface Strategy
- Training Strategy
- Transition Strategy
- Reporting Strategy.

In these strategies, CGI-AMS shall identify the approaches, software tools, and testing methodologies that will govern the design and development of the associated Create phase work products and deliverables. CGI-AMS shall compile these strategies in the Implementation Analysis Document.

2.2.5 eCAPS Phase II – Time Collection Implementation Analysis Document (Subproject Plan Task 2.5)

Upon completion of the Functional Analysis, Technical Assessment, and Implementation Assessment, CGI-AMS shall summarize these analyses, produce the detailed estimates for the work products identified in these analyses, and incorporate the results into a formal scope definition document (eCAPS Phase II – Time Collection Implementation Analysis Document) and updated eCAPS Phase II – Time Collection Subproject Plan. These documents will be presented to the County for feedback, review, and approval before beginning the next phase of work.

2.2.6 Envision Phase: Summary of CGI-AMS Deliverables

A summary list of the deliverables and interim work products to be produced by CGI-AMS during the Envision phase is provided in Appendix A-2: Deliverables Definition.

2.3 Create Phase (Subproject Plan Task 3)

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 set-up
- Technical project team training
- Table-driven application set-up
- Software construction
- Software testing
- Preparation for implementation.

2.3.1 Technical Environment Set-Up (Subproject Plan Task 3.1)

Upon the County's establishment of the following technical environments (i.e., installation and configuration of hardware and system software), CGI-AMS shall confirm that these environments are consistent with the specifications provided in the Technical Specifications Document:

- Baseline
- Development / unit test
- System test
- User acceptance test / practice
- Conversion
- Training
- Production

- Cognos (Reporting)

CGI-AMS shall work with the County to adjust the inconsistencies with the technical specifications and install and test the AMS Advantage application and third-party software in these environments in accordance with the approach described in the Technical Specifications Document. CGI-AMS staff shall develop and test AMS Advantage configurations and customizations in the development / unit test and system test environments.

In order to support the County's reporting requirements (Appendix F-2: Reports), the County will install the Cognos software that will be used for performing ad hoc queries and developing reports against the production databases or a reporting database to be created for the eCAPS Phase II - Time Collection system. CGI-AMS and County shall perform the installation tests to confirm that these components may be accessed by the project team members.

2.3.2 Technical Project Team Training (Subproject Plan Task 3.2)

As defined in the training strategy developed during the Envision phase, CGI-AMS shall conduct training for the number of County technical staff identified in Appendix K-2. This training will utilize baseline training materials and cover the following topics: AMS Advantage Design Studio, Data Junction and Adobe forms.

Technical training shall 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)
- Software Migration (i.e., procedures, documentation templates, approval process)
- Software Version Control Procedures
- Testing (unit testing scripts and templates)
- AMS Advantage / Third-Party Software Upgrades (approach, available AMS Advantage toolkits, release notes, instructions)
- Emergency Patches and Sub-Releases (procedures for securing, applying, and testing across all environments).

CGI-AMS shall assist the County in configuring/installing the AMS Advantage bundled toolsets on developer workstations in order to facilitate hands-on training for the aforementioned topics.

2.3.3 Table-Driven Application Set-up (Subproject Plan Task 3.3)

During the Envision phase, the table-driven set-ups will be identified and documented. Where applicable, these set-ups will allow the project team to tailor AMS Advantage processing to support County-specific requirements instead of software modifications. The minimization of custom software modifications of AMS Advantage software will help the County lower on-going system maintenance/upgrade costs.

In the Create phase, CGI-AMS shall assist County staff in applying these table set-ups by populating the reference and system tables as defined in the Fit-Gap Analysis Report. CGI-AMS shall also assist County staff as they execute tests to confirm that these table set-ups support the County's stated requirements. With input from County subject matter experts, the system tables to support Time Collection functions will be set-up.

2.3.4 Software Construction (Subproject Plan Task 3.4)

Software construction entails the design and development of the user interface configurations, and application customizations 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 (Subproject Plan Task 3.4.1)
- Data conversion processes (Subproject Plan Task 3.4.2)
- Inbound & Outbound system interfaces (Subproject Plan Task 3.4.3)

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 the Subproject plan (Appendix B-2).

CGI-AMS shall create a Functional Design for each application customization (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, data conversion process, inbound and outbound system interfaces, and reports 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 and system interface processes, CGI-AMS shall develop a eCAPS Phase II – Time Collection Conversion Plan (Subproject Plan Task 3.4.2.1) 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, Data Junction, 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.

2.3.5 Software Testing (Subproject Plan Task 3.5)

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. Software testing is comprised of four (4) types of tests:

- Integrated System Test (Subproject Plan Task 3.5.1)
- User Acceptance Test (Subproject Plan Task 3.5.2)
- Performance Test (Subproject Plan Task 3.5.3)

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 and Regression Tests. CGI-AMS shall provide support by helping to resolve and track incidents reported by the County team and developing any software fixes required to resolve these incidents.

Integrated System Test (Subproject Plan Task 3.5.1)

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 (Subproject Plan Task 3.5.2)

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-2 and the Technical Specifications Document. 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 County database administrators and technical staff to perform the system and database tuning necessary to support the County's stated requirements.

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.

2.3.6 Preparation for Implementation (Subproject Plan Task 3.6)

Preparation for implementation entails the completion of the following tasks:

- Data cleansing and departmental/legacy conversion preparation (Subproject Plan Task 3.6.1)
- Training and knowledge transfer (Subproject Plan Task 3.6.2)
- Documentation development (Subproject Plan Task 3.6.3)
- Transition management (Subproject Plan Task 3.6.4)

CGI-AMS shall be primarily responsible for the development of the training plan, AMS Advantage documentation updates, and the transition management-related checklists to assess the County's operational and implementation readiness for the go-live. CGI-AMS shall also deliver system administration and trainer training.

CGI-AMS shall also answer questions and provide support to the County team assigned to complete the remaining implementation preparation activities as identified in the

Subproject plan (Appendix B-2), including the development of an security plan 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 II – Time Collection go-live).

Training and Knowledge Transfer (Subproject Plan Task 3.6.2)

In accordance with the training strategy developed during the Envision phase and the training volumes specified in Appendix K-2, CGI-AMS shall prepare a detailed training plan for governing training materials development and execution and 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 shall execute the plan via both a co-training and train-the-trainer approach for end-user training. In the co-training approach CGI-AMS shall jointly conduct training courses with County trainers as specified in SOW Section VI – Change Management. In the train-the-trainer approach, County trainers will conduct training courses after completing train-the-trainer courses conducted by CGI-AMS.

Throughout the project 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. The scope of this support shall be defined in the training strategy and presented to the County during technical training.

Documentation (Project Plan Task 3.6.3)

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 II – Time Collection implementation. CGI-AMS shall provide the following documentation:

- AMS Advantage HRM 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 II modifications.

- AMS Advantage HRM Systems Administration Guide – updated version of the AMS Advantage baseline 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 Task 3.6.4)

Transition management is comprised of tasks related to the department-wide (DHS) rollout, and change management.

In the department-wide rollout area, CGI-AMS shall provide the support identified in the County's departmental rollout plan. This support includes the development of an AMS Advantage Procedures Manual (i.e., end users' data entry guide) that will serve as the basis for the County to develop its procedures manual as well as department-specific handbooks.

In the change management area, CGI-AMS shall prepare checklists for helping the County assess its 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 the other shall focus on a review of the County's implementation/end-user readiness (e.g., end users trained, department outreach activities completed, etc.). CGI-AMS shall also provide assistance in conducting the readiness assessments and complete the change management support tasks identified in the transition strategy developed during the Envision phase.

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-2: Deliverables Definition.

2.4 Achieve Phase (Subproject Plan Task 4)

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 (Subproject Plan Task 4.2)
- Production Cutover (Subproject Plan Task 4.3)
- Post-Implementation Support. (Subproject Plan Task 4.4)

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 Data Conversion Preparation (Subproject Plan Task 4.2)

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 for review, verification, and approval.

2.4.2 Production Cutover (Subproject Plan Task 4.3)

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. These activities include a full back-up of the County's production data by the County prior to the final conversion.

2.4.3 Post-Implementation Support (Subproject Plan Task 4.7)

CGI-AMS shall provide support services subsequent to the eCAPS Phase II – Time Collection go-live date. During this post-implementation support period, CGI-AMS shall provide services in the following areas:

- Production operations monitoring
- Production incidents resolution
- Change Order support
- Post-Implementation training

Production Operations Monitoring

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.

Production Incidents Resolution

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. CGI-AMS shall also assist County staff in the set-up and of the help desk and help the County team transition into their roles and responsibilities for on-going support.

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 unit test results to County staff for review, approval, and acceptance testing.

Post-Implementation End-User Training

The purpose of post-implementation end-user training is to provide the County's end user community with refresher training and/or make-up courses for those who were unable to attend the training conducted during the Create phase of the Subproject 2. Via the co-training approach identified in the training plan, CGI-AMS shall assist County staff in conducting post-implementation end-user training in accordance with the training volumes identified in Appendix K-2.

2.4.4 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-2: Deliverables Definition.

Section II – Project Management

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

- Provide project direction and oversight to the Subproject 2
- Establish an approach to communicating the status of Subproject 2 activities and deliverables
- Establish the staffing requirements and staffing projections for the implementation
- Establish the eCAPS Phase II Subproject 2 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-2: Subproject Assumptions.

The purpose of these activities is to establish the protocols for managing the eCAPS Phase II Subproject 2, 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
- Conduct kickoff meetings.

1.1 Project Team Operations (Subproject Plan Task 1.3)

The on-going 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

1.2 Change Control Strategy (Subproject 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 and Board of Supervisor mandates
- Departmental requests for changes
- Project Team request for changes

The County desires to minimize any modifications to the AMS Advantage application software 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 response times for analysis of costs, workload, impact on County departments and timeframe needed to implement requested change
- Flow chart of Change Control process, including decision tree
- Recommended solution to track and monitor changes.

1.3 Status Reports (Subproject Plan Task 1.3.3)

CGI-AMS shall submit weekly and monthly status reports to County Management that include:

- Project status against the project timetable
- Status of deliverables
- Project Issues
- Review of the Subproject Plans (as necessary)
- 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 (Subproject Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase II – Time Collection Subproject 2, 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 II – Time Collection Subproject 2. The Subproject 2 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 (Subproject Plan Task 1.1) within the first two months of the Subproject 2 and update the plan as necessary during the Subproject 2.

3. Project Site

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

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document (Subproject Plan Task 2.6.1)

- Installing the AMS Advantage application and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments (Subproject Plan Task 3.1.1 and 3.1.2)

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

- Providing and installing training software/ equipment necessary for training County Project Team members (Subproject Plan Task 2.2.1 and 3.2)

4. Communications

The eCAPS Phase II – Time Collection Subproject 2 is the initial component of a countywide initiative that requires complete support and understanding of all County departments. 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

- 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 (Subproject 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
- 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 (Subproject Plan Task 1.2.7). The informational meetings will primarily consist of an eCAPS Phase II – Time Collection Subproject 2 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 & Attendance and HR Management) and present these overview materials at the start of the Design / Prototyping Sessions for each area. 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 the Subproject 2
- Communicate the status of the Subproject 2
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.)
- Distribute Subproject 2 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 & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase II – Time Collection Subproject 2 (Subproject Plan Task 1.1.1). These roles and responsibilities may be modified at any time during the project through mutual agreement between the County of Los Angeles and CGI-AMS.

Key personnel will be, unless identified as otherwise, dedicated full-time to the Subproject 2 during the specific times indicated by the Subproject Plan. These staff members will be assigned to the Subproject 2 in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

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 2:

	Title	Name
1.	Project Director / Engagement Manager	TBD
2.	Project Manager	James Colbert

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 2 are provided in Appendix M-2: Subproject Assumptions CGI-AMS insert lead staff names / match SLA language changes

5.1 Project Management

CGI-AMS Project Manager

The CGI-AMS Project Manager shall:

- Direct responsibility for and supervise the overall performance of the eCAPS Phase II – Time Collection Subproject 2 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 of Los Angeles
- Develop weekly and monthly progress reports to County Management and participate in status meetings and project advisory committee briefings (Subproject Plan Task 1.3)

5.2 Functional Teams

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
- Conduct training courses.

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
- Design “To-Be” business processes
- Identify potential software configurations, customizations, and business process changes during the Fit-Gap 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
- Design and develop training materials
- Conduct training courses.

5.3 Technical Resources

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
- Determine overall conversion and interface architecture strategy
- Coordinate software incident resolution activities with CGI-AMS Customer Support staff.

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
- System administration support
- Reporting architecture definition
- 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., interfaces, conversion programs, etc.)
- Apply patches and fixes to AMS Advantage software
- Manage and configure the AMS Advantage software during the Subproject 2 in accordance with the eCAPS Phase II – Time Collection Subproject 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
- Identify software rollout requirements
- Build and execute software installation scripts
- Confirm consistency of security approach across clients and systems and resolve any security related issues.

5.4 Change Management

CGI-AMS Change Management Team Members

The responsibilities of the CGI-AMS staff assigned to change management activities shall be to:

- Track change and transition management work and progress to-date on a monthly basis
- Coordinate work assigned to CGI-AMS change management team resources
- Forecast and manage work requirements for change management tasks on a monthly basis
- Assist the County change management lead in coordinating communication with County stakeholders in accordance with the eCAPS Phase II – Time Collection Subproject Plan
- Assist the County change management lead in facilitating departmental readiness for the new system in accordance with the eCAPS Phase II – Time Collection Subproject Plan
- Track change management-related issues and initiate issue resolution on a weekly basis
- Lead management review and approval process of change management deliverables, as needed.

Section III – Software Application

1. Software Description

CGI-AMS has provided the AMS Advantage HRM 3.4 (or later) modules to the County as identified in the Exhibit-H-2 License Provisions.

It is the County's intent to implement the following AMS Advantage HRM modules under this SOW:

- Human Resources Management (limited functionality to support Time Collection)
- Time & Attendance
- Employee Self-Service (limited functionality to support Time Collection)

It is the County's intent to implement the AMS Advantage HRM software under this SOW. The project team shall implement above modules on the scheduled go-live date of January 16, 2006. A software "freeze date" shall be established to coincide with the installation of the AMS Advantage application in the production environment (Subproject Plan Task 3.1.4). At such time, the AMS Advantage version will be "frozen" with the corresponding version of the operating software platform (i.e., operating system and database management system). While CGI-AMS may apply emergency software patches and/or sub-releases during the time period between the freeze date and the implementation date, CGI-AMS shall implement any major AMS Advantage software releases made available between the these dates at a mutually agreeable time during the post-implementation period.

2. AMS Advantage Software Implemented

This section presents a high-level summary of the functionality provided by the baseline AMS Advantage software modules to be installed by CGI-AMS under the eCAPS Phase II – Time Collection Subproject 2. The actual functionality to be implemented shall be fully in accordance with the Business Requirements identified in Appendix C-2 and the design decisions that will be made by the County during the Design / Prototyping Sessions and Fit-Gap Analysis activities of the Subproject 2.

The AMS Advantage software shall be supplied and installed by CGI-AMS. The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules. Although the entire AMS Advantage HRM suite of products will be delivered to the County, only the following modules and associated reporting tool will be implemented: (i) Human Resources Management, (ii) Time & Attendance, and (iii) Employee Self Service. The implementation of the Human Resources Management and Employee Self Service modules will be limited to support the requirements for Time Collection.

Based on feedback and input from the County, CGI-AMS shall perform tasks to install the software and review the County's set-up of the project technical environments, including but not limited to the following:

- Install and test AMS Advantage software and prototyping environment (Subproject Plan Task 2.1)
- Review County network infrastructure (Subproject Plan Task 2.3.2)
- Analyze transaction volumes (current and future) (Subproject Plan Task 2.3.3)
- Develop Technical Specifications Document (Subproject Plan Task 2.3.4)
- Install and test AMS Advantage software and third party tools in the project technical environments (Subproject Plan Task 3.1.1 and 3.1.2)

The AMS Advantage modules to be implemented during the Subproject 2 are:

- **Human Resources Management** – AMS Advantage HRM is a fully integrated personnel and payroll management system and is fully integrated with other HR management functions such as, position control, recruiting & staffing, employee benefits and employee relations.
- **Time & Attendance** – provides the capability of recording time and leave for both, positive- and exception-paid employees. This module is fully integrated with the AMS Advantage HRM software module.
- **Employee Self Service** – provides a web-based access to the AMS Advantage HRM application to support self service functions including time entry, leave balance verification, and employee data maintenance.

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

- Conducting prototyping sessions and product training (Subproject Plan Tasks 2.2.1 and, 2.2.3)
- Conducting technical training (Subproject Plan Task 3.2)
- Completing configurations, customizations, software development, and reports development, and software testing (Subproject Plan Tasks 3.3, 3.4, 3.5)
- Completing system administration and end user training (Subproject Plan Task 3.6.2)

- Completing production cutover activities (Subproject Plan Task 4.3)..

The installation and installation testing process for each environment shall include the CGI-AMS delivery of a written certification (verification memorandum) that the AMS Advantage application can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment). The modified AMS Advantage software will be implemented in production operations only after the County completes its acceptance test.

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 (License Provisions – Exhibit H-2).

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

- Conducting prototyping sessions and product training (Subproject Plan Tasks 2.2.1 and 2.2.2)
- Conducting technical project team training (Subproject Plan Task 3.2)
- Completing configurations, customizations, software development, and reports development, and software testing (Subproject Plan Tasks 3.3, 3.4, 3.5)
- Completing system administration and end user training (Subproject Plan Task 3.6.2)
- Completing production cutover activities (Subproject Plan Task 4.3).

The installation and installation testing process for each environment shall include the CGI-AMS delivery of a written certification (verification memorandum) that the third-party tools can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment). The third-party software will be implemented in production operations only after the County completes its acceptance test of the modified AMS Advantage software.

4. End User Training Tool

CGI-AMS shall provide AMS Advantage training materials to support the end user training, subject matter expert orientations, product training, and technical training volumes identified in Appendix K-2. The Subproject 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. For those modules and training topics where baseline materials are not available, CGI-AMS shall develop comparable materials that are subject to review and approval by the County (Subproject Plan Task 3.6.2.3). 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.

Section IV – Business Requirements and Reporting

1. Business Requirements

The County's business requirements for each of the AMS Advantage HRM Time & Attendance module are detailed in Appendix C-2 of this Statement of Work (SOW). CGI-AMS has identified how the AMS Advantage HRM modules can accommodate these business requirements and their response is included in the following Appendices:

- Appendix C-2: Business Requirements – CGI-AMS's response to all of the County's stated business requirements

- Appendix J-2: Configurations and Customizations – Business requirements CGI-AMS has 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

- Appendix F-2: Reporting – Appendix F-2 is a subset of Appendix C-2 that identifies 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.

CGI-AMS shall be responsible for the design and development of up to 15 reports based on the requirements identified in Appendix F-2.

CGI-AMS shall review the business requirements and shall present the options and alternatives available for meeting these requirements during the following activities:

- Functional Analysis (i.e., Design / Prototyping Sessions (Subproject Plan Task 2.2.2) and Fit-Gap Analysis (Subproject Plan Task 2.2.4)) and

- Implementation Assessment (Subproject Plan Task 2.3) wherein the eCAPS Phase II – Time Collection reporting strategy will be developed.

The County will select the approach to achieving the functionality for each business requirement. This selection process will be accommodated through the County's participation in the Functional Analysis and Implementation Assessment. The actual customizations to be applied will be dependent upon the further refinement of requirements by the County during the Design / Prototyping Sessions of the Subproject 2 and a subsequent structured County – CGI-AMS prioritization process to be conducted prior to the publication of the eCAPS Phase II – Time Collection

Implementation Analysis Document and final eCAPS Phase II – Time Collection Subproject Plan (Subproject Plan Task 2.6).

1.1 The CGI-AMS Approach

Appendix C-2 encompasses CGI-AMS's response to the County's business requirements. CGI-AMS shall perform a Functional Analysis of the County's stated functional and reporting-related requirements by conducting Design / Prototyping Sessions and a Fit-Gap Analysis. Based on the results from these activities, CGI-AMS shall develop the overall strategy for supporting the County's Appendix F-2 reporting requirements during the eCAPS Phase II – Time Collection Implementation Assessment activity.

The results of the Functional Analysis will confirm the actual customizations and reports to be implemented during the Subproject 2. Absent any properly executed agreement between CGI-AMS and the County to modify the stated business requirements and CGI-AMS response, it is the sole responsibility of CGI-AMS to provide the business functionality identified as fully provided in Appendix C-2.

In the event that additional business requirements (i.e., not included in Appendix C-2) are identified by the County during the Functional Analysis, CGI-AMS and the County shall identify the appropriate solutions, estimates, and schedule for supporting these requirements through the Change Control process.

There are 22 business requirements in Appendix C-2. CGI-AMS shall use the standard AMS Advantage toolsets to configure the software to support the functional requirements and work with the County to develop the reports to support its stated reporting requirements. The results of the Functional Analysis and Implementation Assessment shall demonstrate, in the Requirement Traceability Matrix (RTM), how the AMS Advantage software suite:

- Meets the Fully Provided "Out-of-the Box" requirements
- Will be configured with the CGI-AMS built-in toolset
- Supports the County's stated reporting requirements.

The final version of the RTM shall be incorporated in the Implementation Analysis Document (Subproject Plan Task 2.6).

1.2 Functional Analysis (Subproject Plan Task 2.2)

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

1) Analyze and confirm the County's business requirements as provided in Appendix C-2
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
4) Prioritize the additional modifications identified in the Design / Prototyping Sessions necessary to meet the County's stated business requirements.

CGI-AMS shall complete the Functional Analysis by conducting Design / Prototyping Sessions and a Fit-Gap Analysis as described below.

1.2.1 Design / Prototyping Sessions

The Design / Prototyping Sessions shall be conducted by CGI-AMS with participation from the County and shall provide an opportunity for the County project team to observe the proposed process for utilizing the CGI-AMS application and bundled reporting tool to meet the County's business requirements.

These sessions shall address the functional business requirements in Appendix C-2: Business Requirements. Appendix C-2 contains a) functional requirements which are to be supported by the AMS Advantage application and b) reporting requirements which are to be supported by inquiry features in the AMS Advantage application, standard java reports in the AMS Advantage application and ad hoc/reports development capabilities provided by the County's standard Business Intelligence toolset, Cognos. A description of the process for prototyping these requirements is provided below.

Functional Requirements

CGI-AMS shall develop and execute the prototyping scripts for these sessions based on the key business processes identified in Appendix G-2: Business Processes (To-Be). For those requirements listed in Appendix J-2: Customizations, CGI-AMS shall identify alternatives for consideration which will minimize the impact on the County for future upgrades, avoid software customizations and not interfere with the County's ability to maintain the eCAPS Phase II – Time Collection software through future upgrades.

Reporting Requirements

CGI-AMS shall develop and execute prototyping scripts to prototype how each of the requirements identified in Appendix F-2 will be supported by one of the following solutions:

- Online AMS Advantage inquiry page
- Standard AMS Advantage reports

The County has drafted and included Appendix L-2 – Legacy Reports Inventory in order to provide data points as to the types of reports and information that the County currently produces to support its financial reporting needs. During the prototyping sessions, CGI-AMS shall identify the AMS Advantage sources for the information provided in these reports in order to create a cross-walk between legacy reports and eCAPS Phase II reports. The reports listed in Appendix L-2 may not necessarily be re-created.

1.2.2 Fit-Gap Analysis

Concurrent with the Design / Prototyping Sessions, CGI-AMS shall perform a Fit-Gap Analysis to identify the table-driven application set-ups, user interface configurations, application customizations, and business process changes that must be implemented to close any gaps between the County's stated business requirements and the AMS Advantage baseline software as these items are identified.

Additionally, CGI-AMS and the County shall identify the reports to be developed during the eCAPS Phase II – Time Collection implementation project. Each of the requirements listed in Appendix F-2 does not represent a separate report. During the Fit-Gap Analysis, the County and CGI-AMS will group related requirements together in order for the project team to determine how many separate custom reports must be developed by County and CGI-AMS staff and how the remaining requirements can be supported by AMS Advantage inquiry functionality and ad hoc queries using the reporting tool.

CGI-AMS shall update the RTM such that the solution for supporting each requirement can be documented. Upon completion of the Fit-Gap Analysis, CGI-AMS shall produce a summary Fit-Gap Analysis report for the County's review.

1.3 Implementation Assessment (Subproject Plan Task 2.3)

Upon completion of the Functional Analysis, another key activity to be conducted during the Envision phase is the Implementation Assessment. It is during this activity that CGI-AMS and the County shall:

- Confirm and update the system interfaces to be implemented during the Subproject 2 as listed in Appendix D-2
- Confirm and update the data conversion requirements as listed in Appendix E-2

- Confirm and update the County's reporting requirements as listed in Appendix F-2
- Assist the County in identifying the AMS Advantage data sources corresponding to the County's existing legacy reports as identified in Appendix L-2.

Upon completion of this review and analysis, CGI-AMS shall develop strategies for supporting the County's stated data conversion, system interface, and reporting requirements. Among other items, these strategies shall describe the development tools and methodologies and testing approaches to be used by the project team. A more detailed description of the County's requirements for the reporting strategy is provided in sub-section 2 – Reporting / Query below.

1.4 eCAPS Phase II – Time Collection Implementation Analysis Document (Subproject Plan Task 2.5)

Along with the results of the Technical Assessment (Subproject Plan Task 2.3) – which shall be discussed in Section V - Technical, CGI-AMS shall summarize the results of the Functional Analysis and Implementation Assessment in the eCAPS Phase II – Time Collection Implementation Analysis Document.

The following work products will be incorporated into this document:

- Requirements Traceability Matrix (RTM) identifying how each of the business requirements in Appendix C-2 will be met
- Updated To-Be business processes (i.e., updates to Appendix G-2) for the functionality being implemented during the eCAPS Phase II – Time Collection Subproject 2
- 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 sub-section 2. Reporting / Query for additional details of development approach.)
- Prioritized list of customizations and reports and updated deliverables schedule
- Updated Subproject plan.

The County's contribution and level of participation in the creation of these work products and Implementation Analysis Document deliverable are described in Appendix M-2: Subproject Assumptions.

2. Reporting / Query

CGI-AMS will develop a strategy for supporting the County's reporting requirements (Appendix F-2). This strategy shall describe the approach, development and testing tools, and methodologies governing the following areas:

- Creation of java reports required for the implementation of eCAPS Phase II – Time Collection to satisfy reporting requirements.
- Creation of the Cognos Model/Packages (meta-data layer) to support the creation of ad-hic reports and inquiries for eCAPS Phase II – Time Collection
- Responsibility of CGI-AMS and County for the design and development of reports
- Report distribution approach for ad hoc and production reports.

This strategy shall also include an inventory of the reports to be produced for the eCAPS Phase II – Time Collection Subproject 2. As stated above, CGI-AMS shall be responsible for the design and development of the 12 reports based on the requirements identified in Appendix F-2. The County shall be responsible for the design and development of additional reports based on the requirements identified in Appendix F-2.

CGI-AMS shall also assist County staff in identifying the AMS Advantage inquiry pages and AMS Advantage tables and fields available for inquiry and ad hoc reporting to support the County's remaining Appendix F-2 requirements.

2.1 Reporting Tools

The County has selected Cognos as the reporting tool as a standard for supporting the countywide business intelligence needs. The County will create the reporting environment and install the Cognos software for supporting the reporting requirements of eCAPS Phase II – Time Collection system. The Models/Packages created for the Subproject 2 will be used by the Cognos reporting tool to supporting the reporting requirements of the system.

2.2 Ad-Hoc Querying Tools

The ad-hoc querying tool available in Cognos is the Query Studio Editor that allows end-users to drag and drop data elements onto report to create ad-hoc reports. This tool depends on the appropriate Cognos Model/Packages being developed to support this functionality. The CGI-AMS team will assist the County reporting team in defining these ad-hoc Cognos Model/Packages.

2.4 Production Reporting Tools

The Cognos Model/Packages and data model created for the Subproject 2 with the AMS Advantage software and appropriately configured hardware/storage shall provide the County the ability to generate and distribute reports that contain complex business rules against large volumes of data.

2.5 Managing and Viewing Reports

The end-users will be able to navigate to the Cognos reporting tool directly from a link in the AMS Advantage application. The access capabilities of the user within Cognos will be based on the roles that have been set up in the AMS Advantage application security tables.

Section V – Technical

1. eCAPS Technical Architecture

Appendix I-2 provides an estimate of processing capacity requirements for eCAPS Phase II – Time Collection system 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.

CGI-AMS shall prepare a Technical Specifications Document (Subproject Plan Task 2.3.4) to describe the recommended technical architecture for the Subproject 2 and the testing / verification approach for securing the County's Conditional Acceptance that is viable for production operations.

Prior to the County's acceptance test process, CGI-AMS shall conduct the installation tests to confirm connectivity and functionality within each project environment as described in SOW Section III – Software Application.

1.1 Performance

When CGI-AMS has completed installation and configuration of the CGI-AMS software, CGI-AMS shall verify the technical architecture as ready and capable of supporting the project (Subproject Plan Task 3.1).

Subsequent to the initial verification, CGI-AMS shall verify the system performance prior to the scheduled implementation.

1.2 Environments

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

1. Baseline
2. Development / Unit Test
3. System Test
4. User Acceptance Test / Practice
5. Conversion
6. Training
7. Production
8. Cognos (Reporting).

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.

CGI-AMS shall provide the design and specifications for each of these environments in the Technical Specifications Document.

1.3 Communication Protocols

CGI-AMS shall document the communication software/protocols that eCAPS Phase II – Time Collection system will use in the Technical Specifications Document (Subproject Plan Task 2.3.4). CGI-AMS shall also document the ports that will be required to support the protocols used by the system. This document shall be presented to the County for their staffs use in implementing the necessary hardware and configuration necessary to support the communication requirements of the system.

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 512MB 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 1GB is the minimum for most configuration and administration functions, CGI-AMS suggests a minimum of a Pentium 4 with 2GB 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 II 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-2 – Subproject Assumptions.

3.1 eCAPS Phase II – Time Collection Conversion Plan Development

CGI-AMS shall develop the data conversion plan in two stages. During the Envision phase, CGI-AMS shall develop a data conversion strategy that will include any updates to the County's data conversion requirements (as stated in Appendix E-2) and describe the development and testing methodologies to be used during the conversion software design/development effort. This strategy shall also confirm the types and volume of data that must be converted (Subproject Plan Task 2.2.3.1).

In the Create phase, CGI-AMS shall build upon this high-level strategy and create the Conversion Plan (Subproject Plan Task 3.4.2.1).

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
- Post-conversion clean-up assumptions
- Contingency plans
- Overall conversion schedule.

3.2 Conversion Design and Data Mapping (Subproject Plan Task 3.4.2.3.1)

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 staff 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 shall be responsible for developing the data mapping documents for eCAPS Phase II databases and files.

3.3 Development and Testing (Subproject Plan Task 3.4.2.3.5)

Upon completion of the detailed conversion designs and data mapping, CGI-AMS 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 II. The end result of the string test should be an eCAPS Phase II 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 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 time frames required to run the jobs, and facilitating the County's final review of the quality of the data.

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 (Subproject Plan Task 4.2.3)

CGI-AMS staff will provide assistance to the County staff assigned to execute and verify the results of the conversion processes in production operations. 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 (Subproject Plan Task 3.4.2)

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.

- Performance of the selected tools and utilities must be monitored to manage the conversion run times.

3.6 Data Targeted for Conversion

As stated in Appendix E-2: Conversions, the legacy data to be converted will fall into one of two categories: reference data or historical data. Appendix M-2: 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:

- Classification and Job Title Codes
- Pay and Leave Event / Earning Codes

3.6.2 Historical Data

In accordance with Appendix E-2: Conversion and the roles and responsibilities described for County and CGI-AMS staff in Appendix M-2: Subproject Assumptions, CGI-AMS shall include the following items in the conversion software design/development effort for the eCAPS Phase II Subproject 2:

- Active employee assignment data (limited to DHS Time Collection)
- Active employee leave balances (limited to DHS Time Collection)

- Active employee position specific data (limited to DHS Time Collection)

CGI-AMS shall employ standard AMS Advantage upgrade tools/templates, CGI-AMS best practices, 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, CGI-AMS shall employ the following proven approaches for converting the aforementioned items.

Open Items

The DHS employees that are active at the time of conversion shall be converted to AMS Advantage Time Collection system databases along with their position and current leave balance information. CGI-AMS shall create the Data Junction templates for translating the data from the legacy system into AMS Advantage tables and documents.

4. Interface Approach

Interfaces will exist in two forms in eCAPS Phase II – Time Collection, temporary and permanent. The temporary interfaces are those that will exist in eCAPS until legacy systems are phased out by the County or until all legacy data have been processed. eCAPS interfaces will both import data to eCAPS and export from eCAPS to legacy systems. Examples of temporary interfaces are the employee information and leave balances data that will be interfaced from the County's CWTAPPS system to eCAPS Phase II – Time Collection system.

Permanent interfaces are those that will survive the project implementation and have no foreseeable expiration. Examples of a permanent interface are the interfaces from the County's scheduling system (ANSOS) to eCAPS Phase II – Time Collection system.

During the Implementation Assessment, the County and CGI-AMS shall develop an Interface development strategy and CGI-AMS shall include this strategy in the eCAPS Phase II – Time Collection Implementation Analysis Document.

This strategy will take into account the following items:

- Confirmation of the interface requirements identified in Appendix D-2
- Identification of a complete list of eCAPS Phase II – Time Collection interfaces
- Determination of the types of interface (temporary or permanent)
- Implementation phase.

Upon the County's confirmation that the specific interfaces have been identified and the review and approval of the eCAPS Phase II – Time Collection Implementation Analysis Document, the design effort can begin for the development of the interfaces.

CGI-AMS technical staff will be primarily responsible for the design, development and unit testing of inbound and outbound system interfaces (Subproject Plan Task 3.4.3.1.5), The County shall complete its acceptance testing of these interfaces by coordinating the execution of interface testing with any entities external to the County and among County departments interfacing data to and from eCAPS.

In order to provide a unified structure and strategy for developing system interface processes, CGI-AMS shall provide County technical staff with the standard data mapping templates for creating transactions in standard AMS Advantage format (Subproject Plan Task 3.4.3.1.1 and 3.4.3.2.1).

The development and testing effort for the interfaces will require extensive coordination between the CGI-AMS staff and the County legacy maintenance staff. Data and test schedules will need to be coordinated to enable proper system testing. The level of participation of County staff in the design, development, and testing of system interfaces is provided in Appendix M-2: Subproject Assumptions.

4.1 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 Appendix D-2: Interfaces.
- CGI-AMS shall provide output interface files in a format specified by the County legacy maintenance staff.
- CGI-AMS shall provide the format for input interface files to County legacy 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

- Complete identification of required interfaces

- Compatibility of data between eCAPS and legacy systems.

4.3 Interfaces To Be Developed

CGI-AMS shall develop and test the inbound and outbound eCAPS Phase II – Time Collection interfaces in accordance with the list of interface requirements provided in Appendix D-2.

Section VI – Change Management

1. Change Readiness Assessment

Project team and department readiness is a critical factor to the timely completion of the eCAPS Phase II implementation and CGI-AMS shall incorporate the following project tasks in the detailed implementation plan:

- Project Team Training (Subproject Plan Task 2.2.1)
- Operational and Implementation Readiness Assessments (Subproject Plan Task 3.6.4.1.3 and 3.6.4.3)

1.1 Project Team Training

CGI-AMS shall train the project team members (Subproject Plan Task 2.2.1 and 3.2). Training will include:

- Orientation to the AMS Advantage implementation methodology
- Functionality of the application modules being implemented
- Training for technical staff responsible for the installation, development, implementation and support of the application
- AMS Advantage tools
- Third-party software provided as part of the software license.

1.2 Transition Strategy

During the Implementation Assessment (Envision phase), CGI-AMS shall work with the County to develop the strategy for facilitating a smooth transition (Project Plan Task 2.2.3.4) to eCAPS Phase II – Time Collection system. CGI-AMS shall draft this strategy based on the County's determination of the departments' change readiness and change resistance. Specifically, the Change Management Team shall analyze the County's level of motivation for change, understanding of the eCAPS Phase II implementation vision, current end user skills and overall support for change.

The Change Management Team, based on this analysis, shall define the transition strategy to address detected change management-related risks. This strategy shall be consistent with the risk mitigation and departmental communication strategies outlined in the Project Control Document (Subproject Plan Task 1.1.7) CGI-AMS shall assist the County project team and department liaisons to determine DHS's state of readiness prior to the deployment of the upgraded system. The level of CGI-AMS assistance to be provided shall be defined in the transition strategy. This strategy shall be incorporated

into the eCAPS Phase II – Time Collection Implementation Analysis Document (Subproject Plan Task 2.2.4).

2. Business Process Modeling Strategy

CGI-AMS's implementation methodology is designed to align the DHS's business processes to take advantage of the best practices supported by the AMS Advantage software. This allows the project team to keep modifications to the software at a minimum, thereby reducing short-term implementation costs and long-term software upgrade costs.

Once the Functional Analysis (i.e., Design / Prototyping Sessions and Fit-Gap Analysis) is complete (Subproject Plan Task 2.2), DHS shall update its procedures based on the business impacts identified and documented during the prototyping sessions and Fit-Gap Analysis. DHS shall work with the central services departments (e.g. CAO, Auditor Controller) to implement the new / revised procedures.

3. Training Volumes (Appendix K-2)

During the Implementation Assessment (Envision phase), CGI-AMS shall design a blended training strategy combining formal classroom training, technology-based training, knowledge transfer between CGI-AMS specialists and DHS staff, and customized training for end-users to prepare the DHS for implementation and ongoing operation of the Time Collection system (Subproject Plan Task 2.2.3.3). In this strategy, CGI-AMS shall provide for a training approach which will provide opportunities for identified DHS 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, CGI-AMS shall develop and maintain a detailed training plan (Subproject Plan Task 3.6.2.2) 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 on-going training sessions for each phase of software implementation
- Identifying resources necessary to conduct the training
- Materials necessary to develop the training.

The following expands on each of the components to be included in the eCAPS Phase II – Time Collection Training Plan.

3.1 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: project team training and end user training.

3.2 Project Team Training (Subproject Plan Task 2.2.1 and 3.2)

The DHS project team members will attend formal AMS Advantage training prior to the Design / Prototyping Sessions during the Envision phase of the Subproject 2. In addition, CGI-AMS shall work with DHS to determine the best approach for training the remaining departmental members involved in later phases 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 2. The technical team training shall also cover the software development and testing methodologies and standards to be used during the eCAPS Phase II – Time Collection Subproject 2.

CGI-AMS offers an array of training courses that are designed for project team members of an AMS Advantage implementation Subproject 2. 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.

3.3 End User Training (Subproject Plan Task 3.6.2.3)

CGI-AMS shall work with DHS 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 train the DHS training staff 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 DHS 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.

CGI-AMS shall deliver two types of training: 1) instructor orientation and 2) instructor-led classroom training. CGI-AMS shall familiarize the County trainers with the training development material to maintain end-user training materials for future updates and use.

CGI-AMS proposes to use baseline AMS Advantage training materials and standard training methodologies as the basis for the end-user training materials and shall customize the products to correspond to DHS procedures and configuration of the AMS Advantage application.

AMS Advantage End-User Training products provide out of the box training materials, including the Instructor and Participant Guides, and learning aids. These materials can be customized to reflect the specific DHS business processes (Subproject Plan Task 3.6.2.3). Any modules not provided by EUT will be developed in the same style/fashion as EUT to provide consistency between training materials.

Depending upon the training plan to be developed by CGI-AMS, end-user training may include:

- Technology Based Learning (TBL)
- Instructor Facilitated Learning (IFL)
- Learning aids
- Instructor Facilitated e-Learning
- On The Job Sessions (OTJ)
- On-going 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)
- 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.

3.4 Timing of Training

CGI-AMS's training strategy and detailed plan (Subproject Plan Task 2.2.3.3 and 3.6.2.3.1) shall strive to conduct training as close to the actual application of the training concepts and the production cutover as possible, as described below:

- CGI-AMS shall train the DHS functional analysts in their applicable functional applications prior to the start of the Design /Prototyping Sessions.

- CGI-AMS shall train the project team technical support personnel prior to use of the particular toolset in the required work activity.

- CGI-AMS shall train the project team analysts and programmers in AMS Advantage Third Party tools prior to the design/build process of the modifications. It is possible that some team members may be trained in AMS Advantage toolsets prior to the Design / Prototyping Sessions in order to research objects within the AMS Advantage applications in the Envision stage.

- CGI-AMS shall train the end users in the software functionality prior to roll-out of the system, as close as possible to the date they will begin to use the software.

3.5 Training Needs Assessment

CGI-AMS 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 DHS audiences (Subproject Plan Task 3.6.2.3.1):

- Project Team
- End-Users
- 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.

3.6 Training Plan

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

<u>Planning</u>

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

<u>Course Development and Delivery</u>

- 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
- Approach for ongoing training maintenance and delivery

3.7 Training Facilities

CGI-AMS shall use County-provided training facilities for end-user training courses. Where stated in the detailed training plan, CGI-AMS may 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-2. CGI-AMS shall recommend the training facilities specifications for these courses (e.g., size of room, number of PCs, etc.) during the Envision Phase (Subproject Plan Task 2.2.3.3).

3.8 Credential and Experience of the Trainers

CGI-AMS instructors, with AMS Advantage experience, shall conduct project team training. End user training shall be conducted by a team of two to three people, comprised of County trainers with assistance from CGI-AMS. These trainers will have functional expertise in the areas they are conducting training, AMS Advantage knowledge, as well as training experience. CGI-AMS recommends that each course has both a primary and a secondary instructor. The primary instructor will lead the class discussions, explain the exercises, demonstrate software modules, and answer questions. The secondary instructor assists the primary instructor to observe participants, help participants with exercises, set up classrooms, and manages course materials. CGI-AMS shall provide at least one member for each of the training sessions to be either the lead trainer or a co-facilitator. CGI-AMS shall identify the number of trainers required, as well as desired skills and experience in the detailed training plan.

4. Training Environment

CGI-AMS shall develop a Training Environment to roll out the new application to end users 1 to 2 months before the system goes into production.

- The technical 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.

- 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. This also gives the training team a way of identifying the users who may need additional training during the post-implementation support period.

5. Knowledge Transfer

CGI-AMS shall provide "knowledge transfer" to DHS staff by working side-by-side with DHS staff from the beginning of the Subproject 2.

As part of the overall training and knowledge transfer strategy developed during the Envision phase, CGI-AMS shall develop a Knowledge Transfer plan and present the details of this plan to DHS staff during the technical project team training. This plan shall identify the details for:

- Preparing DHS to manage the application after each stage of implementation
- Preparing DHS to manage the application on an on-going basis after completion of the Subproject 2
- Providing documentation of the system
- Documenting procedures for maintaining the system.

Section VII – Maintenance and Support

1. Software Maintenance and Support

CGI-AMS shall provide a set of AMS Advantage users and systems documentation and the associated updates to this documentation to reflect modifications made during the eCAPS Phase II – Time Collection system implementation (Subproject Plan Task 3.6.3.1 and 3.6.3.2). CGI-AMS's standard maintenance and escalation process are included in the Services and License Agreement (SLA) to which this SOW is attached.

2. AMS Advantage Software Upgrade Support

CGI-AMS shall implement the latest version of AMS Advantage software before the end of the implementation Subproject 2 or such other mutually agreeable time that does not interfere with the system go-live process.

Assumptions:

- The upgrade activities will occur on-site at the County facilities
- The onsite CGI-AMS team will support any corporate CGI-AMS technical staff assigned to perform mid-project software upgrades
- Upgrades will be implemented when development activity is minimal
- Upgrades should be executable within the term of this agreement
- New AMS Advantage software releases shall be released to the project team as soon as possible to enable the County to perform a gap analysis between the old business processes and new or changed functionality in the new release.

A software "freeze date" shall be established to coincide with the installation of the AMS Advantage application in the eCAPS Phase II – Time Collection production environment (Subproject Plan Task 3.1.4). At such time, the AMS Advantage version will be "frozen" with the corresponding version of the operating software platform (i.e., operating system and database management system). While CGI-AMS may apply emergency software patches and/or sub-releases during the time period between the freeze date and the eCAPS Phase II – Time Collection implementation date, CGI-AMS shall implement any major AMS Advantage software releases made available between the these dates at a mutually agreeable time during the post-implementation period.

3. Post Implementation Support

CGI-AMS shall provide a 3-month period of post implementation support with a minimum of 2 full-time equivalent on-site staff (Subproject Plan Task 4.7). CGI-AMS shall provide appropriately skilled staff to support Subproject 2.

In accordance with the detailed Subproject Plan developed at the end of the Envision phase, the CGI-AMS Post Implementation Support team will be engaged in the following activities during the 3-month post-implementation support period (as described in Section I – Implementation Methodology):

- Production Operations Monitoring
- Production Incidents Resolution
- Change Order Support
- Post-Implementation End-User Training.

CGI-AMS shall provide Knowledge Transfer to facilitate County staff's ability to support the system after the twelve-month period and to assume the longer-term application maintenance responsibilities.

4. Third Party Software

CGI-AMS proposed the use of a number of third party software products to supplement the base functionality of the AMS Advantage software as well as the technical architecture and development process. CGI-AMS shall maintain the relationships with these third parties and upgrade the AMS Advantage software as required when these third parties upgrade their software. These changes shall be transparent to the County and should be reflected in the County's system when regular software upgrades are applied. Any problems or issues with the required software will be directed to CGI-AMS who will negotiate the resolution.

To provide for the continued viability of the eCAPS system, third party software upgrades must be properly managed. Managing third party software upgrades is handled by CGI-AMS when they release new versions of AMS Advantage. Each AMS Advantage release specifies the software versions it supports. CGI-AMS shall take all responsibility for testing third party upgrades.

Some additional third party products, not provided as part of the software license agreement, will need to be maintained and upgraded independently of the AMS Advantage application.

Technical Support – The ongoing technical support will be the responsibility of the County. In accordance with the training strategy for eCAPS, CGI-AMS shall provide the training and knowledge transfer that these staffs will require to support eCAPS on an on-going basis (Subproject Plan Task 2.2.3.3).

Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	Time Collection Project Control Document (Update of the eCAPS PCD to include Time Collection Work Products.)	• Subproject 2 Charter and Roadmap describing Subproject 2 objectives, scope, assumptions, and overall timelines for Subproject 2 phases and deliverables.	1.1.1	1.1.7
		• Detailed Project Plan for Envision Phase describing project schedule, milestones, resource assignments and task dependencies.	1.1.2	
		• Subproject 2 Organization describing roles and responsibilities of Subproject 2 teams, including relationship to the base project for project management and oversight.	1.1.1	
		• Identifies any necessary changes for the Subproject 2 to the Project Governance that describes the process, tools and standards for: ○ Communication ○ Status reporting ○ Scope management ○ Risk and issue management ○ Project documentation standards	1.1.3	
2.	Time Collection Kick-off	• Kick-off presentation materials	1.2.1	1.2.6
		• One kick-off presentation to DHS Time Collection project team	1.2.5	
		• Two kick-off presentations to County departments	1.2.5	
3.	Informational Meetings	• Prepare and conduct up to three informational meetings with County Department representatives.	1.2.7	1.2.8
4.	Input to Project Weekly / Monthly Status Reports	• Provide input to the Project Monthly Status Report that is comprised of a compilation of weekly status reports for the month with an executive summary describing: ○ Subproject 2 deliverables completed ○ Subproject 2 risks and issues ○ Key Subproject 2 accomplishments ○ Updated Subproject 2 plan ○ Updated matrix of Subproject 2 work products/deliverables and their progress	1.3.1	1.3.4
		• Input to the Project Weekly Status Report that includes: ○ Subproject 2 tasks, work products, and deliverables completed ○ Subproject 2 tasks, work products, and deliverables in progress	1.3.3	

		○ Subproject 2 tasks, work products, and deliverables scheduled but not completed ○ Subproject 2 issue log		

Envision Phase

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
5.	Establish Time Collection Prototyping Environment	• Install and test the following Advantage HRM and ESS software in the Time Collection Prototype Environment provided by the County.	2.1.2	2.1.4
		• Review installed Advantage HRM and ESS software in the Time Collection Prototype Environment.	2.1.3	
6.	Product Training	• Update baseline Advantage HRM and ESS training materials.	2.2.1.1	2.2.1.4
		• Conduct product training sessions for prototype participants for Advantage HRM and ESS application software. The purpose of the product training session is to review time collection functionality that will be used for the prototype sessions.	2.2.1.2	
7.	Prototype Scripts	• Review and update business requirements for Time Collection.	2.2.2.1	2.2.2.7
		• Prepare for the prototyping sessions by developing the following: ○ Business scenarios and prototype scripts for each of the Time Collection business processes. ○ A Requirements Traceability Matrix referencing prototype scripts to the time collection business requirements. ○ Schedule of prototype sessions.	2.2.2.2, 2.2.2.3, 2.2.2.4, 2.2.2.5, and 2.2.2.6	
8.	Time Collection Fit-Gap Analysis Report	• Set-up data to support Prototype sessions for time collection to include: ○ Reference tables ○ Los Angeles County chart of accounts ○ Operational data	2.2.4.1	2.2.5.9
		• Execute prototype scripts and conduct prototype sessions for time collection. At the beginning of each prototype session, CGI-AMS will provide an overview of the process and functionality to be prototyped.	2.2.4.2	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• A Subproject 2 Fit-Gap Report comprised of the following: ○ An Executive Summary highlighting results from the prototype sessions in terms of the degree of fit for each of the business areas and key software customizations identified. ○ High-level functional descriptions of software customizations. ○ Application and reference table set-up requirements. ○ Impacts and changes to business operations. ○ An inventory of prototype issues and their resolution. ○ Outstanding issues and action items.	2.2.5.5	
		• An updated Subproject 2 Requirements Traceability Matrix with one of the following dispositions for each business requirement: ○ Fully met – with baseline functionality and a corresponding description of any application and/or reference table set-up requirements, if needed. ○ Application customization – includes modifications that can be performed using the Versata toolkit, e.g. screen label changes. ○ Software customization – where the business requirement can only be partially or entirely met by a software customization. ○ Business process change – where the business requirement will be met by a change to current business process with no software customization required. ○ Eliminated – where the business requirement is no longer required.	2.2.5.7	
9.	Updated Project Technical Specifications Document	• Analyze the DHS' network infrastructure and evaluate its capacity to support the implementation of Time Collection.	2.3.2	2.3.8
		• Analyze the DHS' projected transaction volumes and work with County staff to identify the hardware, software, network, and storage specifications to support the County's technical and performance requirements.	2.3.3	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Updated Project Technical Assessment Document to include: ○ An Executive Summary highlighting changes to the Project system architecture, hardware sizing and software requirements, and operations architecture. ○ Subproject 2 assumptions to include transaction volumes and performance requirements for time collections. ○ Additional hardware and software requirements to support the implementation of the DHS Time Collection module. ○ Recommendation for the acquisition of hardware and software required. ○ Open Subproject 2 issues and action items.	2.3.6	
10.	Time Collection Implementation Analysis Document	• An Executive Summary highlighting the roadmap and implementation approach for Time Collection, planning assumptions, outstanding issues and action items.	2.5.2	2.5.6
		• A Transition Strategy that is comprised of the following components: ○ Approach for DHS Department rollout – describing the tools and methods to facilitate the Department implementation of the Time Collection software modules. ○ An update to the Project Communication Strategy – describing the methods and tools for communicating with Departments, target audiences and their corresponding information needs for the Time Collection Subproject 2. ○ An update to the Project Training Strategy – describing a proposed course structure and an approach for organizing, planning, and executing Co-Trainer Training and User Training, as well as developing user documentation and training materials for the Time Collection Subproject 2.	2.2.3.4	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• An update to the Project Conversion Strategy describing the scope and types of data to be converted, their method of conversion, approach for data cleansing, and planning assumptions for the Time Collection Subproject 2. The Conversion Strategy shall include the following components: ○ A list of data Advantage HRM and ESS tables that need to be populated and/or set-up for production operations. ○ Preliminary list of source systems from which data will be converted and the type of data that will be converted. ○ Data cleansing considerations. ○ Approach for data conversion, including the use of Advantage HRM Document formats and rules.	2.2.3.1	
		• An update to the Project Interface Strategy describing the number, types, and approach for inbound and outbound interfaces for Time Collection. The Interface Strategy shall include the following components: ○ Approach for system interfaces for DHS Time Collection, including the organization of interfaces into logical groupings for implementation. ○ Identification and description of the Advantage HRM documents that will be used for Inbound interfaces. ○ Inventory of inbound and outbound interfaces and their corresponding Advantage HRM document (inbound).	2.2.3.2	
		• An update to the Project Reporting Strategy describing the number and types of predefined reports and queries. The Reporting Strategy shall also include an inventory of DHS Time Collection reports, the report title, report usage, frequency, distribution and distribution methods.	2.2.3.5	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Updated Time Collection Implementation Plan for DHS that includes: ○ An updated DHS Time Collection Subproject 2 Plan and deliverables schedule. ○ Software development methodology for designing, constructing, and testing software customizations, conversion programs, inbound/outbound system interfaces, and reports. ○ Approach for software testing, including iteration tests, regression test, integrated system test, performance test, and user acceptance test.	2.5.1	

Create Phase

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
11.	Time Collection Software Installation	• Installation of the Advantage HRM and ESS software modules and applicable 3rd party software for DHS Time Collection in the following Technical Environments provided by the County: ○ Baseline Environment ○ Development/Unit Test Environment ○ System Test Environment ○ Conversion Environment	3.1.1.1, 3.1.1.2, 3.1.1.3, and 3.1.1.4	3.1.4
		• Delivery of software licenses and demonstration of that the installed baseline Advantage HRM and ESS software can be accessed in each of the aforementioned technical environments.	3.1.3	
12.	Technical Project Team Training	• Prepare materials for technical team training in the following areas: ○ AMS Advantage Design Studio ○ Data Junction ○ Adobe Forms ○ AMS Advantage HRM, ESS, and 3rd party software installation.	3.2.1	3.2.4
		• Conduct technical team training for each of the aforementioned areas, including system utilities.	3.2.2	
13.	Time Collection System Control Tables Set-up	• Identify and describe the Time Collection system control tables to be set-up and corresponding methods for populating tables.	3.3.1	3.3.6
		• Set-up Time Collection System Control Tables.	3.3.2	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
		• Review and test Time Collection System Control Tables set-up	3.3.3	
14.	Application Software Modifications Designs	• Functional Designs for Time Collection software modifications.	3.4.1.1	3.4.1.2
15.	Application Software Modifications	• Technical Designs for Time Collection software modifications.	3.4.1.3	3.4.1.7
		• Developed Time Collection software modifications.	3.4.1.4	
		• Unit and System Test scripts and results for Time Collection software modifications.	3.4.1.5	
		• Packaged and delivered Time Collection software modifications.	3.4.1.6	
16.	Time Collection Conversion Plan	• DHS Time Collection Conversion Plan comprised of the following components: ○ List of the tables within the Advantage HRM and ESS software that need to be populated for production. ○ Source data for these tables (source systems and files). ○ Data integrity rules for the final version of the tables. ○ Data conversion timing and sequence. ○ Required control reporting. ○ An indication of the proposed conversion method (automated or manual). ○ Testing strategy, conditions, and cycles. ○ Detailed testing schedule. ○ Description of any other project impacts. ○ Considerations for the County's departmental/legacy conversions. ○ Participants (roles & responsibilities). ○ Procedures for database population and refresh.	3.4.2.1.1, 3.4.2.1.2, 3.4.2.1.3, and 3.4.2.1.4	3.4.2.1.5
17.	Time Collection Data Conversion Designs	• Standard data conversion formats.	3.4.2.2.1	3.4.2.3.4
		• Data conversion data mappings and transformation rules.	3.4.2.3.1	
		• Time Collection Data Conversion spreadsheets.	3.4.2.3.3	
18.	Time Collection Data Conversion Software	• Developed Time Collection Data Conversion software.	3.4.2.3.5	3.4.2.3.10
		• Unit Tested Time Collection Data Conversion software.	3.4.2.3.5	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
		• Loaded Time Collection Data in Conversion Staging Environment.	3.4.2.3.8	
19.	Time Collection Inbound Interface Designs	• Inbound Interface mappings and file formats.	3.4.3.1.1	3.4.3.1.4
		• Data Junction transformation rules.	3.4.3.1.1	
20.	Time Collection Inbound Interface Software	• Developed Inbound Interface software.	3.4.3.1.5	3.4.3.1.7
		• Unit Tested Inbound Interface software.	3.4.3.1.5	
21.	Time Collection Outbound Interface Designs	• Outbound Interface mappings and file formats.	3.4.3.2.1	3.4.3.2.4
		• Data extraction and transformation rules.	3.4.3.2.1	
22.	Time Collection Outbound Interface Software	• Developed Outbound Interface software.	3.4.3.2.5	3.4.3.2.7
		• Unit Tested Outbound Interface software.	3.4.3.2.5	
23.	15 Time Collection Reports/Forms Functional Designs	• Designs for 15 Time Collection Reports or Forms.	3.4.4.1	3.4.4.2
24.	15 Time Collection Reports/Forms Software	• Test scripts and results for 15 Time Collection Reports or Forms.	3.4.4.3	3.4.4.5
		• Developed software for 15 Time Collection Reports or Forms.	3.4.4.4	
25.	Acceptance Test Software Installation and Set-up	• Install Advantage HRM and ESS software in Acceptance Test Environment.	3.5.1.3	3.5.1.4
		• Install Time Collection software modifications in Acceptance Test Environment.	3.5.1.1	
		• Support for setting-up reference and test data in Acceptance Test Environment.	3.5.1.1	
26.	Completed User Acceptance Test Support	• Support User Acceptance Test to include: ○ Reviewing and responding to reported User Acceptance Test Issues. ○ Support and assistance to County's technical staff to support User Acceptance Testing.	3.5.2.4	3.5.2.7
		• Resolve reported User Acceptance Test Issues.	3.5.2.5	
27.	Performance Test Plan and Results	• Performance Test Plan and Scripts.	3.5.3.1, 3.5.3.2, 3.5.3.3, and 3.5.3.4	3.5.3.9
		• Executed Performance Test Scripts and Results.	3.5.3.5	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
		• Performance issues, tuning recommendations and action items.	3.5.3.7	
28.	Support for Data Cleansing Preparation	• Support data cleansing preparation by: ○ Assisting County staff in preparing information and worksheets to facilitate data cleansing. ○ Assisting County staff in testing and reviewing data conversion issues and identifying corrective actions.	3.6.1.6	3.6.1.7
29.	Training Environment Software Installation and Set-up	• Install Advantage HRM and ESS software in the Training Environment.	3.6.2.1.3	3.6.2.1.4
		• Install Time Collection software modifications in Training Environment.	3.6.2.1.3	
		• Set-up reference and training data in Training Environment.	3.6.2.1.1	
30.	System Administration Training	• Prepare system administration training materials for the following areas: ○ Ongoing administration of Time Collection reference tables. ○ System utilities and tools, e.g. Sys Man Util. ○ Ongoing user administration, including establishing and maintaining user IDs, as well as security and workflow profiles.	3.6.2.2.1	3.6.2.2.4
		• System administration training for the aforementioned areas.	3.6.2.2.2	
31.	End User Training Plan	• An assessment of training needs for Time Collection to include: ○ Structure and description of training courses ○ Proposed course curriculum ○ Target training groups ○ Preliminary estimate of training volumes	3.6.2.3.1	3.6.2.3.2
		• Detailed Training Plan comprised of: ○ Description of the Co-trainer Program ○ Updated course structure and curriculum ○ End user training course catalog describing the training objectives and course content. ○ Description of methods to be used for Co-trainer and end user training. ○ Establishing and administration of the training environment.	3.6.2.3.1	
32.	End User	• Time Collection Training Manuals and materials	3.6.2.3.3	3.6.2.3.7

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
	Training Materials	for the courses described in the Training Plan. The Training Manuals are comprised of updated user documentation based on baseline AMS Advantage training manuals and desk procedures developed by the County. Materials shall be both generic for Countywide use and specific to DHS.		
33.	Train Trainers	• Co-trainer assessment to identify and organize co-trainers into the Time Collection functions.	3.6.2.4.3	3.6.2.4.5
		• Develop Co-trainer training materials to prepare co-trainers for end user training.	3.6.2.4.1	
		• Administer the Co-trainer program as described in the Training Plan to include: ○ Preparing and conducting one Co-trainer Kick-off session. ○ Preparing and conducting Co-trainer orientation sessions and workshops. ○ Preparing and conducting training rehearsals.	3.6.2.4.2	
34.	End User Training Support	• Co-train End Users by supporting County Co-trainers and project team members in scheduling and conducting end user training.	3.6.2.5.3	3.6.2.5.6
35.	User Documentation	• Update online AMS Advantage User Documentation for Time Collection.	3.6.3.1.1	3.6.3.1.6
		• Update AMS Advantage Users' Guide for the aforementioned areas.	3.6.3.1.4	
36.	System Administration and Operations Documentation	• Updated Advantage System Administration and Operations Documentation.	3.6.3.2.4	3.6.3.2.6
37.	Support for Development of County Operations Document	• Support development of County Operations Documentation by: ○ Reviewing and incorporating desk procedures into eCAPS training manuals and user documentation. ○ Assisting in providing software functional knowledge to County teams to validate and refine policies and desk procedures.	3.6.3.3.4	3.6.3.3.5
38.	Departmental Rollout	• Support County's Department Rollout by: ○ Assist in developing a Department Readiness Toolkit to assist Departments in preparing for DHS Time Collection implementation. ○ Assist in developing a Readiness Checklist to monitor Department progress and highlight potential issues for escalation and	3.6.4.1.4	3.6.4.3.5

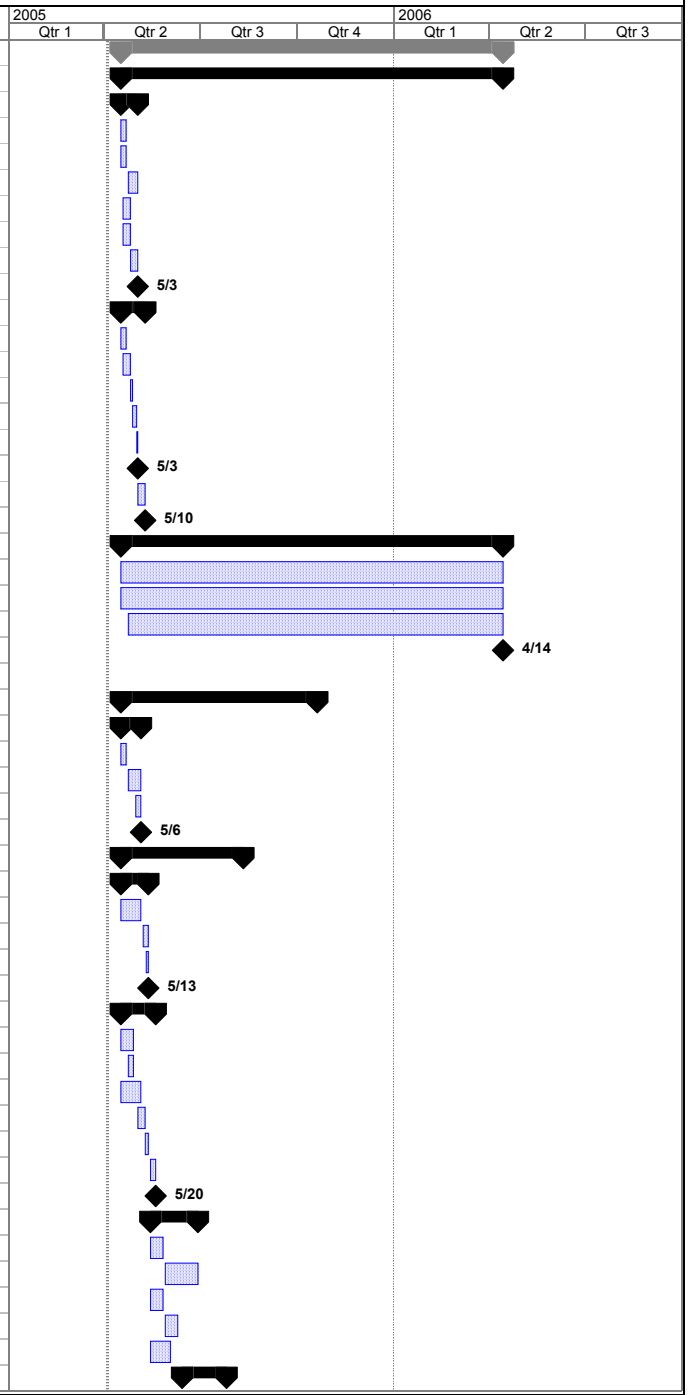
#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
		resolution.		
		• Support Department communications and outreach by providing assistance and information for distribution and updates to the eCAPS web site.	3.6.4.1.4	
39.	Operational Readiness Checklist	• Develop an Operational Readiness Checklist to monitor preparations and readiness of County operations to support the Time Collection production operations for DHS, including: o Back-up and recovery procedures o Production operations (interfaces and reports) o Technical infrastructure o Connectivity and workstations	3.6.4.3.1	
40.	Operational Readiness Assessment Support	• Support Operational Readiness Assessment by assisting County staff to: o Monitor the progress of operational readiness items. o Identify and escalate issues and delays. o Implement corrective actions, as necessary.	3.6.4.3.7	
41.	Implementation Readiness Checklist	• Develop an Implementation Readiness Checklist to monitor preparations and readiness of County Department to implement DHS Time Collection production operations to include: o Updated and published policies and procedures o County Help Desk infrastructure and procedures o Readiness to Department systems to interface with eCAPS	3.6.4.4.1	3.6.4.4.5
42.	Implementation Readiness Assessment Support	• Support Implementation Readiness Assessment by assisting the County to: o Monitor the progress of implementation readiness items. o Identify and escalate issues and delays. o Implement corrective actions, as necessary.	3.6.4.4.7	

Achieve Phase

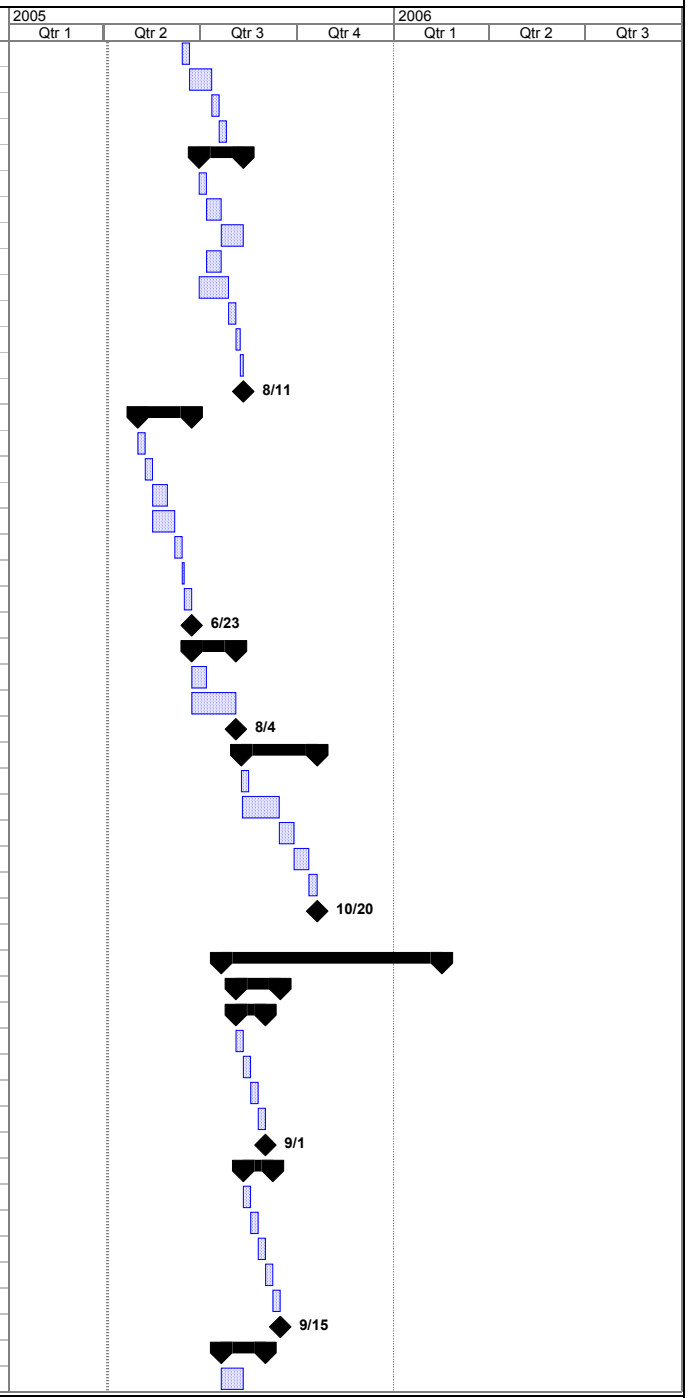
#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
43.	Production	• Install Advantage HRM and ESS software in	4.1.1	4.1.4

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
	Environment Software Installation and Set-up	Production Environment.		
		• Install Time Collection software modifications in Production Environment.	4.1.1	
		• Set-up reference and training data in the Production Environment.	4.1.1	
44.	Mock Conversion Results	• Plan and execute mock data conversion.	4.2.1	4.2.3
		• Documented mock conversion results.	4.2.2	
		• Technical assistance to address issues from mock conversion.	4.2.1	
45.	Production Cutover Script	• Production cutover script.	4.3.1.1	4.3.1.5
46.	MLK Pilot Rollout Support	• Execute Cutover Rehearsal	4.3.2	4.3.9
47.	Support for Production Cutover	• Support for Production Cutover rehearsal.	4.3.4	4.4
		• Technical support during production cutover.	4.3.7	
		• Hand-off operations to County staff.	4.3.8	
48.	Department Roll-Out Support	• Plan, perform, execute data conversion for Other 5 Hospitals • Verify data conversion results	4.5.1.1, 4.5.1.2, 4.5.1.3, 4.5.1.4	4.5.1.5
49.	Post-Implementation Support Services	• Post-implementation support services – Month 1	4.7.1	4.7.1
50.	Post-Implementation Support Services	• Post-implementation support services – Month 2	4.7.2	4.7.2
51.	Post-Implementation Support Services	• Post-implementation support services – Month 3	4.7.3	4.7.3

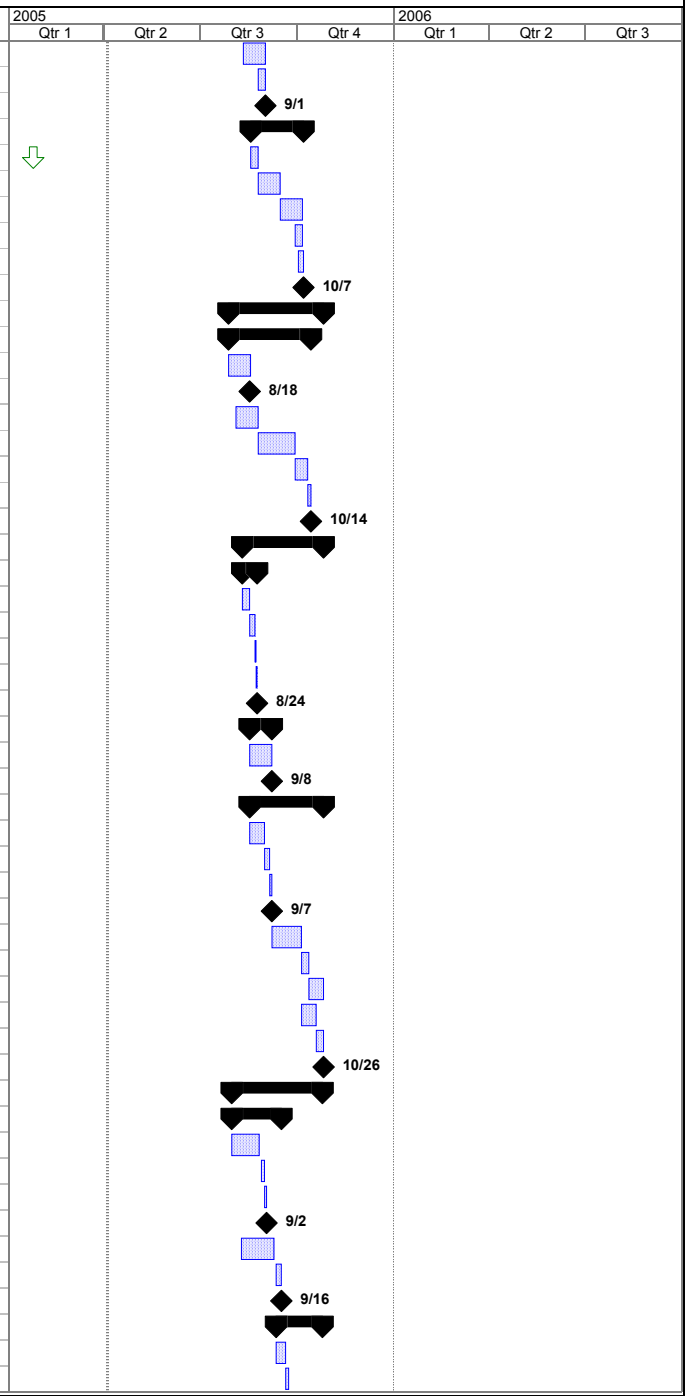
ID	Task Name	Duration	Start	Finish
0	**DHS TIME COLLECTION SUBPROJECT 2**	**260 days**	**Mon 4/18/05**	**Fri 4/14/06**
1	**1 PLANNING & MANAGEMENT**	**260 days**	**Mon 4/18/05**	**Fri 4/14/06**
2	**1.1 Develop DHS Time Collection Project Control Document (incl. plan, PM strategies, etc.)**	**12 days**	**Mon 4/18/05**	**Tue 5/3/05**
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	5 days	Mon 4/18/05	Fri 4/22/05
4	1.1.2 Establish Project Management Standards and Tools	5 days	Mon 4/18/05	Fri 4/22/05
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	7 days	Mon 4/25/05	Tue 5/3/05
6	1.1.4 Update Project Control Document	5 days	Wed 4/20/05	Tue 4/26/05
7	1.1.5 Review Project Control Document	5 days	Wed 4/20/05	Tue 4/26/05
8	1.1.6 Approve Project Control Document	5 days	Wed 4/27/05	Tue 5/3/05
9	***1.1.7 CGI-AMS Deliverable: DHS Time Collection Project Control Document***	***0 days***	***Tue 5/3/05***	***Tue 5/3/05***
10	**1.2 DHS Time Collection Kick-off**	**17 days**	**Mon 4/18/05**	**Tue 5/10/05**
11	1.2.1 Develop DHS Time Collection Kick-off Materials	5 days	Mon 4/18/05	Fri 4/22/05
12	1.2.2 Review DHS Time Collection Kick-off Materials	5 days	Wed 4/20/05	Tue 4/26/05
13	1.2.3 Update DHS Time Collection Kick-off Materials	2 days	Wed 4/27/05	Thu 4/28/05
14	1.2.4 Approve DHS Time Collection Kick-off Materials	2 days	Fri 4/29/05	Mon 5/2/05
15	1.2.5 Conduct DHS Time Collection Kick-off Meeting	1 day	Tue 5/3/05	Tue 5/3/05
16	***1.2.6 CGI-AMS Deliverable: DHS Time Collection Kick-off Meeting***	***0 days***	***Tue 5/3/05***	***Tue 5/3/05***
17	1.2.7 Conduct Informational Meetings with DHS Representatives	5 days	Wed 5/4/05	Tue 5/10/05
18	***1.2.8 CGI-AMS Deliverable: Completed Informational Meetings***	***0 days***	***Tue 5/10/05***	***Tue 5/10/05***
19	**1.3 On-Going Management**	**260 days**	**Mon 4/18/05**	**Fri 4/14/06**
20	1.3.1 Provide Project Management Oversight / Maintain Project Plan	260 days	Mon 4/18/05	Fri 4/14/06
21	1.3.2 Provide Quality & Risk Management	260 days	Mon 4/18/05	Fri 4/14/06
22	1.3.3 Develop DHS Time Collection Weekly and Monthly Status Reports	255 days	Mon 4/25/05	Fri 4/14/06
23	***1.3.4 CGI-AMS Deliverables: Monthly Status Reports***	***0 days***	***Fri 4/14/06***	***Fri 4/14/06***
24				
25	**2 ENVISION PHASE**	**134 days**	**Mon 4/18/05**	**Thu 10/20/05**
26	**2.1 Establish Advantage HRM and ESS Prototype Environment & Install 3rd Party Software**	**15 days**	**Mon 4/18/05**	**Fri 5/6/05**
27	2.1.1 Provide servers and establish Prototyping Environment & 3rd Party Software	5 days	Mon 4/18/05	Fri 4/22/05
28	2.1.2 Install & Test AMS Advantage HRM and ESS Prototyping Environment & 3rd Party Software	10 days	Mon 4/25/05	Fri 5/6/05
29	2.1.3 Review & Approve ADVANTAGE HRM & ESS Prototyping Environment & 3rd Party Software	5 days	Mon 5/2/05	Fri 5/6/05
30	***2.1.4 CGI-AMS Deliverable: CGI-AMS Advantage HRM and ESS Prototyping Environment & 3rd Party S***	***0 days***	***Fri 5/6/05***	***Fri 5/6/05***
31	**2.2 Functional Analysis**	**84 days**	**Mon 4/18/05**	**Thu 8/11/05**
32	**2.2.1 Product Training**	**20 days**	**Mon 4/18/05**	**Fri 5/13/05**
33	2.2.1.1 Prepare Materials / Schedule Product Training for Core Team	15 days	Mon 4/18/05	Fri 5/6/05
34	2.2.1.2 Conduct Product Training for Core Team/Prototype Participants	5 days	Mon 5/9/05	Fri 5/13/05
35	2.2.1.3 Review & Approve Product Training	2 days	Thu 5/12/05	Fri 5/13/05
36	***2.2.1.4 CGI-AMS Deliverable: Product Training***	***0 days***	***Fri 5/13/05***	***Fri 5/13/05***
37	**2.2.2 Prepare for Application Prototyping**	**25 days**	**Mon 4/18/05**	**Fri 5/20/05**
38	2.2.2.1 Review DHS Time Collection Business Requirements	10 days	Mon 4/18/05	Fri 4/29/05
39	2.2.2.2 Map Requirements to Business Processes	5 days	Mon 4/25/05	Fri 4/29/05
40	2.2.2.3 Prepare Prototype Scripts	15 days	Mon 4/18/05	Fri 5/6/05
41	2.2.2.4 Review Prototype Scripts	5 days	Wed 5/4/05	Tue 5/10/05
42	2.2.2.5 Update Prototype Scripts	3 days	Wed 5/11/05	Fri 5/13/05
43	2.2.2.6 Approve Prototype Scripts	5 days	Mon 5/16/05	Fri 5/20/05
44	***2.2.2.7 CGI-AMS Deliverable: Prototype Scripts***	***0 days***	***Fri 5/20/05***	***Fri 5/20/05***
45	**2.2.3 Implementation Assessment**	**33 days**	**Mon 5/16/05**	**Wed 6/29/05**
46	2.2.3.1 Develop DHS Time Collection Data Conversion Strategy	10 days	Mon 5/16/05	Fri 5/27/05
47	2.2.3.2 Develop DHS Time Collection System Interface Strategy	23 days	Mon 5/30/05	Wed 6/29/05
48	2.2.3.3 Develop DHS Time Collection Training Strategy	10 days	Mon 5/16/05	Fri 5/27/05
49	2.2.3.4 Develop DHS Time Collection Transition Strategy	10 days	Mon 5/30/05	Fri 6/10/05
50	2.2.3.5 Develop DHS Time Collection Reporting Strategy	15 days	Mon 5/16/05	Fri 6/3/05
51	**2.2.4 Prototype DHS Time Collection**	**30 days**	**Wed 6/15/05**	**Tue 7/26/05**



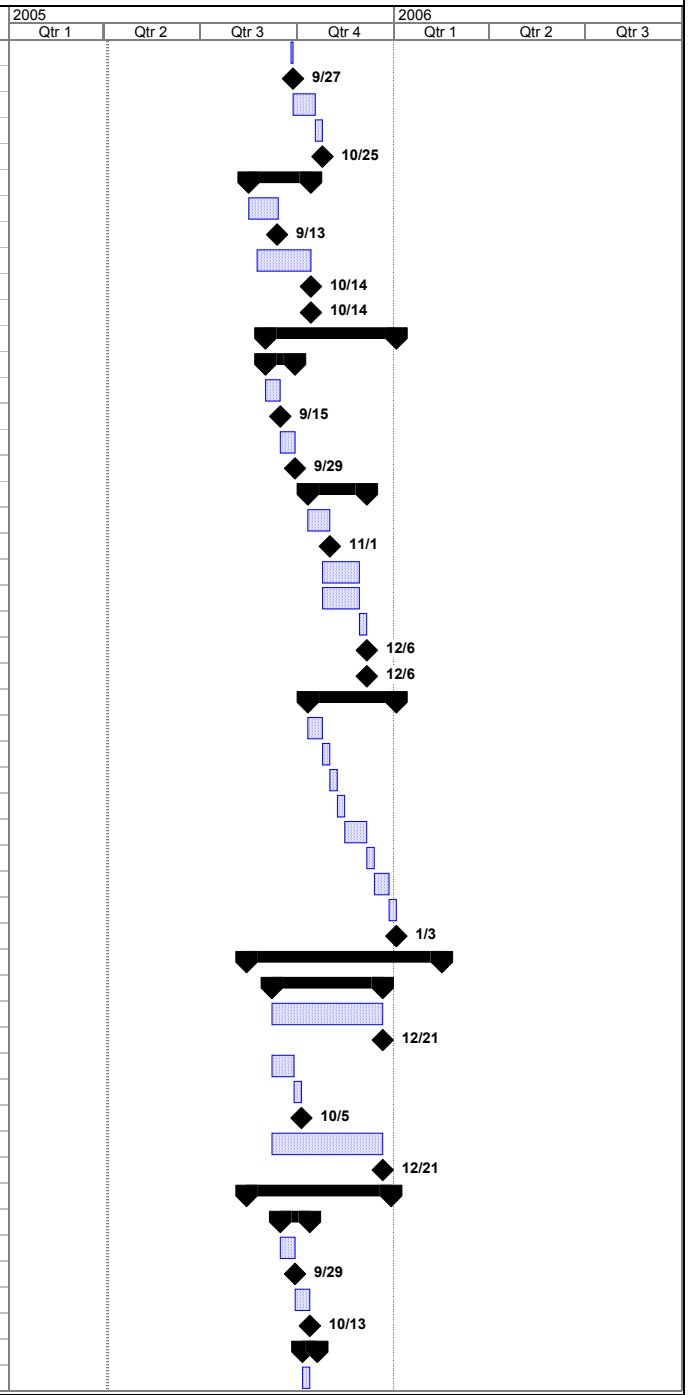
ID	Task Name	Duration	Start	Finish
52	2.2.4.1 Setup Time Collection tables and data for Prototype	5 days	Wed 6/15/05	Tue 6/21/05
53	2.2.4.2 Prototype Time Collection Functions	15 days	Wed 6/22/05	Tue 7/12/05
54	2.2.4.3 Review Time Collection Reporting Requirements	5 days	Wed 7/13/05	Tue 7/19/05
55	2.2.4.4 Document prototype results	5 days	Wed 7/20/05	Tue 7/26/05
56	**2.2.5 DHS Time Collection Fit-Gap Analysis**	**30 days**	**Fri 7/1/05**	**Thu 8/11/05**
57	2.2.5.1 Identify Application System Control Table Setups	5 days	Fri 7/1/05	Thu 7/7/05
58	2.2.5.2 Identify User Interface Customizations (Design Studio)	10 days	Fri 7/8/05	Thu 7/21/05
59	2.2.5.3 Identify Application Customizations (Design Studio, Java, Batch)	15 days	Fri 7/22/05	Thu 8/11/05
60	2.2.5.4 Identify Business Process Impacts	10 days	Fri 7/8/05	Thu 7/21/05
61	2.2.5.5 Develop DHS Time Collection Fit-Gap Analysis Report	20 days	Fri 7/1/05	Thu 7/28/05
62	2.2.5.6 Review DHS Time Collection Fit-Gap Analysis Report	5 days	Fri 7/29/05	Thu 8/4/05
63	2.2.5.7 Update DHS Time Collection Fit-Gap Analysis Report	2 days	Fri 8/5/05	Mon 8/8/05
64	2.2.5.8 Approve DHS Time Collection Fit-Gap Analysis Report	3 days	Tue 8/9/05	Thu 8/11/05
65	***2.2.5.9 CGI-AMS Deliverable: DHS Time Collection Fit-Gap Analysis Report***	***0 days***	***Thu 8/11/05***	***Thu 8/11/05***
66	**2.3 Technical Assessment**	**37 days**	**Wed 5/4/05**	**Thu 6/23/05**
67	2.3.1 Provide current legacy systems txn volumes & DHS infrastructure information	5 days	Wed 5/4/05	Tue 5/10/05
68	2.3.2 Review DHS Network Infrastructure	5 days	Wed 5/11/05	Tue 5/17/05
69	2.3.3 Analyze Transaction Volumes (current & future) for DHS Time Collection	10 days	Wed 5/18/05	Tue 5/31/05
70	2.3.4 Develop Technical Specifications Document	15 days	Wed 5/18/05	Tue 6/7/05
71	2.3.5 Review Technical Specifications Document	5 days	Wed 6/8/05	Tue 6/14/05
72	2.3.6 Update Technical Specifications Document	2 days	Wed 6/15/05	Thu 6/16/05
73	2.3.7 Approve Technical Specifications Document	5 days	Fri 6/17/05	Thu 6/23/05
74	***2.3.8 CGI-AMS Deliverable: Technical Specifications Document***	***0 days***	***Thu 6/23/05***	***Thu 6/23/05***
75	**2.4 Hardware/Software Procurement**	**30 days**	**Fri 6/24/05**	**Thu 8/4/05**
76	2.4.1 Prepare HW/SW procurement documents	10 days	Fri 6/24/05	Thu 7/7/05
77	2.4.2 Procure Hardware & System Software (as needed)	30 days	Fri 6/24/05	Thu 8/4/05
78	***2.4.3 County Obligation: Procured Hardware & System Software***	***0 days***	***Thu 8/4/05***	***Thu 8/4/05***
79	**2.5 Develop DHS Time Collection Implementation Analysis Document**	**52 days**	**Wed 8/10/05**	**Thu 10/20/05**
80	2.5.1 Update DHS Time Collection Implementation Plan & Deliverables Schedule	5 days	Wed 8/10/05	Tue 8/16/05
81	2.5.2 Develop DHS Time Collection Implementation Analysis Document	25 days	Thu 8/11/05	Wed 9/14/05
82	2.5.3 Review DHS Time Collection Implementation Analysis Document	10 days	Thu 9/15/05	Wed 9/28/05
83	2.5.4 Update DHS Time Collection Implementation Analysis Document	10 days	Thu 9/29/05	Wed 10/12/05
84	2.5.5 Approve DHS Time Collection Implementation Analysis Document	6 days	Thu 10/13/05	Thu 10/20/05
85	***2.5.6 CGI-AMS Deliverable: DHS Time Collection Implementation Analysis Document***	***0 days***	***Thu 10/20/05***	***Thu 10/20/05***
86				
87	**3 CREATE PHASE**	**149 days**	**Fri 7/22/05**	**Wed 2/15/06**
88	**3.1 Technical Environment Set-Up**	**30 days**	**Fri 8/5/05**	**Thu 9/15/05**
89	**3.1.1 Establish Technical Environments**	**20 days**	**Fri 8/5/05**	**Thu 9/1/05**
90	3.1.1.1 Install and Configure Baseline Environment	5 days	Fri 8/5/05	Thu 8/11/05
91	3.1.1.2 Install and Configure Development/Unit Test Environment	5 days	Fri 8/12/05	Thu 8/18/05
92	3.1.1.3 Install and Configure System Test Environment	5 days	Fri 8/19/05	Thu 8/25/05
93	3.1.1.4 Install and Configure Conversion Environment	5 days	Fri 8/26/05	Thu 9/1/05
94	***3.1.1.5 County Obligation: 4 Technical Environments***	***0 days***	***Thu 9/1/05***	***Thu 9/1/05***
95	**3.1.2 Install/Test ADVANTAGE HRM & ESS Software & 3rd Party Tools**	**20 days**	**Fri 8/12/05**	**Thu 9/8/05**
96	3.1.2.1 Install ADVANTAGE HRM, ESS & 3rd Party Tools in Baseline Environment	5 days	Fri 8/12/05	Thu 8/18/05
97	3.1.2.2 Install ADVANTAGE HRM, ESS & 3rd Party Tools in Development/Unit Test Environment	5 days	Fri 8/19/05	Thu 8/25/05
98	3.1.2.3 Install ADVANTAGE HRM, ESS & 3rd Party Tools in System Test Environment	5 days	Fri 8/26/05	Thu 9/1/05
99	3.1.2.4 Install ADVANTAGE HRM, ESS & 3rd Party Tools in Conversion Environment	5 days	Fri 9/2/05	Thu 9/8/05
100	3.1.3 Review & Approve ADVANTAGE HRM, ESS, 3rd Party Tools Installations	5 days	Fri 9/9/05	Thu 9/15/05
101	***3.1.4 CGI-AMS Deliverable: ADVANTAGE HRM, ESS & 3rd Party Tools Installation***	***0 days***	***Thu 9/15/05***	***Thu 9/15/05***
102	**3.2 Technical Team Training**	**30 days**	**Fri 7/22/05**	**Thu 9/1/05**
103	3.2.1 Prepare Materials / Schedule Technical Training	15 days	Fri 7/22/05	Fri 8/12/05



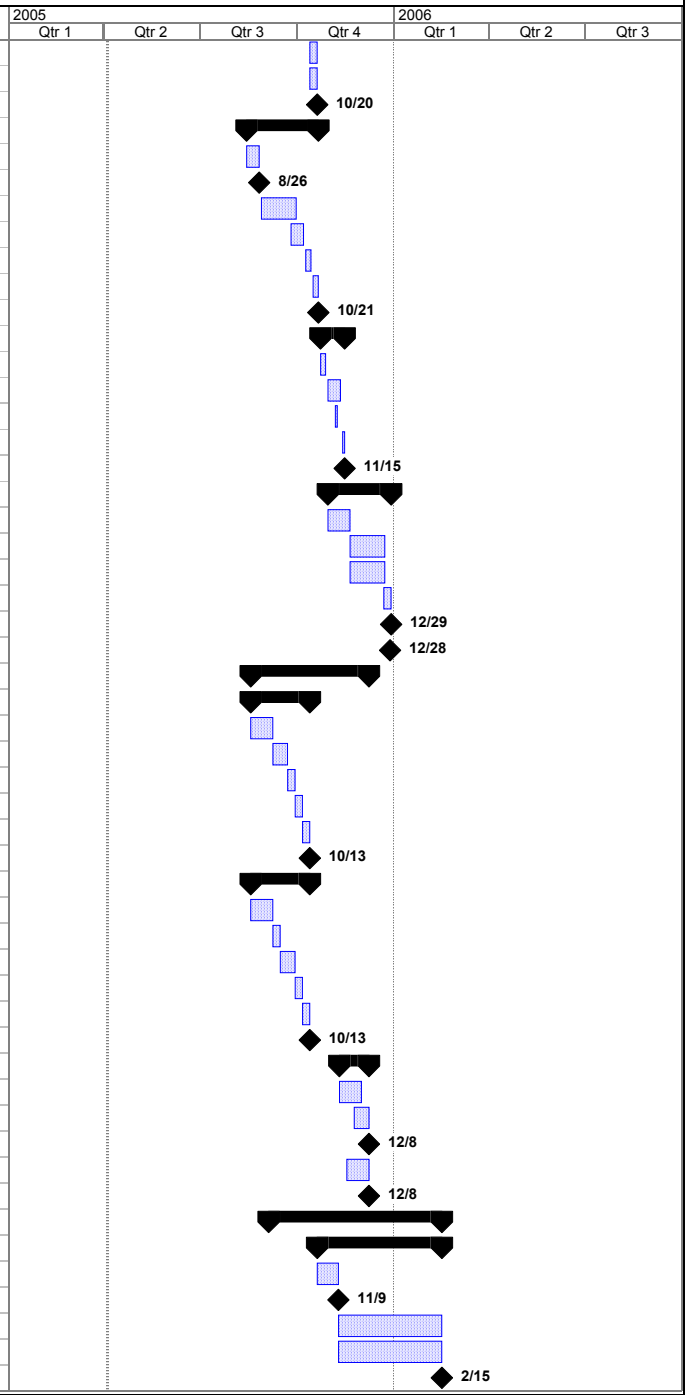
ID	Task Name	Duration	Start	Finish
104	3.2.2 Conduct Technical Team Training	15 days	Fri 8/12/05	Thu 9/1/05
105	3.2.3 Review & Approve Technical Team Training	5 days	Fri 8/26/05	Thu 9/1/05
106	***3.2.4 CGI-AMS Deliverable: Technical Team Training***	***0 days***	***Thu 9/1/05***	***Thu 9/1/05***
107	**3.3 Time Collection System Control Tables Setup**	**36 days**	**Fri 8/19/05**	**Fri 10/7/05**
108	3.3.1 Review Delivered System Control Tables Setup	5 days	Fri 8/19/05	Fri 8/26/05
109	3.3.2 Setup Time Collection System Control Tables Data (from Fit-Gap Analysis)	15 days	Fri 8/26/05	Thu 9/15/05
110	3.3.3 Populate and Test Time Collection System Control Tables	15 days	Fri 9/16/05	Thu 10/6/05
111	3.3.4 Update Time Collection System Control Tables	5 days	Fri 9/30/05	Thu 10/6/05
112	3.3.5 Review & Approve Time Collection System Control Tables Setup	5 days	Mon 10/3/05	Fri 10/7/05
113	***3.3.6 CGI-AMS Deliverable: Time Collection System Control Tables Setup***	***0 days***	***Fri 10/7/05***	***Fri 10/7/05***
114	**3.4 Software Construction**	**64 days**	**Fri 7/29/05**	**Wed 10/26/05**
115	**3.4.1 Application Software Modifications**	**56 days**	**Fri 7/29/05**	**Fri 10/14/05**
116	3.4.1.1 Develop Functional Designs	15 days	Fri 7/29/05	Thu 8/18/05
117	***3.4.1.2 CGI-AMS Deliverable: Application Software Modifications Functional Designs***	***0 days***	***Thu 8/18/05***	***Thu 8/18/05***
118	3.4.1.3 Develop Technical Designs	15 days	Fri 8/5/05	Fri 8/26/05
119	3.4.1.4 Develop Software and Conduct Unit Tests	25 days	Fri 8/26/05	Thu 9/29/05
120	3.4.1.5 Plan and Execute System Test	8 days	Fri 9/30/05	Tue 10/11/05
121	3.4.1.6 Package and Deliver Software Modifications	3 days	Wed 10/12/05	Fri 10/14/05
122	***3.4.1.7 CGI-AMS Deliverable: Application Software Modifications***	***0 days***	***Fri 10/14/05***	***Fri 10/14/05***
123	**3.4.2 Data Conversion**	**55 days**	**Thu 8/11/05**	**Wed 10/26/05**
124	**3.4.2.1 DHS Time Collection Conversion Plan**	**10 days**	**Thu 8/11/05**	**Wed 8/24/05**
125	3.4.2.1.1 Develop Detailed DHS Time Collection Conversion Plan	5 days	Thu 8/11/05	Wed 8/17/05
126	3.4.2.1.2 Review DHS Time Collection Conversion Plan	3 days	Thu 8/18/05	Mon 8/22/05
127	3.4.2.1.3 Update DHS Time Collection Conversion Plan	1 day	Tue 8/23/05	Tue 8/23/05
128	3.4.2.1.4 Approve DHS Time Collection Conversion Plan	1 day	Wed 8/24/05	Wed 8/24/05
129	***3.4.2.1.5 CGI-AMS Deliverable: Detailed DHS Time Collection Conversion Plan***	***0 days***	***Wed 8/24/05***	***Wed 8/24/05***
130	**3.4.2.2 DHS Time Collection Data Cleansing Plan**	**15 days**	**Thu 8/18/05**	**Thu 9/8/05**
131	3.4.2.2.1 Develop Detailed Data Cleansing Plan	15 days	Thu 8/18/05	Wed 9/7/05
132	***3.4.2.2.2 County Obligation: Detailed DHS Time Collection Data Cleansing Plans***	***0 days***	***Thu 9/8/05***	***Thu 9/8/05***
133	**3.4.2.3 Time Collection Data Conversion Design, Development and Load**	**50 days**	**Thu 8/18/05**	**Wed 10/26/05**
134	3.4.2.3.1 Develop Time Collection Data Conversion Designs - Mapping and Transformation	10 days	Thu 8/18/05	Wed 8/31/05
135	3.4.2.3.2 Review Time Collection Data Conversion Designs	3 days	Thu 9/1/05	Mon 9/5/05
136	3.4.2.3.3 Approve Time Collection Data Conversion Designs	2 days	Tue 9/6/05	Wed 9/7/05
137	***3.4.2.3.4 CGI-AMS Deliverables: Time Collection Data Conversion Designs***	***0 days***	***Wed 9/7/05***	***Wed 9/7/05***
138	3.4.2.3.5 Develop & Unit Test Time Collection Data Conversion Programs	20 days	Thu 9/8/05	Wed 10/5/05
139	3.4.2.3.6 Review Time Collection Conversion Test Results	5 days	Thu 10/6/05	Wed 10/12/05
140	3.4.2.3.7 Assist in Loading Time Collection Data (Manual Load)	10 days	Thu 10/13/05	Wed 10/26/05
141	3.4.2.3.8 Load Time Collection Data in Conversion Staging Application	10 days	Thu 10/6/05	Wed 10/19/05
142	3.4.2.3.9 Approve Time Collection Conversion Software	5 days	Thu 10/20/05	Wed 10/26/05
143	***3.4.2.3.10 CGI-AMS Deliverables: Time Collection Data Conversion Software***	***0 days***	***Wed 10/26/05***	***Wed 10/26/05***
144	**3.4.3 System Interfaces**	**62 days**	**Mon 8/1/05**	**Tue 10/25/05**
145	**3.4.3.1 Inbound DHS Time Collection Interface Design and Development**	**35 days**	**Mon 8/1/05**	**Fri 9/16/05**
146	3.4.3.1.1 Develop Inbound DHS Time Collection Interface Designs - Mapping & Transformation	20 days	Mon 8/1/05	Fri 8/26/05
147	3.4.3.1.2 Review Inbound DHS Time Collection Interface Designs	3 days	Mon 8/29/05	Wed 8/31/05
148	3.4.3.1.3 Approve Inbound DHS Time Collection Interface Designs	2 days	Thu 9/1/05	Fri 9/2/05
149	***3.4.3.1.4 CGI-AMS Deliverable: DHS Time Collection Inbound Interface Designs***	***0 days***	***Fri 9/2/05***	***Fri 9/2/05***
150	3.4.3.1.5 Develop and Unit Test Inbound Interfaces Programs	23 days	Wed 8/10/05	Fri 9/9/05
151	3.4.3.1.6 System Test Inbound Interfaces Programs	5 days	Mon 9/12/05	Fri 9/16/05
152	***3.4.3.1.7 CGI-AMS Deliverable: DHS Time Collection Inbound Interface Software***	***0 days***	***Fri 9/16/05***	***Fri 9/16/05***
153	**3.4.3.2 Outbound eCAPS Interfaces Design and Development**	**32 days**	**Mon 9/12/05**	**Tue 10/25/05**
154	3.4.3.2.1 Develop Outbound DHS Time Collection Interface Designs - Mapping & Transformation	7 days	Mon 9/12/05	Tue 9/20/05
155	3.4.3.2.2 Review Outbound DHS Time Collection Interface Designs	3 days	Wed 9/21/05	Fri 9/23/05



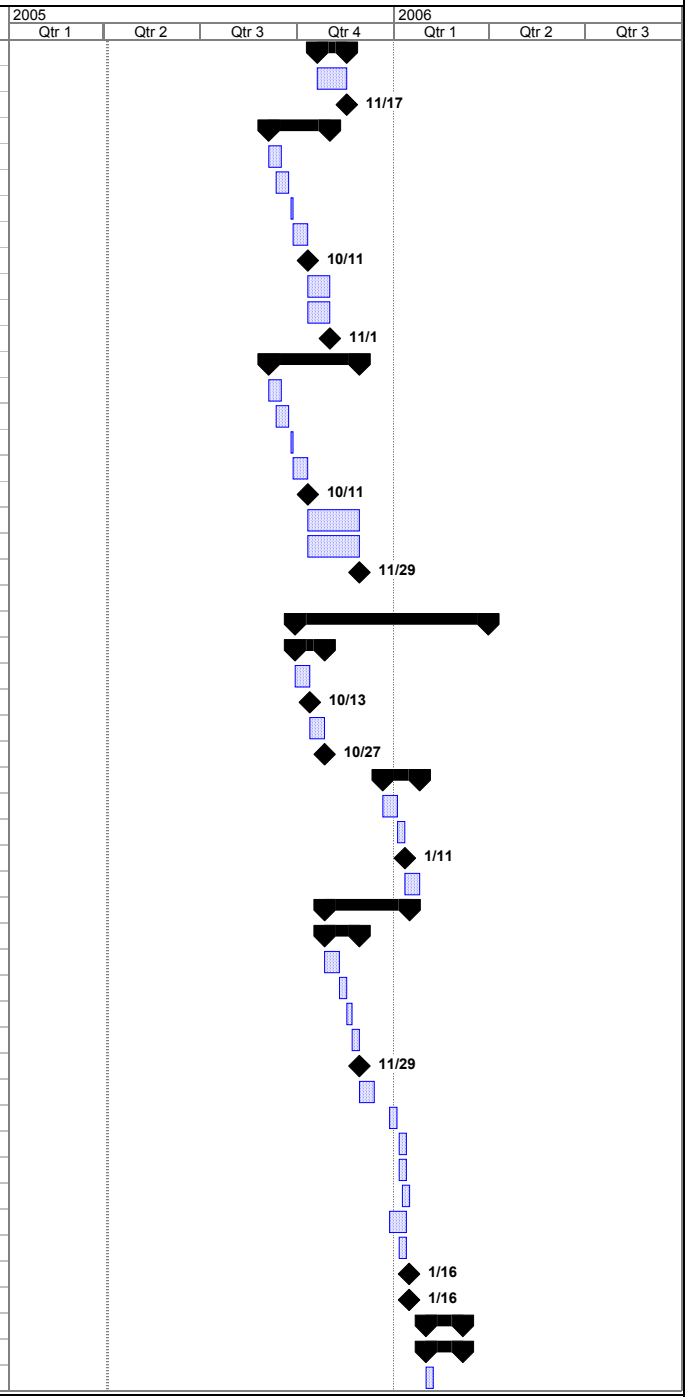
ID	Task Name	Duration	Start	Finish
156	3.4.3.2.3 Approve Outbound DHS Time Collection Interface Designs	2 days	Mon 9/26/05	Tue 9/27/05
157	***3.4.3.2.4 CGI-AMS Deliverable: DHS Time Collection Outbound Interface Designs***	***0 days***	***Tue 9/27/05***	***Tue 9/27/05***
158	3.4.3.2.5 Develop and Unit Test Outbound Interfaces Programs	15 days	Wed 9/28/05	Tue 10/18/05
159	3.4.3.2.6 System Test Outbound Interfaces Programs	5 days	Wed 10/19/05	Tue 10/25/05
160	***3.4.3.2.7 CGI-AMS Deliverable: DHS Time Collection Outbound Interface Software***	***0 days***	***Tue 10/25/05***	***Tue 10/25/05***
161	**3.4.4 Time Collection Reports and Forms**	**43 days**	**Wed 8/17/05**	**Fri 10/14/05**
162	3.4.4.1 Develop Functional Designs for Time Collection Reports & Forms	20 days	Wed 8/17/05	Tue 9/13/05
163	***3.4.4.2 CGI-AMS Deliverable: Time Collection Reports (15) Functional Designs***	***0 days***	***Tue 9/13/05***	***Tue 9/13/05***
164	3.4.4.3 Develop & Test Time Collection Reports & Forms Software	37 days	Thu 8/25/05	Fri 10/14/05
165	***3.4.4.4 County Obligations: Time Collection Reports and Forms Software***	***0 days***	***Fri 10/14/05***	***Fri 10/14/05***
166	***3.4.4.5 CGI-AMS Deliverable: Time Collection Reports/Forms (15) Software***	***0 days***	***Fri 10/14/05***	***Fri 10/14/05***
167	**3.5 Software Testing**	**88 days**	**Fri 9/2/05**	**Tue 1/3/06**
168	**3.5.1 Acceptance Test Environment Setup**	**20 days**	**Fri 9/2/05**	**Thu 9/29/05**
169	3.5.1.1 Install and configure User Acceptance Test/Practice Environment	10 days	Fri 9/2/05	Thu 9/15/05
170	***3.5.1.2 County Obligations: Acceptance Test Environment***	***0 days***	***Thu 9/15/05***	***Thu 9/15/05***
171	3.5.1.3 Install ADVANTAGE HRM, ESS & 3rd Party Tools in User Acceptance Test/Practice Environment	10 days	Fri 9/16/05	Thu 9/29/05
172	***3.5.1.4 CGI-AMS Deliverable: Acceptance Test Environment Setup***	***0 days***	***Thu 9/29/05***	***Thu 9/29/05***
173	**3.5.2 User Acceptance Test**	**40 days**	**Wed 10/12/05**	**Tue 12/6/05**
174	3.5.2.1 Develop User Acceptance Test Plan & Scripts	15 days	Wed 10/12/05	Tue 11/1/05
175	***3.5.2.2 County Obligation: User Acceptance Test Plan & Scripts***	***0 days***	***Tue 11/1/05***	***Tue 11/1/05***
176	3.5.2.3 Execute & Document User Acceptance Test Results	25 days	Wed 10/26/05	Tue 11/29/05
177	3.5.2.4 Support User Acceptance Test	25 days	Wed 10/26/05	Tue 11/29/05
178	3.5.2.5 Review & Approve User Acceptance Test Results	5 days	Wed 11/30/05	Tue 12/6/05
179	***3.5.2.6 County Obligation: User Acceptance Test Results***	***0 days***	***Tue 12/6/05***	***Tue 12/6/05***
180	***3.5.2.7 CGI-AMS Deliverable: Completed User Acceptance Test Support***	***0 days***	***Tue 12/6/05***	***Tue 12/6/05***
181	**3.5.3 Performance Test**	**60 days**	**Wed 10/12/05**	**Tue 1/3/06**
182	3.5.3.1 Develop Performance Test Plan & Scripts	10 days	Wed 10/12/05	Tue 10/25/05
183	3.5.3.2 Review Performance Test Plan & Scripts	5 days	Wed 10/26/05	Tue 11/1/05
184	3.5.3.3 Update Performance Test Plan & Scripts	5 days	Wed 11/2/05	Tue 11/8/05
185	3.5.3.4 Approve Performance Test Plan & Scripts	5 days	Wed 11/9/05	Tue 11/15/05
186	3.5.3.5 Execute Performance Test	15 days	Wed 11/16/05	Tue 12/6/05
187	3.5.3.6 Review Performance Test Results	5 days	Wed 12/7/05	Tue 12/13/05
188	3.5.3.7 Correct Performance Test Issues	10 days	Wed 12/14/05	Tue 12/27/05
189	3.5.3.8 Approve Performance Test Results	5 days	Wed 12/28/05	Tue 1/3/06
190	***3.5.3.9 CGI-AMS Deliverable: Performance Test Plan and Results***	***0 days***	***Tue 1/3/06***	***Tue 1/3/06***
191	**3.6 Preparation for Implementation**	**133 days**	**Mon 8/15/05**	**Wed 2/15/06**
192	**3.6.1 Data Cleansing & Legacy Systems Conversion Preparation**	**75 days**	**Thu 9/8/05**	**Wed 12/21/05**
193	3.6.1.1 Implement Data Cleansing Plan (procedures + software)	75 days	Thu 9/8/05	Wed 12/21/05
194	***3.6.1.2 County Obligations: Data Cleansing Procedures & Software***	***0 days***	***Wed 12/21/05***	***Wed 12/21/05***
195	3.6.1.3 Develop Detailed Legacy Conversion Script	15 days	Thu 9/8/05	Wed 9/28/05
196	3.6.1.4 Review & Approve Legacy Conversion Script	5 days	Thu 9/29/05	Wed 10/5/05
197	***3.6.1.5 County Obligation: Detailed Dept/Legacy Conversion Script***	***0 days***	***Wed 10/5/05***	***Wed 10/5/05***
198	3.6.1.6 Support Data Cleansing Preparation	75 days	Thu 9/8/05	Wed 12/21/05
199	***3.6.1.7 CGI-AMS Deliverable: Completed Data Cleansing Preparation***	***0 days***	***Wed 12/21/05***	***Wed 12/21/05***
200	**3.6.2 Knowledge Transfer & Training**	**99 days**	**Mon 8/15/05**	**Thu 12/29/05**
201	**3.6.2.1 Training Environment Setup**	**20 days**	**Fri 9/16/05**	**Thu 10/13/05**
202	3.6.2.1.1 Install and configure User Training Environment	10 days	Fri 9/16/05	Thu 9/29/05
203	***3.6.2.1.2 County Obligation: Training Environment***	***0 days***	***Thu 9/29/05***	***Thu 9/29/05***
204	3.6.2.1.3 Install ADVANTAGE HRM, ESS & 3rd Party Tools in Training Environment	10 days	Fri 9/30/05	Thu 10/13/05
205	***3.6.2.1.4 CGI-AMS Deliverable: Training Environment Set-up***	***0 days***	***Thu 10/13/05***	***Thu 10/13/05***
206	**3.6.2.2 System Administration Training**	**10 days**	**Fri 10/7/05**	**Thu 10/20/05**
207	3.6.2.2.1 Prepare Materials / Schedule System Administration Training	5 days	Fri 10/7/05	Fri 10/14/05



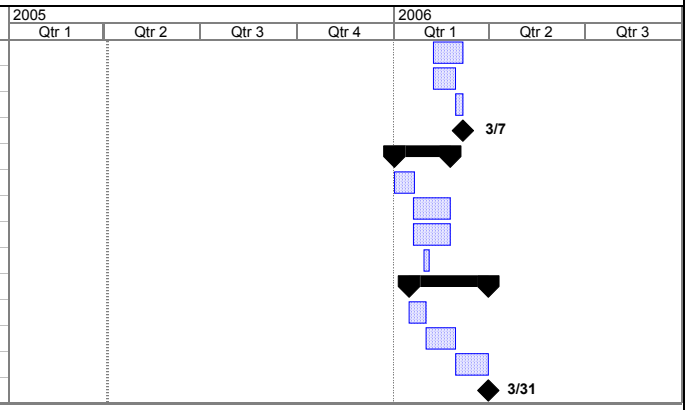
ID	Task Name	Duration	Start	Finish
208	3.6.2.2.2 Conduct System Administration Training	5 days	Fri 10/14/05	Thu 10/20/05
209	3.6.2.2.3 Review & Approve System Administration Training	5 days	Fri 10/14/05	Thu 10/20/05
210	***3.6.2.2.4 CGI-AMS Deliverable: System Administration Training***	***0 days***	***Thu 10/20/05***	***Thu 10/20/05***
211	**3.6.2.3 Develop End User Training Plan and Materials**	**50 days**	**Mon 8/15/05**	**Fri 10/21/05**
212	3.6.2.3.1 Develop Detailed Training Plan	10 days	Mon 8/15/05	Fri 8/26/05
213	***3.6.2.3.2 CGI-AMS Deliverable: End User Training Plan***	***0 days***	***Fri 8/26/05***	***Fri 8/26/05***
214	3.6.2.3.3 Tailor ADVANTAGE HRM & ESS Training Materials	25 days	Mon 8/29/05	Fri 9/30/05
215	3.6.2.3.4 Review End User Training Plan & Materials	10 days	Mon 9/26/05	Fri 10/7/05
216	3.6.2.3.5 Update End User Training Plan & Materials	5 days	Mon 10/10/05	Fri 10/14/05
217	3.6.2.3.6 Approve End User Training Plan & Materials	5 days	Mon 10/17/05	Fri 10/21/05
218	***3.6.2.3.7 CGI-AMS Deliverable: End User Training Materials***	***0 days***	***Fri 10/21/05***	***Fri 10/21/05***
219	**3.6.2.4 Train Trainers for MLK**	**17 days**	**Mon 10/24/05**	**Tue 11/15/05**
220	3.6.2.4.1 Finalize Logistics and Attendees	5 days	Mon 10/24/05	Fri 10/28/05
221	3.6.2.4.2 Conduct Trainer Training	10 days	Mon 10/31/05	Fri 11/11/05
222	3.6.2.4.3 Conduct Trainer Training Assessment	2 days	Mon 11/7/05	Tue 11/8/05
223	3.6.2.4.4 Review & Approve Trainer Training	2 days	Mon 11/14/05	Tue 11/15/05
224	***3.6.2.4.5 CGI-AMS Deliverable: Trainer Training***	***0 days***	***Tue 11/15/05***	***Tue 11/15/05***
225	**3.6.2.5 Train End Users**	**44 days**	**Mon 10/31/05**	**Thu 12/29/05**
226	3.6.2.5.1 Finalize Logistics and Attendees	15 days	Mon 10/31/05	Mon 11/21/05
227	3.6.2.5.2 Conduct End User Training (County)	25 days	Mon 11/21/05	Fri 12/23/05
228	3.6.2.5.3 Conduct End User Training (CGI-AMS)	25 days	Mon 11/21/05	Fri 12/23/05
229	3.6.2.5.4 Conduct Training Assessment	5 days	Fri 12/23/05	Thu 12/29/05
230	***3.6.2.5.5 County Obligation: End User Training***	***0 days***	***Thu 12/29/05***	***Thu 12/29/05***
231	***3.6.2.5.6 CGI-AMS Deliverable: End User Training Support***	***0 days***	***Wed 12/28/05***	***Wed 12/28/05***
232	**3.6.3 eCAPS Documentation**	**80 days**	**Fri 8/19/05**	**Thu 12/8/05**
233	**3.6.3.1 Users' Documentation**	**40 days**	**Fri 8/19/05**	**Thu 10/13/05**
234	3.6.3.1.1 Update Online Users' Documentation	15 days	Fri 8/19/05	Thu 9/8/05
235	3.6.3.1.2 Prepare Updates/Addendum to Baseline Users' Guides	10 days	Fri 9/9/05	Thu 9/22/05
236	3.6.3.1.3 Review Updated Users' Documentation	5 days	Fri 9/23/05	Thu 9/29/05
237	3.6.3.1.4 Update Users' Documentation	5 days	Fri 9/30/05	Thu 10/6/05
238	3.6.3.1.5 Approve Updated Users' Documentation	5 days	Fri 10/7/05	Thu 10/13/05
239	***3.6.3.1.6 CGI-AMS Deliverable: CGI-AMS Advantage User Documentation***	***0 days***	***Thu 10/13/05***	***Thu 10/13/05***
240	**3.6.3.2 System/Operations Documentation**	**40 days**	**Fri 8/19/05**	**Thu 10/13/05**
241	3.6.3.2.1 Update Online System Documentation	15 days	Fri 8/19/05	Thu 9/8/05
242	3.6.3.2.2 Prepare Updates/Addendum to System/Operations Documentation	5 days	Fri 9/9/05	Thu 9/15/05
243	3.6.3.2.3 Review Updated System/Operations Documentation	10 days	Fri 9/16/05	Thu 9/29/05
244	3.6.3.2.4 Update System/Operations Documentation	5 days	Fri 9/30/05	Thu 10/6/05
245	3.6.3.2.5 Approve Updated System/Operations Documentation	5 days	Fri 10/7/05	Thu 10/13/05
246	***3.6.3.2.6 CGI-AMS Deliverable: CGI-AMS Advantage System/Operations Documentation***	***0 days***	***Thu 10/13/05***	***Thu 10/13/05***
247	**3.6.3.3 Operations Documentation**	**20 days**	**Fri 11/11/05**	**Thu 12/8/05**
248	3.6.3.3.1 Prepare Updates to County Operations Documentation	15 days	Fri 11/11/05	Thu 12/1/05
249	3.6.3.3.2 Review & Approve County Operations Documentation	10 days	Fri 11/25/05	Thu 12/8/05
250	***3.6.3.3.3 County Obligation: Operations Documentation Updates***	***0 days***	***Thu 12/8/05***	***Thu 12/8/05***
251	3.6.3.3.4 Support development of County Operations Documentation	15 days	Fri 11/18/05	Thu 12/8/05
252	***3.6.3.3.5 CGI-AMS Deliverable: County Operations Documentation Support***	***0 days***	***Thu 12/8/05***	***Thu 12/8/05***
253	**3.6.4 Transition Management**	**118 days**	**Mon 9/5/05**	**Wed 2/15/06**
254	**3.6.4.1 Department Rollout**	**84 days**	**Fri 10/21/05**	**Wed 2/15/06**
255	3.6.4.1.1 Prepare Department Rollout Plan	14 days	Fri 10/21/05	Wed 11/9/05
256	***3.6.4.1.2 County Obligation: Departmental Rollout Plan***	***0 days***	***Wed 11/9/05***	***Wed 11/9/05***
257	3.6.4.1.3 Perform Departmental Rollout	70 days	Thu 11/10/05	Wed 2/15/06
258	3.6.4.1.4 Provide Departmental Rollout Support	70 days	Thu 11/10/05	Wed 2/15/06
259	***3.6.4.1.5 CGI-AMS Deliverable: Departmental Rollout Support Work Products***	***0 days***	***Wed 2/15/06***	***Wed 2/15/06***



ID	Task Name	Duration	Start	Finish
260	**3.6.4.2 Policies and Procedures**	**20 days**	**Fri 10/21/05**	**Thu 11/17/05**
261	3.6.4.2.1 Update DHS Time Reporting Policies & Procedures	20 days	Fri 10/21/05	Thu 11/17/05
262	***3.6.4.2.2 County Obligation: eCAPS & Department Policies & Procedures***	***0 days***	***Thu 11/17/05***	***Thu 11/17/05***
263	**3.6.4.3 Operational/Technical Readiness Assessment**	**42 days**	**Mon 9/5/05**	**Tue 11/1/05**
264	3.6.4.3.1 Prepare Operational Readiness Checklist	10 days	Mon 9/5/05	Fri 9/16/05
265	3.6.4.3.2 Review Operational Readiness Checklist	10 days	Mon 9/12/05	Fri 9/23/05
266	3.6.4.3.3 Update Operational Readiness Checklist	2 days	Mon 9/26/05	Tue 9/27/05
267	3.6.4.3.4 Approve Operational Readiness Checklist	10 days	Wed 9/28/05	Tue 10/11/05
268	***3.6.4.3.5 CGI-AMS Deliverable: Operational Readiness Checklist***	***0 days***	***Tue 10/11/05***	***Tue 10/11/05***
269	3.6.4.3.6 Conduct Operational Readiness Assessment	15 days	Wed 10/12/05	Tue 11/1/05
270	3.6.4.3.7 Support for Operational Readiness Assessment	15 days	Wed 10/12/05	Tue 11/1/05
271	***3.6.4.3.8 CGI-AMS Deliverable: Operational Readiness Assessment Support***	***0 days***	***Tue 11/1/05***	***Tue 11/1/05***
272	**3.6.4.4 Implementation/End-User Readiness Assessment**	**62 days**	**Mon 9/5/05**	**Tue 11/29/05**
273	3.6.4.4.1 Prepare Implementation Readiness Checklist	10 days	Mon 9/5/05	Fri 9/16/05
274	3.6.4.4.2 Review Implementation Readiness Checklist	10 days	Mon 9/12/05	Fri 9/23/05
275	3.6.4.4.3 Update Implementation Readiness Checklist	2 days	Mon 9/26/05	Tue 9/27/05
276	3.6.4.4.4 Approve Implementation Readiness Checklist	10 days	Wed 9/28/05	Tue 10/11/05
277	***3.6.4.4.5 CGI-AMS Deliverable: Implementation Readiness Checklist***	***0 days***	***Tue 10/11/05***	***Tue 10/11/05***
278	3.6.4.4.6 Conduct Implementation Readiness Assessment	35 days	Wed 10/12/05	Tue 11/29/05
279	3.6.4.4.7 Support for Implementation Readiness Assessment	35 days	Wed 10/12/05	Tue 11/29/05
280	***3.6.4.4.8 CGI-AMS Deliverable: Implementation Readiness Assessment Support***	***0 days***	***Tue 11/29/05***	***Tue 11/29/05***
281				
282	**4 ACHIEVE PHASE**	**131 days**	**Fri 9/30/05**	**Fri 3/31/06**
283	**4.1 Production Environment Setup**	**20 days**	**Fri 9/30/05**	**Thu 10/27/05**
284	4.1.1 Install and configure Production Environment	10 days	Fri 9/30/05	Thu 10/13/05
285	***4.1.2 County Obligation: Install and Configure Production Environment***	***0 days***	***Thu 10/13/05***	***Thu 10/13/05***
286	4.1.3 Install ADVANTAGE HRM, ESS & 3rd Party Tools in Production Environment	10 days	Fri 10/14/05	Thu 10/27/05
287	***4.1.4 CGI-AMS Deliverable: Production Environment Setup***	***0 days***	***Thu 10/27/05***	***Thu 10/27/05***
288	**4.2 Data Conversion Preparation**	**25 days**	**Thu 12/22/05**	**Wed 1/25/06**
289	4.2.1 Execute & Verify Mock Data Conversion	10 days	Thu 12/22/05	Wed 1/4/06
290	4.2.2 Review & Approve Mock Conversion Results	5 days	Thu 1/5/06	Wed 1/11/06
291	***4.2.3 CGI-AMS Deliverable: Mock Conversion Results***	***0 days***	***Wed 1/11/06***	***Wed 1/11/06***
292	4.2.4 Perform Additional Data Cleansing as Needed	10 days	Thu 1/12/06	Wed 1/25/06
293	**4.3 Production Cutover**	**56.5 days**	**Fri 10/28/05**	**Mon 1/16/06**
294	**4.3.1 Production Cutover Script**	**23 days**	**Fri 10/28/05**	**Tue 11/29/05**
295	4.3.1.1 Draft Production Cutover Script	10 days	Fri 10/28/05	Thu 11/10/05
296	4.3.1.2 Review Production Cutover Script	5 days	Fri 11/11/05	Thu 11/17/05
297	4.3.1.3 Update Production Cutover Script	3 days	Fri 11/18/05	Tue 11/22/05
298	4.3.1.4 Approve Production Cutover Script	5 days	Wed 11/23/05	Tue 11/29/05
299	***4.3.1.5 CGI-AMS Deliverable: Production Cutover Script***	***0 days***	***Tue 11/29/05***	***Tue 11/29/05***
300	4.3.2 Execute Cutover Rehearsal	10 days	Wed 11/30/05	Tue 12/13/05
301	4.3.3 Execute Production Data Conversion for MLK	5 days	Wed 12/28/05	Wed 1/4/06
302	4.3.4 Execute Production Cutover for MLK	5 days	Fri 1/6/06	Fri 1/13/06
303	4.3.5 Execute Cutover to New Operational Procedures for MLK	5 days	Fri 1/6/06	Fri 1/13/06
304	4.3.6 Implement Updated Business Processes for MLK	5 days	Mon 1/9/06	Mon 1/16/06
305	4.3.7 Technical support for Production Cutover for MLK	12 days	Wed 12/28/05	Fri 1/13/06
306	4.3.8 Hand-Off Operations to Client Support Staff for MLK	5 days	Fri 1/6/06	Fri 1/13/06
307	***4.3.9 CGI-AMS Deliverable: Production Cutover Complete***	***0 days***	***Mon 1/16/06***	***Mon 1/16/06***
308	***4.4 Production Cutover (Live Production Operations for MLK Pilot)***	***0 days***	***Mon 1/16/06***	***Mon 1/16/06***
309	**4.5 Data Conversion for Other 5 Hospitals**	**25 days**	**Wed 2/1/06**	**Tue 3/7/06**
310	**4.5.1 Time Collection Data Conversion Design, Development, and Load**	**25 days**	**Wed 2/1/06**	**Tue 3/7/06**
311	4.5.1.1 Plan Data Conversion for Other 5 Hospitals	5 days	Wed 2/1/06	Tue 2/7/06



ID	Task Name	Duration	Start	Finish
312	4.5.1.2 Perform Data Cleansing for 5 Other Hospitals	20 days	Wed 2/8/06	Tue 3/7/06
313	4.5.1.3 Execute Data Conversion for Other 5 Hospitals	15 days	Wed 2/8/06	Tue 2/28/06
314	4.5.1.4 Verify Data Conversion Results for Other 5 Hospitals	5 days	Wed 3/1/06	Tue 3/7/06
315	***4.5.1.5 CGI-AMS Deliverable: Department Roll-Out Support***	***0 days***	***Tue 3/7/06***	***Tue 3/7/06***
316	**4.6 Train End Users for other 5 hospitals**	**39 days**	**Mon 1/2/06**	**Thu 2/23/06**
317	4.6.1 Finalize Logistics and Attendees	15 days	Mon 1/2/06	Fri 1/20/06
318	4.6.2 Conduct End User Training (County)	25 days	Fri 1/20/06	Thu 2/23/06
319	4.6.3 Conduct End User Training (CGI-AMS)	25 days	Fri 1/20/06	Thu 2/23/06
320	4.6.4 Conduct Training Assessment	5 days	Mon 1/30/06	Fri 2/3/06
321	**4.7 Post-Implementation Support**	**55 days**	**Mon 1/16/06**	**Fri 3/31/06**
322	4.7.1 Post-implementation Support Month 1	12 days	Mon 1/16/06	Tue 1/31/06
323	4.7.2 Post-implementation Support Month 2	20 days	Wed 2/1/06	Tue 2/28/06
324	4.7.3 Post-implementation Support Month 3	23 days	Wed 3/1/06	Fri 3/31/06
325	***4.7.4 CGI-AMS Deliverables: Monthly Post-Implementation Support Work Products***	***0 days***	***Fri 3/31/06***	***Fri 3/31/06***



Appendix C-2 - Business Requirements

Summary of Time Collection Business Requirements

This inculdes all requirements with a vendor response and comments from CGI-AMS.

Module	Tab ID	# Requirements
Time Collection	Time Collection_DHS	22

Functional Category: Human Resources - DHS 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)
TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
	GENERAL REQUIREMENTS		
TL 4.00	Provide for the following types of time and expense entry:		
TL 4.04	Interface with Third party time entry systems (ex - KRONOS, FIRS, ANSOS, FAS)	F	AMS Advantage HR supports interface files created in a standard XML format.
TL 4.05	Interface with IVR		Please see Appendix D-2 Interfaces
TL 4.06	Interface with 3rd party badge system	F	AMS Advantage HR supports interface files created in a standard XML format.
TL 6.00	Provide for user defined timesheets by department or other COA field, including but not limited to:	F	AMS Advantge HR will support user defined timesheets through the identified application customizations.
TL 6.01	Fields on timesheet (hours, time in 15 minute increments, units, project, work order, etc.)	F	

Functional Category: Human Resources - DHS 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)
TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
TL 6.02	Required fields Fund and activity codes	F	
TL 6.03	Edits and ability to submit a timecard adjustment	F	
TL 7.00	Provide integration with cost accounting components of LACAS eCAPS	F	
TL 8.00	System provides on-line or printed pro-forma timesheet for each employee and anticipated distribution of hours based on prior entry session or static model associated with position assignment. At user controllable option, one timesheet per department or lower Level Fund will be prepared.		AMS Advantage HR - time reporting can create on-line or pre-printed timesheets based on hours scheduled, but not on anticipated distribution of those hours. County Comments: DHS and DHR/Office of Public Safety have Funds within their departments. Please see Appendix D-2 Interfaces.
TL 9.00	Prints time sheets for "time sheet required" employees with key fields preprinted. The system should default as much information as possible, including:		
TL 9.00A	Provide interface withs DHS ANSOS Nurse scheduling system so ANSOS can print the timesheets as specified above.		Please see Appendix D-2 Interfaces

Functional Category: Human Resources - DHS Time Collection

Vendor Response Codes:

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NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
TL 17.00	Collects the following time reporting information at a minimum:		
TL 17.05	Hours (and Time in 15 minute increments) worked	F	
TL 28.00	Provide the capability to record time based on "time in" and "time out" in increments of XX:XX hours and minutes in 15 minute intervals.	F	
	REPORTING		
TL 96.00	Interface with CWTAPPS to capture various data to generate various reports via COGNOS. Data may include but not limited to (CWTAPPS PATC Screen):	R	County comment: DHS needed to run reports for nursing bonuses over a specified period. CGI-AMS comment: AMS Advantage HR will support this requirement through the identified customized interface with CWTAPPS.
TL 96.01	Employee Name	R	
TL 96.02	Employee Number	R	

Functional Category: Human Resources - DHS Time Collection

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TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
TL 96.03	Job Appointment Date	R	
TL 96.04	Dept Number	R	
TL 96.05	Item Number and Sub	R	
TL 96.06	Accural period	R	
TL 96.07	Additional Earnings Code	R	
TL 96.08	Default CAPS and Management Date Fields	R	
TL 96.09	Effective Date	R	

Functional Category: Human Resources - DHS 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)
TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
TL 97.00	Provide PHASE I training sessions to specified DHS employees on the use of the web-based timecard. These sessions would be in the fashion of Train-the-Trainer and would include the provision of a written training guide that includes instructions for trainers and the users of the system. There are approximately 13,000 DHS employees that have web-access out of the 23,000 DHS employees. An estimated 775 DHS trainers will particpate in Train-the Trainer sessions.	F	County comment: Hospitals are 24 /7 so some of the trainers work morning or evening shift..
TL 98.00	Provide training sessions to DHS line managers, finance and payroll personnel regarding the transitional hardcopy timesheet processing. This would include the provision of a written guide for users and those who process payroll.	F	
TL 99.00	Work with DHS IT and specified Nursing personnel on the development of the ANSOS timesheet processing system in conjunction with DHS Finance and Payroll personnel.	F	County comment: DHS would be responsible for developing the interface and training nursing staff on how to complete ANSOS timesheet.

Appendix D-2 Interfaces

The interfaces can be categorized into three (3) types; Permanent interface, Vendor interface and Temporary interface. **Permanent** interfaces (P) are interfaces currently between a source system and legacy system that is being replaced by eCAPS or to or from a legacy system that is not being replaced and CAPS. The latter interfaces will continue to exist, are unique to the County and are related to internal County systems. **Vendor** interfaces (V) are interfaces currently between a legacy system that is being replaced by eCAPS and an external source or CAPS and an external source and come standard with Advantage 3. These interfaces will replace an existing interface, are not unique to the County and are related to external County systems. **Temporary** interfaces (T) are interfaces currently between a legacy system that will be replaced by eCAPS during a later phase of implementation and will continue to exist until then. They are scheduled to become obsolete sometime during the life of the project.

For Inputs, the Destination System ID is the system that will be replaced and will change to eCAPS.
For Outputs, the Source System ID is the system that will be replaced and will change to eCAPS.

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
Time Collection Interfaces							
CWTAPPS	A/C	CWTAPPS	Employee interface		Input	This process will directly update employee, employee assignment and other related tables for timesheet processing.	
CWTAPPS	DHS	CWTAPPS	Position Interface		Input	This process will directly update the position history and postion authorization tables for timesheet processing.	
CWTAPPS	A/C	CWTAPPS	Referecene Table: Title and Sub-Title		Input	This process will load data to the Title and Sub-Title tables from data provided by CW TAPS.	
CWTAPPS	A/C	CWTAPPS	Referecene Table - Pay and Leave Event		Input	This process will load data to the Pay and Leave Event table from data provided by CW TAPS.	

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
CWTAPPS	A/C	CWTAPPS	Time and attendance		Output	This process will provide employee time and attendance data to CW TAPS for payroll processing.	
LCD	DHS	LCD	Deviation		Output	This process will provide employee cost center deviation data to the DHS LCD system.	
ANSOS	DHS	ANSOS	Time		Input	This process will read data provided by the ANSOS system and create timesheet documents that will be uploaded into Advantage HRM Time Collection.	
(TBD)	DHS	(TBD)	Scanned Timesheet		Input	This process will read scanned timesheet files from document scanner and attach them to matching Advantage timesheet documents. This interface is optional and not included in the scope of the project.	

Appendix E-2 – Conversions

The County has a variety of legacy systems that contain data that will need to be brought into eCAPS. 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. CGI-AMS will be responsible for converting all eCAPS related data. This appendix outlines the major categories of data that will be required to support the new time collection system for DHS.

Reference Data
Data that is used for validation of timesheets and timesheet adjustments.

1. **Work Locations**

   The list of valid locations and its associated information that an employee can be based at.

2. **Pay Locations**

   The list of valid locations and its associated information that an employee can earn pay at.

3. **Event Types**

   The list of valid timesheet event types and its associated information which include both pay and leave events (regular, overtime etc).

4. **Pay and Leave Policies**

   The list of valid payroll and leave policies.

5. **Schedule Types**

   The list of valid work schedule types (regular, flex, etc.) and related scheduling information.

6. **Labor Distribution and Timesheet Override Information**

   Standard re-useable accounting profiles for distribution of pay.

7. **Accounting Stream**

8. **Titles/sub-titles**

9. **Grades**

10. Pay Cycles and other Payroll Related Data

Basic payroll information is used to define the valid pay periods.

11. Employment Status

Employee Data

Data that is active or open. Open items were created and posted in legacy system, but not closed, e.g. leave balances.

1. Employee demographic information

All employee names, address, SSN etc.

2. Leave Balances

Leave balances for vacation, sick and other leave types.

Appendix F-2 - Reports

Summary of Time Collection Reports

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

Module	Tab ID	# Requirements
Time Collection	Report	10

Functional Category: Human Resources - DHS 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)
TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
	REPORTING		
TL 96.00	Interface with CWTAPPS to capture various data to generate various reports via COGNOS. Data may include but not limited to (CWTAPPS PATC Screen):	R	County comment: DHS needed to run reports for nursing bonuses over a specified period. CGI-AMS comment: AMS Advantage HR will support this requirement through the identified customized interface with CWTAPPS.
TL 96.01	Employee Name	R	
TL 96.02	Employee Number	R	
TL 96.03	Job Appointment Date	R	
TL 96.04	Dept Number	R	
TL 96.05	Item Number and Sub	R	

Functional Category: Human Resources - DHS Time Collection

Vendor Response Codes:

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TP = Third Party Software Required
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C = Customization (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
TL 96.06	Accural period	R	
TL 96.07	Additional Earnings Code	R	
TL 96.08	Default CAPS and Management Date Fields	R	
TL 96.09	Effective Date	R	

Appendix G-2 – Business Processes (Application Functionality)

Business Module / Area	Business Function
Time Collection	
	Definition of Pay, Overtime, Leave Events
	Labor Distribution
	Timesheet Generation
	Positive Pay Time Entry
	Exception Pay Time Entry
	Overtime/FLSA
	Leave Management
	Activity Folders

Appendix H-2 – System Performance

No changes required to this appendix for eCAPS Phase II.

Please refer to Appendix H of eCAPS Project Contract 74797.

Appendix I-2 – Subproject Architecture and Schematic

Background

The County is currently undertaking an upgrade of CAPS. CAPS is based on the older AMS Government Financial System (GFS). CAPS will be upgraded to the Release 3 version of AMS Advantage® Financial Management, the current version and successor to GFS. The upgraded system will become eCAPS and represents Phase I. The County is planning an eCAPS Phase II that will include the implementation of a Time Collection System for the Department of Health Services (DHS). As part of Phase II, the following additional modules will be introduced into eCAPS to support the DHS time collection system functionality:

- AMS Advantage Human Resources Management
  - AMS Advantage Human Resources (to the extent necessary to support time collection)
  - AMS Advantage Time & Attendance
  - AMS Advantage Employee Self Service

These modules are part of the AMS Advantage solution family and follow the same technical architecture implementation used in Phase I. This appendix outlines the incremental hardware resource requirements needed to support the eCAPS Phase II Time Collection System for DHS implementation.

Technical Architecture 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, CGI-AMS defines additional assumptions for Phase II Time Collection System for DHS:

- There will be a total of 23,000 DHS employees that will be processed through the Time Collection System
- Timesheet information is collected and processed on a semi-monthly basis
- 13,000 DHS employees will enter and process their own time sheets through Employee Self-Service (ESS) using the self-service timesheet document (TIMEI)
  - In recognition that employee schedules influence timesheet entry, CGI-AMS assumes that 80% of the self-service timesheets (10,400 timesheets) will be entered and processed within a single 8 hour period (“standard schedule”) and the remaining 20% of the self-service timesheets will be processed over a 16 hour period;

    - During the 8 hour "standard schedule", CGI-AMS assumes that 75% of the timesheets (7,800 timesheets) will be processed in a 1 hour period with the remaining 25% of the timesheets (2,600 timesheets) processed within the remaining 7 hours of the 8 hour period
    - The 13,000 employees entering their time sheets through ESS must have County Intranet access with sufficient network bandwidth to support self service
- 10,000 DHS employee time sheets will be entered by data entry clerks using the AMS Advantage Time Adjustment (TADJ) transaction – this the system transaction used to capture manual timesheets and adjustments; CGI-AMS assumes that upwards of 50 data entry clerks will be entering the manual timesheets over an 8 hour day, yielding an expected throughput of 1,625 timesheets per hour or 32.5 timesheets per data entry clerk per hour
- The attachments functionality will not be used for this Phase II
- High volume online peak processing may necessitate limited or no offline processing during peak hours
- Business Intelligence (reporting): The County has elected to use the Cognos products for business intelligence including query and reporting functions. This appendix does not address any incremental hardware/software requirements to support BI for eCAPS Phase II. Accordingly, the time collection system impact on the data warehouse is unknown until a firmer understanding is obtained during the implementation analysis of the Phase II Subproject 2. For the purposes of this appendix, we assume that there may be upwards of a 25% increase in activity over the current data warehouse projections in Phase I.

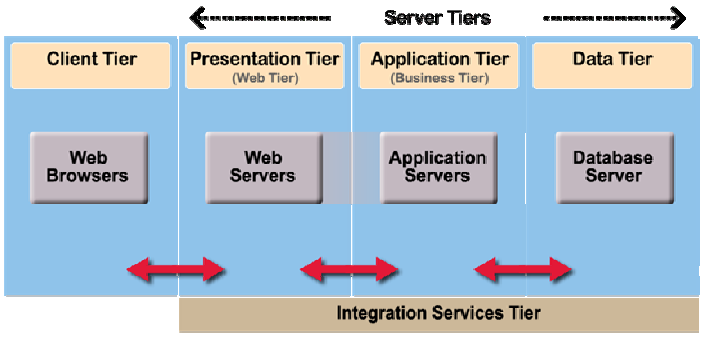
Consistent with the eCAPS Phase I technical environment, the County must ensure high speed, high availability for all hardware components in support of the eCAPS servers including but not limited to:

- 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
- High speed peripherals such as printers and tape backup systems

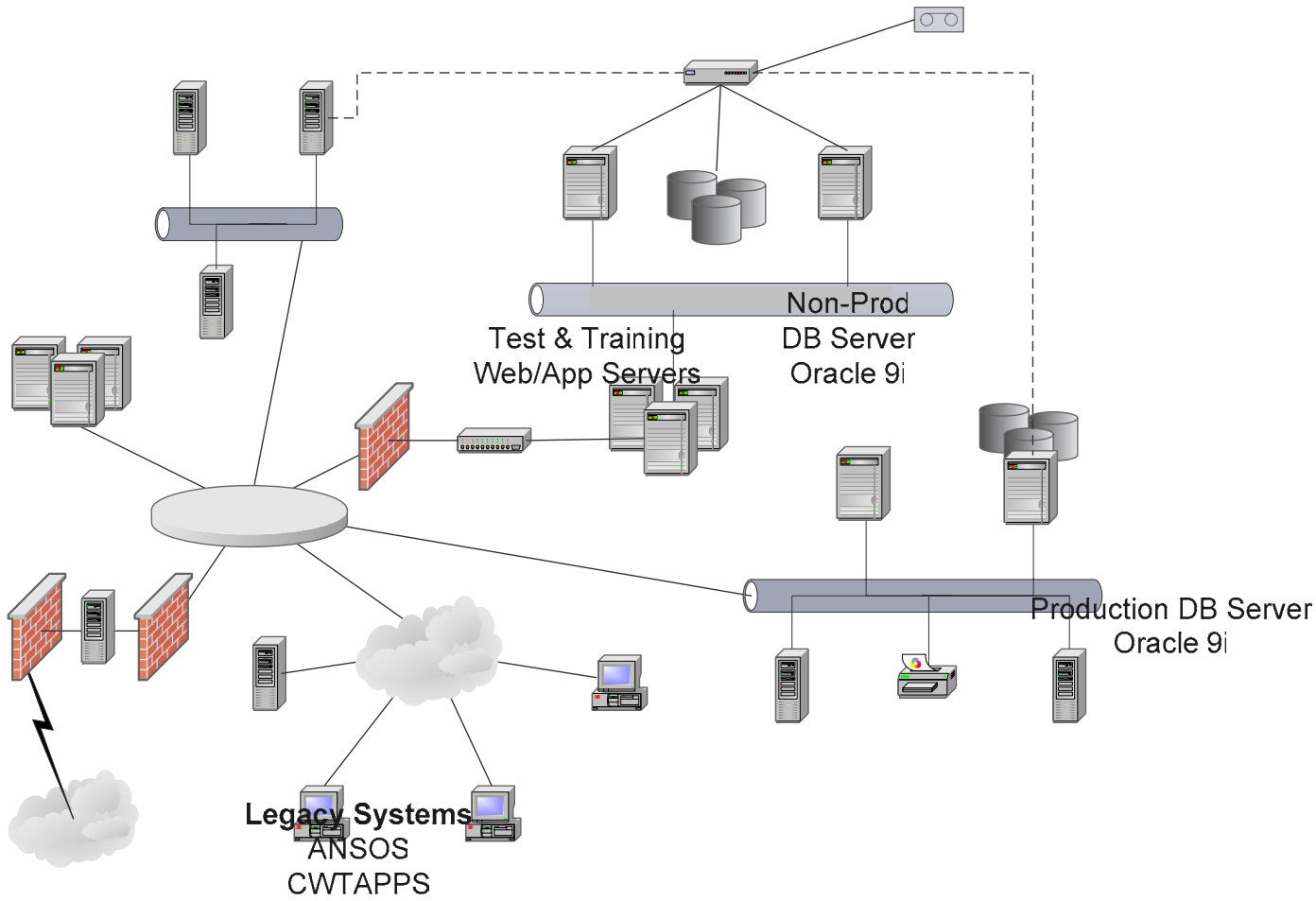
Target Platform

The eCAPS technical architecture consists of different logical tiers with four major logical tiers: client tier, presentation tier, application tier, and data tier. There are other tiers, such as integration services that provide additional support services for interface processing.



eCAPS Phase II (time collection for DHS) will operate in the same eCAPS target platform: IBM AIX for the web, application, and database servers. This appendix addresses the server hardware requirements to support eCAPS Phase II time collection processing, assuming that the Phase I technical architecture is in place. AMS Advantage is implemented as a J2EE standard application. IBM WebSphere Application Server is the J2EE application server used by the eCAPS technical architecture. The database server will be Oracle 9i (standard and RAC), the same as the eCAPS database implementation.

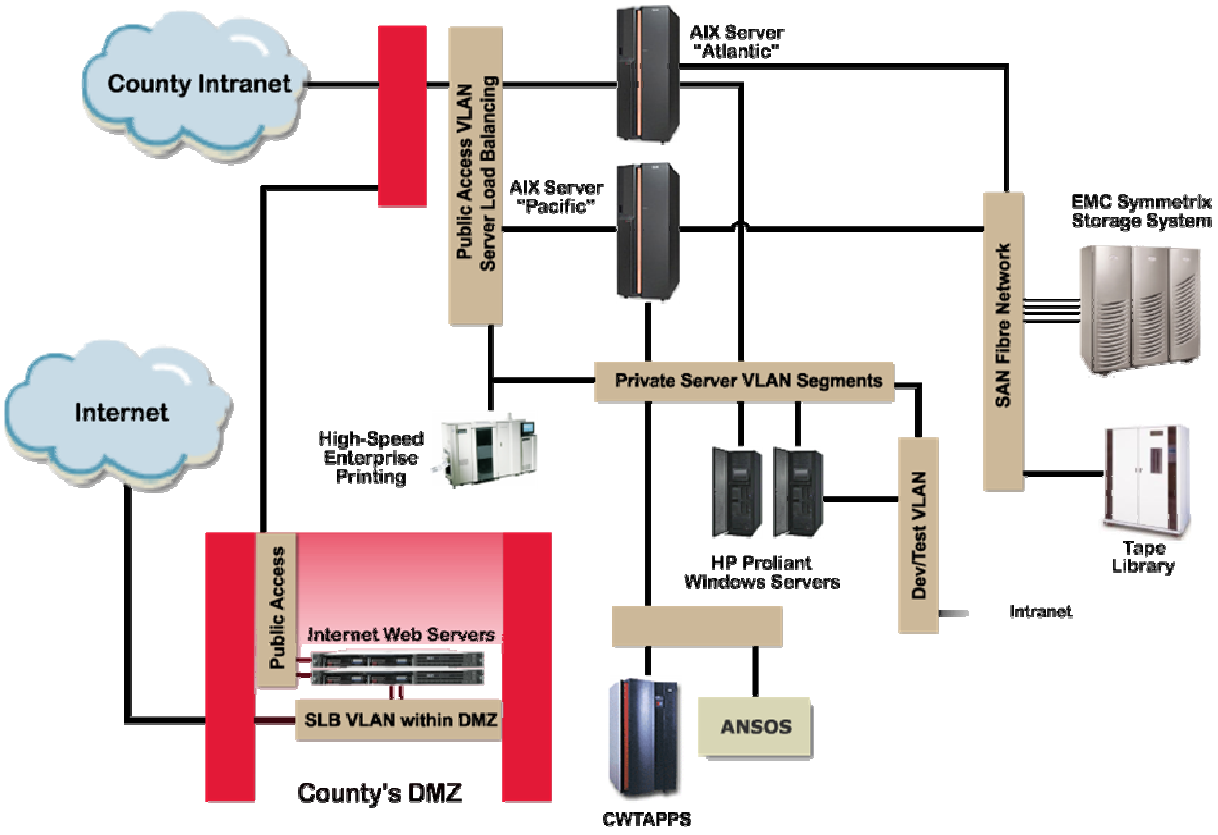
The following diagram defines a high level logical technical architecture for eCAPS Phase II for illustration purposes only. Since Phase II is based on the AMS Advantage solution, this diagram is nearly identical to the one depicted for eCAPS Phase I; Phase II now includes Internet Web servers that are configured within the County's demilitarized zone (DMZ). These Internet Web servers provide the "public facing" accessibility to support Employee Self-Service functionality.



As a further illustration of the of the technical architecture platform for eCAPS Phase II, the following diagram illustrates physical server topology. The actual network connectivity may be different and is used only to show logical connections between the physical servers. Based on the currently planned eCAPS Phase I technical architecture, there are two IBM pSeries 690 (AIX) servers that are configured with multiple logical partitions (LPARs). The LPARs are defined to support various logical server functions, such as Intranet Web servers, application servers, database servers, reporting servers, and more for production and non-production environments. As part of the hardware topology, there are Windows servers (HP ProLiant servers) to support other functions, such as forms printing. Phase II incremental hardware requirements would require the allocation of additional processing capacity and potentially additional LPARs within the existing AIX servers or the addition of more physical servers, depending upon the County's approach to addressing the Phase II processing needs. The diagram also depicts the Internet Web servers as configured within the County's DMZ environment. Since DMZ configurations can vary widely between different Sites, we make no assumptions on how the DMZ is setup in this diagram.

Deployment & Administration
Application Firewall
Load Balancing Switch(es)
County Backbone
DMZ
Intranet & Departmental LANs
Internet Web Servers
Agency Systems

End



Raw Capacity Requirements

The chosen platform and agreed upon configuration must support the following minimum raw capacity requirements 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.

Processor and Memory Capacity – The target platform will be an AIX implementation using the Power4+ 1.9GHz processors, consistent with the current eCAPS technical architecture which includes IBM pSeries 690 servers. The minimum number of processors for the Intranet web servers and the application servers is 9 processors. For flexibility and full utilization of the processor capacity, a minimum of 36GB of memory is required. Changes to the peak processing assumptions and not steady state processing will affect these requirements. This resource requirement reflects the potential peaks attributed to time collection. The County should allocate this capacity across redundant physical servers in order to support a minimum level of physical fail over services. The County is currently implementing this approach with eCAPS using two IBM pSeries 690 servers. The number of processors includes 12.5% additional capacity for online processing failover and sharp peak processing. The County should adjust the processor requirements to reflect any additional failover standards required by the County.

The database server requires 2 additional processor and 8GB of memory. For full database failover support, the County should assume an additional 2 processor and 8GB of memory for a total of 4 processors and 16GB of memory. Database failover is achieved through the County's implementations of HACMP when configuring an IBM AIX installation. Additionally, the implementation of Oracle 9i RAC may be necessary for database failover support.

At the time of this writing, the new processor standard for the AIX-based servers is the POWER5, introduced in the IBM eServer p5 server series. The County must consider allocating more resources to the existing pSeries 690 servers to accommodate the requirements for eCAPS Phase II or introducing new servers. For example, the long range plans for eCAPS expansion may exceed the expansion capabilities of the current servers.

The report server is a separate database server used for business intelligence processing (e.g., reports) that is separate from the operational database used by eCAPS. Due to the lack of information pertaining to future data warehouse usage patterns, it is unclear what the impact time collection system will have on the eCAPS data warehouse. Additionally, the time collection system will not be the system of record for the Phase II implementation. Any data warehouse reporting activity is dependent upon processing against the legacy systems, such as CWTAPPS.

The County will need a technical environment to support other production services. For price/performance, AMS Advantage® will require the following Windows/Intel capacity support (using the Intel Pentium Xeon 3.0GHz processor or better:

- Internet Web Server (for ESS): 2 processors and 4GB of memory
- Conversion/ETL services: 2 processors and 6GB of memory
- Forms processing: 2 processors and 6GB of memory
- Configuration management and deployment: 2 processors and 4GB of memory

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 conversion/ETL services solution leverages the Data Integrator ETL product. Data Integrator supports multiple platforms, including Windows and AIX. However, the non-Windows version of Data Integrator represents a higher cost.

The County has selected the Cognos products as their Business Intelligence (BI) tools and will be responsible for any Cognos implementation requirements for eCAPS Phase II. Additionally, the County will be responsible for addressing any query and reporting (Q&R) needs that are beyond the delivered base AMS Advantage Q&R capabilities or defined in the Phase II statement of work (SOW). Since the time collection system will not be the system of record, any additional reporting needs will be against legacy

systems, such as CWTAPPS. Hardware resource requirements for Cognos and other BI areas are beyond the scope of this appendix.

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. Additionally, the County will need a technical environment to support a non-production environment in support of the eCAPS Subproject 2 and ongoing maintenance:

- 3 processors and 12GB of memory for the non-production web and application server support
- 1 processors and 8GB of memory for non-production database support
- This capacity can support 6-8 application environments, assuming that there will not be more than 25 concurrent users connected to each non-production application environment. Non-production environments consist of application environments to support testing (e.g., user acceptance testing) and training (e.g., in support of instructor led training) environments. Additional processors may be required if the County desires full physical separation of application environments. However, if the County upgrades or supplements the current IBM pSeries 690 servers to the IBM eServer p5 servers using the Power5 processors, micro-partitioning can also be used to support “physical” separation of application environments; physical separation may be desired for testing ESS time collection functionality

Each application developer or advanced IT system/application administrator will require a Windows 2000 Workstation or Windows XP Professional PC workstation with a minimum of a single Intel Pentium 3.0GHz processor or better and 1GB of memory or better. This assumes that each developer will use the shared non-production database server for their development/unit test database.

Disk Storage

Each physical server and logical partition (LPAR) should be configured with a minimum of 3 (three) 36GB 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 much lower amount of disk storage than the 3x36GB RAID5 local storage requirement. The additional disk storage capacity will allow for establishing different application versions within the same LPAR. If the County eventually adopts the eServer p5 servers, then the County has the option to 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. The exception to this guidance is the business intelligence servers. For these servers, 3 (three) 73GB 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 II. The estimated number of cached reports should be validated during implementation analysis.

To support high volume Phase II 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 100GB of additional usable disk space for production database storage, with the assumption of 3 years of timesheet history. CGI-AMS assumes no document attachments are used. Since this is a time collection system implementation but CWTAPPS is the primary system of record, the County could consider keeping minimal timesheet history online and leverage less expensive backup systems for historical information.

The initial implementation of eCAPS Phase II may not fully use the incremental eCAPS disk space defined above, depending upon final implementation decisions. The County must adjust this amount if RAID1 is chosen (disk mirroring) and to accommodate BCV processing.

Until additional information is gathered during the implementation analysis “envision” phase of the Phase II Subproject 2, the County should reserve a minimum of 250GB 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 20GB for each non-production application environment and less than 5GB for each developer). One production-sized test database is assumed. Storage needs must be further defined during the eCAPS Phase II Subproject 2.

Summary

The primary production eCAPS Phase II servers for DHS Time Collection will be based on IBM Power4+ 1.9GHz or better processors, consistent with the current eCAPS technical architecture configuration. Considering price/performance, some supporting services will be implemented on Microsoft Windows Servers using the Intel Xeon 3.0GHz or better processor. The total capacity requirements, based on the assumptions and requirements outlined in this appendix are summarized in the table below.

Additionally, the physical configuration of the processing capacity may require additional processors due to server configuration constraints; another reason for specifying a range. A logical partition, or LPAR, can not use fractional processing capacity of a physical processor unless the newer POWER5 based servers are used. The latest IBM eServer p5 Servers support Server Virtualization through micro-partitioning and virtual I/O. Using Server Virtualization, the CPU granularity is no longer physical processors.

Considering performance/cost, Windows/Intel servers were assumed for the Internet (public facing) Web servers. These servers are generally physically separate servers from the Intranet Web servers due to their placement within the County. If the County begins to phase in the use of the IBM eServer p5 servers, server virtualization could make the AIX platform more cost effective to support the Internet Web servers for ESS.

	Number of Processors	**Amount of Memory**
IBM Power4+ Environment		
eCAPS Production Web, Application, and Database servers with failover capacity	9	36GB
Non-production environments	4	20GB
Data Warehouse	1	8GB
Total IBM Power4+	14	64GB
Intel Xeon Environment		
Other production services (3-5 servers depending upon physical redundancy required)	6	16GB
Internet Web Servers for ESS (if Windows is used instead of AIX) – Assumes two single processor servers connected through SLB switch	2	4GB
Total Intel Xeon Environment	8	20GB

The above processing capacity is to be used by the County for planning purposes, and represents the expected maximum resource requirement based on the usages and assumptions defined in Appendix H and Appendix I of the Phase I SOW and this Appendix I-2 for Phase II. Given the phased implementation approach for eCAPS, some of the processing capacity may be redundant; no assumptions were made for the reuse of existing eCAPS processing capacity. For example, the Windows server supporting the ETL and forms processing for Phase II could potentially use some of the processing capacity for eCAPS Phase I, thus reducing the Microsoft Windows needs.

Disk storage requirements and assumptions are outlined in the preceding section. Operational database needs is summarized as 100GB of usable storage for three years. The County should use this base amount to determine total needs, such as additional production sized databases for non-production usage (e.g., volume or conversion testing) as well as smaller databases to support testing, training, and development.

Appendix J-2 – Configurations & Customizations

No customizations or configurations identified.

Appendix K-2 - Training Volumes

eCAPS Training Areas	Session Duration Hrs	Number of Users	Number of Sessions
End User Training			
Time Collection			
Functional Training (Trainers)	8	775	40
System Administration	16	20	1
End User Training Totals	24	795	41
Project Team Training			
Functional	4	20	1
Subject Matter Expert Orientation	**2**	20	1
Technical Training			
AMS Advantage 3 Application Programming	20	10	1
AMS Advantage 3 Utilities	6	10	1
Project Team Training Totals	32	60	4
TRAINING TOTALS	56	855	45

Notes:
(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) Initial Trainer training is for 775 DHS staff and post implementation end-user training requirement for CGI-AMS is to be determined.

Appendix L-2: Legacy Reports

Rpt ID	Report Title	Dist
TPBPETS1	Pre-printed Employee Timesheet	

Appendix M-2 – Subproject 2 Assumptions

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 II – Time Collection project. For purposes of this SOW, Time Collection means the AMS Advantage HRM application.

The assumptions represent and provide further clarification of CGI-AMS's Statement of Work (SOW) Narrative (Exhibit A-2), Deliverables Definition (Appendix A-2) and Subproject Plan (Appendix B-2). 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-2) and Deliverables Definition (Appendix A-2) describe the Tasks, Work Products, and Deliverables to be completed by CGI-AMS for the eCAPS Phase II Time Collection Subproject 2. In order for the Subproject 2 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 II Time Collection Subproject plan.

Organization

The eCAPS Phase II – Time Collection Subproject 2 assumptions provided in this appendix are aligned with the SOW sections, as follows:

- Section I - Implementation Methodology
- Section II - Project Management
- Section III – Software Application
- Section IV – Business Requirements and Reporting
- Section V – Technical
- Section VI – Change Management
- Section VII – Maintenance and Support.

Appendix M-2 - Time Collection Subproject 2

The scope of this Subproject 2 is limited to the implementation of AMS Advantage HRM Time Collection for the Los Angeles County Department of Health Services (DHS) only.

Section I – Implementation Methodology

This section of the SOW provides an overview of the CGI-AMS standard implementation methodology that CGI-AMS will use to implement the County's Time Collection system. It describes in narrative fashion the Tasks, Work Products, and Deliverables to be completed by CGI-AMS within each of the three implementation phases (i.e., Envision, Create, and Achieve). CGI-AMS's assumptions for the County's responsibilities are provided below. Additional implementation-related assumptions are provided under Section VI – Change Management.

Envision Phase

I.1 Prototyping of DHS time collection business process will be based upon the business requirements identified in Appendix C-2. The prototyping environment will be created by the County and will require an installed system environment of AMS Advantage HRM module.

I.2 Product training during the envision phase will be limited to maximum of 25 team members and other County subject matter experts.

I.3 AMS Advantage HRM Time Collection will provide semi-monthly upload of the time and attendance data into CWTAPPS based upon DHS user or interface input.

I.4 CWTAPPS and CWPAY will continue to be the HR/Payroll system of record for the County.

I.5 AMS Advantage HRM Time Collection will not automatically calculate FLSA overtime compensation.

I.6 The County shall review, provide feedback, and approve deliverables on a timely basis.

I.7 The scope of work does not include implementation of fax-in or scanning capabilities of paper time-sheets.

I.8 Leave balances processing and pay calculations are outside the scope of this SOW.

I.9 Scheduling is outside the scope of this SOW.

Create Phase

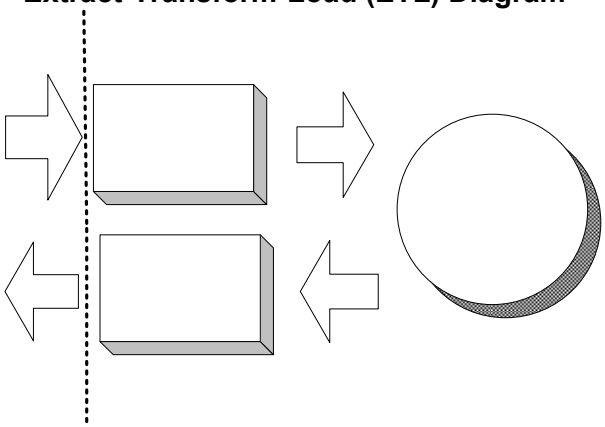
I.10 For the inbound system interfaces, the County will extract data from the external systems and provide it in the file format prescribed by CGI-AMS. CGI-AMS will transform this data into the AMS Advantage HRM format and load the inbound system interface files into eCAPS. If necessary, the County will be responsible for the analysis, planning, designing and developing of modifications to the external systems software to support the inbound interfaces.

I.11 Outbound system interfaces shall be created by CGI-AMS by extracting data from eCAPS and transforming this data into the file formats defined by the County as

prescribed by external entities, if necessary. County staff or the staff of the external systems accepting the eCAPS-generated files will load the files into their respective systems. If necessary, the County will be responsible for the analysis, planning, designing and developing of modifications to the external systems software to support the outbound interfaces.

I.12 A diagram illustrating the extract, transform, and load activities referenced in assumptions I.10 and I.11 is provided as Exhibit M-1 below.

Exhibit M-1 – Extract-Transform-Load (ETL) Diagram



I.13 eCAPS software construction activities will be a shared responsibility between County and CGI-AMS staff as described in the following responsibility matrix (Exhibit M-2). Additional assumptions associated with the development of software for data conversion, system interfaces, and reports are provided in Appendix M-2 sub-sections: IV – Business Requirements & Reporting and V – Technical.

Exhibit M-2 – 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
User Interface Configurations	County	Design, develop, and test configurations to AMS Advantage screen labels, errors messages, and field-level edits for the eCAPS implementation
Application Customizations	CGI-AMS	Design, develop, and test software customizations to the AMS Advantage

Task	Lead	Description
		application in response to the County's business requirements as stated in Appendix C-2 and as refined and prioritized during the Fit-Gap Analysis
Data Conversion	CGI-AMS	Design, develop, and test data conversion software to support the County's requirements for converting reference data (as identified in Appendix E-2)
Departmental / Legacy Data Conversion	County	Design, develop, and test data conversion software to support the County's requirements for converting data residing in departmental / legacy systems (as identified in Appendix E-2)
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
Inbound System Interfaces	CGI-AMS	Design, develop, and test coordination of interfacing files to be submitted to and processed by eCAPS from other department systems or external entities
Outbound System Interfaces	CGI-AMS	Design, develop, and test coordination of interfacing files to be transmitted by eCAPS to other department systems or external entities. CGI-AMS staff will create these files based on the formats and specifications provided by the County
Inbound Systems Interfaces	County	Coordinate and extract data for the inbound interfaces and software updates to the external systems
Outbound System Interfaces (Testing Coordination)	County	Coordinate the testing of the outbound interfaces with staff responsible for supporting the external systems and software updates to the external systems

I.14 The number of interfaces to be developed by CGI-AMS for this Subproject 2is identified in Appendix D-2. The County may request the development of additional interfaces through the Change Control Process of the SLA.

Achieve Phase

I.15 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 setup
- Verify converted data
- Verify software migration
- Backup production data prior to cutover

I.16 The County will be responsible for determining the parameters for reports distribution to facilitate the viewing, printing, and routing of Time Collection operational reports.

I.17 The County will be responsible for any manual data conversion as identified in the Implementation Analysis Document which will be approved by the County..

I.18 "Go-live" of AMS Advantage HRM Time Collection system shall occur at the beginning of a pay-period.

I.19 Time will be entered by the employee or a time-keeper on a daily basis.

I.20 The County will be responsible for legacy system updates, if required.

Section II – 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 Time Collection Subproject 2. CGI-AMS's assumptions for the County's responsibilities and other project management-related activities are provided below.

II.1 The County and CGI-AMS will follow a closely coordinated and collaborative approach to project management.

II.2 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 2as outlined in the Subprojectplan provided in Appendix B-2.

II.3 The County will supply the project infrastructure necessary to support the co-location of the County-CGI-AMS team and completion of project tasks as defined in Appendix M of base contract.

II.4 The County and CGI-AMS Team Leads will jointly maintain the eCAPS Phase II Time Collection Subprojectplan and provide status reporting on project progress to County and CGI-AMS eCAPS Project Management Team.

II.5 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.

Section III – Software Application

This section of the SOW narrative presents an overview of the AMS Advantage HRM application and third-party software products that CGI-AMS will install in the eCAPS technical environments. It also describes how CGI-AMS will confirm and document the proper installation of these software products. CGI-AMS's assumptions for the County's responsibilities to facilitate the installation of these components are provided below:

III.1 The County will perform the Tasks necessary to establish the technical environments to support the eCAPS Phase II Time Collection Subproject 2in 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.

III.2 In order to facilitate the knowledge transfer necessary to prepare for their on-going eCAPS support roles, the County will provide technical staff to assist with the evaluation, application, and testing of upgrades, patches, and sub-releases of the AMS Advantage HRM application and bundled third-party products.

Section IV – Business Requirements and Reporting

This section of the SOW narrative presents an overview of the CGI-AMS approach for conducting the Functional Analysis (i.e., prototyping and Fit-Gap Analysis) of the County's business requirements and developing the eCAPS reporting strategy. In this section, CGI-AMS has provided a list of key assumptions related to reporting as the assumptions related to the Functional Analysis have been provided under Section I – Implementation Methodology.

IV.1 The Time Collection SOW narrative and Subprojectplan were prepared with the understanding that the CGI-AMS infoAdvantage reporting tool will not be used to support the County's reporting requirements, instead the County will use Cognos.

IV.2 Wherever possible, the County will leverage the use of AMS Advantage HRM online inquiry windows and ad hoc queries/reports using Cognos in lieu of creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

IV.3 The County will assign functional and technical staff with sufficient knowledge of departmental systems to participate in a review of the information provided in the reports listed in Appendix L-2 – Legacy Reports. CGI-AMS shall provide assistance in

confirming the AMS Advantage HRM data sources for the legacy reports included in Appendix L-2.

IV.4 The County will develop business scenarios; CGI-AMS will develop prototyping scripts. CGI-AMS will be responsible for selecting the options for addressing County's business requirements during the prototyping sessions.

IV.5 Labor distribution will be limited to accounting elements developed as part of the Phase 1 design.

Section V – 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. The following assumptions describe the County's responsibilities in these areas.

Technical Assumptions

V.1 The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI-AMS's warranty and maintenance provisions.

Data Conversion Assumptions

V.2 Data Junction (provided as bundles Third-Party Products) will be the primary tool used for data conversion. Custom (non-Data Junction based) data conversion will be limited to the extent possible.

V.3 In accordance with Appendix E-2, 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.

V.4 Conversion of DHS data into AMS Advantage HRM Time Collection will be limited to: active employees, current information, and necessary data elements for time collections only.

V.5 County staff will verify mock conversion results within the time defined by the jointly developed Subproject plan.

V.6 The County will provide subject matter experts (SME) and legacy system staff to work with CGI-AMS.

System Interface Assumptions

V.7 Data Junction and SysManUtil will be the primary tools used for system interface development. Custom system interface will be limited to the extent possible.

V.8 The County will be responsible for the coordination and execution of interface testing with any entities external to the County and the County departments interfacing data to and from Time Collection.

Section VI – Change Management

This section of the SOW narrative presents an overview of CGI-AMS's Tasks for change management and training. In this section, CGI-AMS has provided a list of the County's responsibilities in this area.

VI.1 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 on-going basis upon the implementation of Time Collection.

VI.2 The County will be primarily responsible for developing the departmental roll-out plan for Time Collection.

VI.3 The County will be primarily responsible for updating the operations and implementation readiness assessment checklists for central Time Collection processes, distributing the checklists to the departments, collecting the responses, evaluating the responses, addressing the change management issues, and implementing the change management plan.

VI.4 The County will be responsible for creating and updating the fiscal policies and procedures and any department-specific procedures and manuals. CGI-AMS will provide an AMS Advantage HRM procedures manual that can serve as a reference guide to assist the County's end user community in entering data into Time Collection tables and documents.

Section VII – Maintenance and Support

This section of the SOW narrative presents an overview of CGI-AMS's Tasks for eCAPS maintenance and support. In this section, CGI-AMS has provided a list of the County's responsibilities in this area.

VII.1 The County will maintain current enrollment in the AMS Advantage HRM maintenance program if the County wishes to receive software updates and upgrades during the term of this agreement.

Payment Milestone	Deliverables	Due Date	*Deliverable Amount*	*Hold Back (15%)*	*Invoice Amount*
1.1.7	DHS Time Collection Project Control Document	5/3/05	$ 15,000	$ 2,250	$ 12,750
1.2.6	DHS Time Collection Kick-off	5/3/05	$ 15,000	$ 2,250	$ 12,750
1.2.8	Informational Meetings	5/10/05	$ 40,000	$ 6,000	$ 34,000
1.3.4	Project Management Deliverables including Monthly Status Reports (billed monthly @ $47,083)	By 5th working day of each month	$ 565,000	$ 84,750	$ 480,250
2.1.4	Establish DHS Time Collection Prototyping Environment	5/6/05	$ 35,000	$ 5,250	$ 29,750
2.2.1.4	Product Training	5/13/05	$ 43,000	$ 6,450	$ 36,550
2.2.2.7	Prototype Scripts	5/20/05	$ 36,000	$ 5,400	$ 30,600
2.2.5.9	DHS Time Collection Fit-Gap Analysis Report	8/11/05	$ 193,000	$ 28,950	$ 164,050
2.3.8	Technical Specifications Document	6/23/05	$ 50,000	$ 7,500	$ 42,500
2.5.6	DHS Time Collection Implementation Analysis Document	10/20/05	$ 187,000	$ 28,050	$ 158,950
3.1.4	DHS Time Collection Software Installation	9/15/05	$ 60,000	$ 9,000	$ 51,000
3.2.4	Technical Project Team Training	9/1/05	$ 38,250	$ 5,738	$ 32,513
3.3.6	Time Collection System Control Tables Set-up	10/7/05	$ 75,000	$ 11,250	$ 63,750
3.4.1.2	Application Software Modifications Functional Designs	8/18/05	$ 24,000	$ 3,600	$ 20,400
3.4.1.7	Application Software Modifications	10/14/05	$ 96,000	$ 14,400	$ 81,600
3.4.2.1.5	DHS Time Collection Conversion Plan	8/24/05	$ 25,000	$ 3,750	$ 21,250
3.4.2.3.4	Time Collection Data Conversion Designs	9/7/05	$ 68,000	$ 10,200	$ 57,800
3.4.2.3.10	Time Collection Data Conversion Software	10/26/05	$ 187,000	$ 28,050	$ 158,950
3.4.3.1.4	DHS Time Collection Inbound Interface Designs	9/2/05	$ 63,750	$ 9,563	$ 54,188
3.4.3.1.7	DHS Time Collection Inbound Interface Software	9/16/05	$ 143,000	$ 21,450	$ 121,550
3.4.3.2.4	DHS Time Collection Outbound Interface Designs	9/27/05	$ 35,000	$ 5,250	$ 29,750
3.4.3.2.7	DHS Time Collection Outbound Interface Software	10/25/05	$ 85,000	$ 12,750	$ 72,250
3.4.4.2	Time Collection Reports/Forms (15) Functional Design	9/13/05	$ 39,000	$ 5,850	$ 33,150
3.4.4.5	Time Collection Reports/Forms (15) Software	10/14/05	$ 156,000	$ 23,400	$ 132,600
3.5.1.4	Acceptance Test Software Installation and Set-up	9/29/05	$ 35,000	$ 5,250	$ 29,750
3.5.2.7	User Acceptance Test Support	12/2/05	$ 235,000	$ 35,250	$ 199,750
3.5.3.9	Performance Test Plan, Test and Results	12/6/05	$ 90,000	$ 13,500	$ 76,500
3.6.1.7	Support for Data Cleansing Preparation	12/21/05	$ 35,000	$ 5,250	$ 29,750
3.6.2.1.4	Training Environment Software Installation and Set-up	10/13/05	$ 35,000	$ 5,250	$ 29,750
3.6.2.2.4	System Administration Training	10/20/05	$ 30,000	$ 4,500	$ 25,500
3.6.2.3.2	Training Plan	8/26/05	$ 15,000	$ 2,250	$ 12,750
3.6.2.3.7	End User Training Materials	10/21/05	$ 50,000	$ 7,500	$ 42,500
3.6.2.4.5	Train Trainers	11/15/05	$ 60,000	$ 9,000	$ 51,000
3.6.2.5.6	End User Training Support	12/28/05	$ 150,000	$ 22,500	$ 127,500
3.6.3.1.6	User Documentation	10/13/05	$ 35,000	$ 5,250	$ 29,750
3.6.3.2.6	AMS Advantage Sys. Admin.and Operations Documentation	10/13/05	$ 35,000	$ 5,250	$ 29,750
3.6.3.3.5	County Operations Documentation Support	12/8/05	$ 30,000	$ 4,500	$ 25,500
3.6.4.3.5	Operational Readiness Checklist	10/11/05	$ 35,000	$ 5,250	$ 29,750
3.6.4.4.5	Implementation Readiness Checklist	10/11/05	$ 35,000	$ 5,250	$ 29,750
4.1.4	Production Environment Software Installation and Set-up	10/27/05	$ 35,000	$ 5,250	$ 29,750
4.2.3	Mock Conversion Results	1/11/06	$ 65,000	$ 9,750	$ 55,250
4.3.1.5	Production Cutover Script	11/29/05	$ 55,000	$ 8,250	$ 46,750
4.3.9	MLK Pilot Roll-Out support	1/16/06	$ 135,000	$ 20,250	$ 114,750
4.4	Support for Production Cutover	1/16/06	$ 78,000	$ 11,700	$ 66,300
4.5.1.5	Department Roll-Out support	3/7/06	$ 225,000	$ 33,750	$ 191,250
4.7.1	Post-Implementation Support Services Month 1	1/31/06	$ 61,000	$ 9,150	$ 51,850
4.7.2	Post-Implementation Support Services Month 2	2/28/06	$ 61,000	$ 9,150	$ 51,850
4.7.3	Post-Implementation Support Services Month 3	3/31/06	$ 61,000	$ 9,150	$ 51,850
	3rd party Licences Fee	5/15/05	$ 427,000		$ 427,000
	Release of Withhold	5/30/06			$ 593,250
	Total Payments and Holdbacks		$ 4,382,000	$ 593,250	$ 4,382,000

Exhibit C-2 – Rates

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit C of eCAPS Project Contract 74797.

County of Los Angeles
eCAPS Phase II - Time Collection
CGI-AMS
Exhibit D-2 - Project Schedule
March 31, 2005

ID	Task Name	Duration	Start	Finish
0	**DHS TIME COLLECTION SUBPROJECT 2**	**260 days**	**Mon 4/18/05**	**Fri 4/14/06**
1	**1 PLANNING & MANAGEMENT**	**260 days**	**Mon 4/18/05**	**Fri 4/14/06**
2	**1.1 Develop DHS Time Collection Project Control Document (incl. plan, PM strategies, etc.)**	**12 days**	**Mon 4/18/05**	**Tue 5/3/05**
10	**1.2 DHS Time Collection Kick-off**	**17 days**	**Mon 4/18/05**	**Tue 5/10/05**
19	**1.3 On-Going Management**	**260 days**	**Mon 4/18/05**	**Fri 4/14/06**
24				
25	**2 ENVISION PHASE**	**134 days**	**Mon 4/18/05**	**Thu 10/20/05**
26	**2.1 Establish Advantage HRM and ESS Prototype Environment & Install 3rd Party Software**	**15 days**	**Mon 4/18/05**	**Fri 5/6/05**
31	**2.2 Functional Analysis**	**84 days**	**Mon 4/18/05**	**Thu 8/11/05**
66	**2.3 Technical Assessment**	**37 days**	**Wed 5/4/05**	**Thu 6/23/05**
75	**2.4 Hardware/Software Procurement**	**30 days**	**Fri 6/24/05**	**Thu 8/4/05**
79	**2.5 Develop DHS Time Collection Implementation Analysis Document**	**52 days**	**Wed 8/10/05**	**Thu 10/20/05**
86				
87	**3 CREATE PHASE**	**149 days**	**Fri 7/22/05**	**Wed 2/15/06**
88	**3.1 Technical Environment Set-Up**	**30 days**	**Fri 8/5/05**	**Thu 9/15/05**
102	**3.2 Technical Team Training**	**30 days**	**Fri 7/22/05**	**Thu 9/1/05**
107	**3.3 Time Collection System Control Tables Setup**	**36 days**	**Fri 8/19/05**	**Fri 10/7/05**
114	**3.4 Software Construction**	**64 days**	**Fri 7/29/05**	**Wed 10/26/05**
167	**3.5 Software Testing**	**88 days**	**Fri 9/2/05**	**Tue 1/3/06**
191	**3.6 Preparation for Implementation**	**133 days**	**Mon 8/15/05**	**Wed 2/15/06**
281				
282	**4 ACHIEVE PHASE**	**131 days**	**Fri 9/30/05**	**Fri 3/31/06**
283	**4.1 Production Environment Setup**	**20 days**	**Fri 9/30/05**	**Thu 10/27/05**
288	**4.2 Data Conversion Preparation**	**25 days**	**Thu 12/22/05**	**Wed 1/25/06**
293	**4.3 Production Cutover**	**56.5 days**	**Fri 10/28/05**	**Mon 1/16/06**
308	***4.4 Production Cutover (Live Production Operations for MLK Pilot)***	***0 days***	***Mon 1/16/06***	***Mon 1/16/06***
309	**4.5 Data Conversion for Other 5 Hospitals**	**25 days**	**Wed 2/1/06**	**Tue 3/7/06**
316	**4.6 Train End Users for other 5 hospitals**	**39 days**	**Mon 1/2/06**	**Thu 2/23/06**
321	**4.7 Post-Implementation Support**	**55 days**	**Mon 1/16/06**	**Fri 3/31/06**

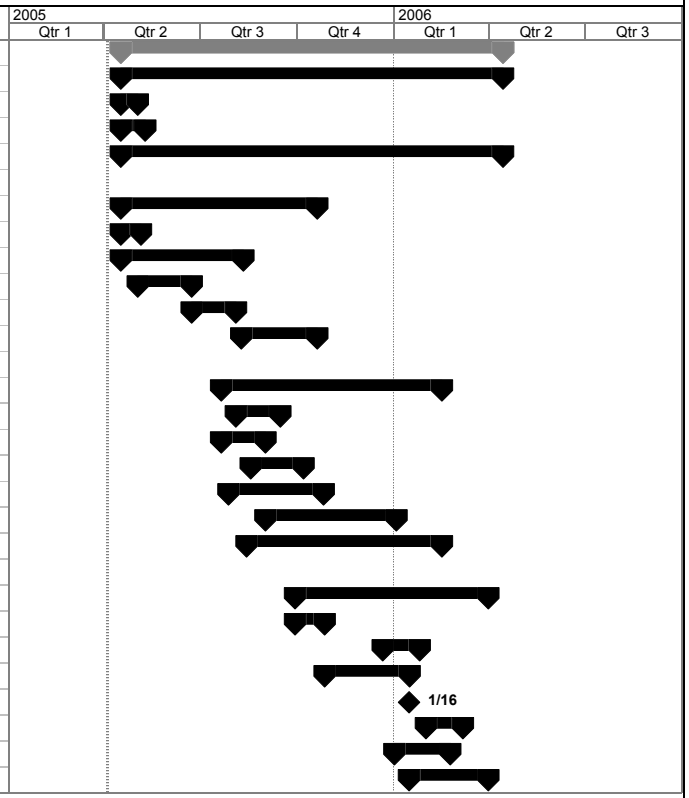


Exhibit E-2 – Maintenance Provisions

Please refer to Appendix A which is an addendum to Exhibit E as amended.

Exhibit F-2 – Confidentiality Agreement

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit F of eCAPS Project Contract 74797.

Exhibit G-2 – EEO Certification

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit G of eCAPS Project Contract 74797.

Exhibit H-2 – License Provisions

Please refer to Appendix A which is an addendum to Exhibit H as amended.

Exhibit I-2 – County Mandated Provisions

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit I of eCAPS Project Contract 74797.

TABLE OF CONTENTS

Introduction

Section I – Implementation Methodology

1. Overview of Implementation Methodology
2. Project Work Productions by Phase

Section II – Project Management

1. Project Management
2. Planning
3. Project Site
4. Communications
5. Staffing
6. Project Staffing Assumptions

Section III – Software Application

1. Software Description
2. AMS Advantage Software Installed
3. Third Party Products

Section IV – Business Requirements and Reporting

- Business Requirements

Appendices

A-3 Deliverables Definition
B-3 Subproject Plan
I-3 Subproject Architecture Schematic
M-3 Subproject Assumptions

Attachment

1. Preliminary Business Requirements

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI-AMS (formerly American Management Systems, Inc.) to deliver services for the eCAPS Phase II – HRM Design Subproject 3 described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eCAPS Phase II – HRM Design Subproject 3 engages CGI-AMS to develop a study for a successful implementation of the AMS Advantage HRM functionality at the County of Los Angeles.

During this project, CGI-AMS and County will review and update the preliminary business requirements included in Attachment-1 to support the Human Resource and Payroll Management functions for the County of Los Angeles, provide responses to meeting the County's updated business requirements, conduct a Fit-Gap analysis of the County's updated business requirements and develop a plan for the implementation of AMS Advantage HRM software.

This SOW details the tasks, deliverables and system functionality to be analyzed and/or delivered during the Subproject 3 which encompasses:

- Human Resources
- Position Control
- Recruiting & Staffing
- Benefits Administration
- Time & Attendance
- Payroll Management
- Employee Self Service

This SOW specifies the obligations for CGI-AMS to deliver to the County the HRM Design Document to implement the AMS Advantage HRM in a subsequent phase. A description of the County's obligations for this Subproject 3 and other key project assumptions is provided as Appendix M-3 of this SOW.

The goals of the eCAPS Phase II – HRM Design Subproject 3 are:

- Review and update County's business requirements for human resources and payroll management

- Conduct a fit-gap analysis of the County's business requirements against the AMS Advantage HRM software
- Develop implementation strategies and work plan for the implementation of AMS Advantage HRM at the County
- Develop the HRM Design Document

The major objective of the eCAPS Phase II – HRM Design Subproject 3 is to develop a comprehensive strategy and plan for the successful implementation of AMS Advantage HRM software to support the County's human resources and payroll management business requirements.

CGI-AMS shall follow a deliverables-based project management approach to validate and update the County's business requirements, work with the County to establish the To-Be business processes, and develop a plan to configure or customize the AMS Advantage software application to support the County's updated business requirements.

The eCAPS Phase II – HRM Design Subproject 3 will begin in July 2005 following the Project Plan outlined in this SOW (Appendix B-3) to provide for:

- Software installation and support
- Project team training
- Review and update County's preliminary business requirements included in Attachment-1
- Fit-Gap Analysis to confirm the approach for supporting the business requirements.

Section I – Implementation Methodology

This section of the Statement of Work (SOW) provides a general description of the planned activities for the eCAPS Phase II – HRM Design Subproject 3, including:

- An overview of the implementation methodology proposed by CGI-AMS for the duration of the Subproject 3
- Identification of the business functions to be analyzed
- A high-level description of the eCAPs Phase II – HRM Design Subproject Plan
- An overview of the major tasks and timelines proposed for the HRM Design Subproject 3.

1. Overview of Implementation Methodology

CGI-AMS shall use sound project management principles based on prior experience in large-scale implementation projects for the HRM Design project. CGI-AMS's methodology for the implementation of AMS Advantage software is comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the Subproject 3 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. 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.

During this project, only the Envision phase of CGI-AMS's methodology will be completed to meet the goals of the project.

2. Project Work Products

The remainder of this section explains the approach that will be used to analyze 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-3: Deliverables Definition and in the remaining sections of this SOW.

2.1 Planning & Management (Subproject Plan Task 1)

Project management represents ongoing tasks that will span the life of this 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 II – HRM Design Subproject 3. 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 II – HRM Design Subproject 3 management strategies for the following areas:

Project Planning

- Detailed Subproject Plan
- Project Governance and Structure
- Communication
- Staffing and Team Management
- Software Estimation and Metrics

Scope Management

- Deliverables Management
- Change Control Process Management
- Requirements Management

Issue and Risk Management

- Issue Management (including issue escalation processes)
- Project Risk Management

Quality

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

CGI-AMS shall provide on-site, full-time project management services for the eCAPS Phase II – HRM Design Subproject 3.

CGI-AMS ongoing project management tasks include (Project Plan Task 1.3):

- 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

2.2 Envision Phase (Subproject Plan Task 2)

During the Envision phase, CGI-AMS shall meet with the County's project team to review and update the preliminary business requirements included in Attachment-1, develop CGI-AMS responses to meeting the County's business requirements, and translate the business requirements into a set of detailed project tasks via two steps. The first step documents at a high level the modifications necessary for the system to support the business requirements. The second step defines the method for completing the functional and technical tasks to support these requirements. The objective of the Envision phase is to create the blueprint that guides the new process implementation and evaluates the current County processes in order to come to agreement on the To-Be County processes utilizing the AMS Advantage software applications. CGI-AMS shall be primarily responsible for the completion of the following key tasks/deliverables during the Envision phase:

- Requirements Review and Update
- AMS Advantage 3 Prototype Environment
- Functional Analysis
- Technical Assessment
- Implementation Assessment
- HRM Design Document.

2.2.1 Requirements Review and Update (Subproject Plan Task 2.2.2.1)

CGI-AMS shall meet with the County's project team and subject matter experts to review and update the preliminary business requirements included in Attachment-1. CGI-AMS will develop the responses to support these business requirements. These responses will be one of the following:

F = Fully Provided "Out of the Box"

R = Provided with Reporting Tool

T = Configuration Using Built-In Toolset (survives software upgrades)

TP = Third Party Software Required

NV = Provided in the very Next Version

C = Customization (requiring changes to the underlying source code)

NA = Not Available

2.2.2 Establish AMS Advantage 3 Prototype Environment (Subproject Plan Task 2.1)

CGI-AMS shall install the baseline AMS Advantage HRM application and bundled third-party products on the hardware components provided by the County and perform the installation tests necessary to confirm that these software components can be accessed and executed by the project team. CGI-AMS shall also configure the software components for the purpose of prototyping the functionality of the AMS Advantage HRM software and conduct product training for the County project team.

Appendix I-3 provides a summary of hardware requirements to support the prototype environment.

2.2.3 Functional Analysis (Subproject Plan Task 2.2)

The Functional Analysis is comprised of three key tasks: product training, prototyping sessions and the Fit-Gap Analysis (Project Plan Task 2.2.4).

Product Training (Subproject Plan Task 2.2.1)

CGI-AMS shall provide product training to the County project team and subject matter experts. The purpose of this training is for CGI-AMS to provide the County team with a general overview of AMS Advantage HRM functionality. This overview is intended to help facilitate the County's participation in the prototyping sessions and subsequent implementation tasks.

Prototyping Sessions (Subproject Plan Task 2.2.3)

Prototyping sessions are application design sessions directed by CGI-AMS to demonstrate the capabilities of the AMS Advantage HRM application to support the County's business requirements using representative County data. In preparation for these sessions, CGI-AMS shall map the County's business requirements to the To-Be Business Processes. Once this mapping is complete, CGI-AMS shall develop scripts for

prototyping how AMS Advantage will support the To-Be processes and corresponding business requirements.

By conducting the prototyping sessions, CGI-AMS shall provide a process which allows County managers and end users from the representative County departments to participate in the design of the To-Be system. The County will identify the appropriate County staff that will participate in these sessions and facilitate their participation.

Fit-Gap Analysis (Subproject Plan Task 2.2.4)

As the prototyping scripts are executed, CGI-AMS shall identify the options and alternatives for supporting the County's requirements and conduct a Fit-Gap Analysis to assess the fit between AMS Advantage baseline functionality and these requirements. Where appropriate, CGI-AMS shall identify the table-driven setups, user interface configurations, application customizations, and business process changes required to close any gaps in functionality between the County's stated requirements and the baseline software.

CGI-AMS's primary work products from the completed prototyping sessions and Fit-Gap Analysis include: a) Requirements Traceability Matrix (RTM), which will be a cross-reference of County business requirements and the alternatives adopted by the County to support these requirements, b) prioritized list of potential software configurations and customizations, and c) recommendations for potential changes to County business processes. These components shall be included in the Fit-Gap Analysis Report. Subsequent to the publication of this report, the County retains the right to request additional software customizations through the Change Control Process.

2.2.4 Technical Assessment (Subproject Plan Task 2.2.5)

CGI-AMS shall work with County staff to assess the infrastructure requirements and transaction volumes for implementing the AMS Advantage components identified in the Introduction section. This assessment will be based on the County's current usage information, transaction volumes, archival requirements, and growth projections and will support the technical requirements.

Based on this assessment, CGI-AMS shall design the technical architecture for each of the project environments identified by the County to support the AMS Advantage HRM implementation. CGI-AMS shall summarize the results of the Technical Assessment and technical architecture design process in the Technical Specifications Document deliverable.

2.2.5 Implementation Assessment (Subproject Plan Task 2.2.7)

During the Implementation Assessment activity, CGI-AMS shall work with the County to identify and document the requirements for System Interfaces, Data Conversions,

Reports, and Training Volumes. Based on these documents, CGI-AMS shall draft the following key strategies to support the implementation:

- Data Conversion Strategy (Subproject Plan Task 2.2.7.1)
- System Interface Strategy (Subproject Plan Task 2.2.7.2)
- Training Strategy (Subproject Plan Task 2.2.7.3)
- Transition Strategy (Subproject Plan Task 2.2.7.4)
- Reporting Strategy. (Subproject Plan Task 2.2.7.5)

In these strategies, CGI-AMS shall identify the approaches, software tools, and testing methodologies that will govern the design and development of the associated work products and deliverables in the subsequent implementation project. CGI-AMS shall compile these strategies in the Implementation Analysis Document.

2.2.6 eCAPS Phase II – HRM Design Document (Subproject Plan Task 2.2.8)

Upon completion of the Functional Analysis, Technical Assessment, and Implementation Assessment, CGI-AMS shall summarize these analyses, produce the detailed estimates for the work products identified in these analyses, and incorporate the results into a formal scope definition document (eCAPS Phase II – HRM Design Document) and develop the HRM Implementation Project Plan. These documents will be presented to the County for feedback, review, and approval.

2.2.7 Envision Phase: Summary of CGI-AMS Deliverables

A summary list of the deliverables and interim work products to be produced by CGI-AMS during the Envision phase is provided in Appendix A-3: Deliverables Definition.

Section II – Project Management

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

- Provide project direction and oversight to the Subproject 3
- Establish an approach to communicating the status of Subproject 3 activities and deliverables
- Establish the staffing requirements and staffing projections for the implementation
- Establish the eCAPS Phase II – HRM Design Subproject 3 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-3: Subproject Assumptions.

The purpose of these activities is to establish the protocols for managing the eCAPS Phase II – HRM Design Subproject 3, 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
- Conduct kickoff meetings.

1.1 Project Team Operations (Subproject Plan Task 1.3)

The on-going 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

1.2 Change Control Strategy (Subproject 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) (Project Plan Task 1.1.4) 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
- Project Team request for changes

The County desires to minimize any modifications to the AMS Advantage application software 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 response times for analysis of costs, workload, impact on County departments and timeframe needed to implement requested change
- Flow chart of Change Control process, including decision tree
- Recommended solution to track and monitor changes.

1.3 Status Reports (Subproject Plan Task 1.3.3)

CGI-AMS shall submit weekly and monthly status reports to County Management that include:

- Project status against the project timetable
- Status of deliverables
- Project Issues
- Review of the Subproject Plan (as necessary)
- 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 (Subproject Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase II – HRM Design Subproject 3, 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 Subproject 3 will be critical for the successful implementation of the eCAPS Phase II – HRM Design Subproject 3. The Subproject 3 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 (Subproject Plan Task 1.1) within the first month of the Subproject 3 and update the plan as necessary during the Subproject 3.

3. Project Site

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

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document (Subproject Plan Task 2.2.5.4)

- Installing the AMS Advantage application and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments (Subproject Plan Task 2.1)

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

- Providing and installing training software/ equipment necessary for training County Project Team members (Subproject Plan Task 2.2.1)

4. Communications

The eCAPS Phase II – HRM Design Subproject 3 is a component of the countywide initiative that requires complete support and understanding of all County departments. 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

- 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 (Subproject 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
- 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 information briefings for departments (Subproject Plan Task 1.2.7). The information briefings will primarily consist of an eCAPS Phase II – HRM Design Subproject 3 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., Human Resources, Position Control, Benefits Administration, Time & Attendance, Recruiting & Staffing, Payroll Management and Employee Self Service) and present these overview materials at the start of the Design / Prototyping Sessions for each area. 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 the Subproject 3
- Communicate the status of the Subproject 3
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.)
- Distribute Subproject 3 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 & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase II – HRM Design Subproject 3 (Subproject Plan Task 1.1.1). These roles and responsibilities may be modified at any time during the Subproject 3 through mutual agreement between the County and CGI-AMS.

Key personnel will be, unless identified as otherwise, dedicated full-time to the Subproject 3 during the specific times indicated by the Subproject Plan. These staff members will be assigned to the Subproject 3 in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

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.

Title	Name
Project Director / Engagement Manager	TBD
1. Project Manager	James Colbert

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 3 are provided in Appendix M-3: Subproject Assumptions CGI-AMS insert lead staff names / match SLA language changes

5.1 Project Management

CGI-AMS Project Manager

The CGI-AMS Project Manager shall:

- Direct responsibility for and supervise the overall performance of the eCAPS Phase II – HRM Design Subproject 3 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 of Los Angeles
- Develop weekly and monthly progress reports to County Management and participate in status meetings and project advisory committee briefings (Subproject Plan Task 1.3)

5.2 Functional Teams

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.

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
- Design "To-Be" business processes
- Identify potential software configurations, customizations, and business process changes during the Fit-Gap Analysis.

5.3 Technical Resources

CGI-AMS Technical Team Lead

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

- Coordinate CGI-AMS technical resources
- Forecast work requirements for software development and testing.

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
- System administration support
- Reporting architecture definition.

Section III – Software Application

1. Software Description

CGI-AMS has provided the AMS Advantage HRM 3.4 (or later) modules to the County as identified in the Exhibit-H-3 License Provisions.

It is the County's intent to develop the HRM Design Document to implement the following AMS Advantage HRM modules under a separate SOW:

- Human Resources
- Position Control
- Recruiting & Staffing
- Benefits Administration
- Time & Attendance
- Payroll Management
- Employee Self-Service.

2. AMS Advantage Software Installed

This section presents a high-level summary of the functionality provided by the baseline AMS Advantage HRM software modules to be installed by CGI-AMS under the eCAPS Phase II – HRM Design Subproject 3. The actual functionality to be implemented shall be fully in accordance with the updated Business Requirements and the design decisions that will be made by the County during the Design / Prototyping Sessions and Fit-Gap Analysis activities of the Subproject 3.

The AMS Advantage software shall be supplied and installed by CGI-AMS. The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules. The entire AMS Advantage HRM suite of products will be delivered to the County and installed for the project.

Based on feedback and input from the County, CGI-AMS shall perform tasks to install the software and review the County's set-up of the project technical environments, including but not limited to the following:

- Install and test AMS Advantage software and prototyping environment (Subproject Plan Task 2.1)

- Review County network infrastructure (Subproject Plan Task 2.2.5.2)

- Analyze transaction volumes (current and future) (Subproject Plan Task 2.2.5.3)

- Develop Technical Specifications Document (Subproject Plan Task 2.2.5.4)

The AMS Advantage modules to be installed and analyzed during the project are:

- **Human Resources** – AMS Advantage HRM is a fully integrated personnel and payroll management system and is fully integrated with other HR management functions such as, position control, recruiting & staffing, employee benefits and employee relations.

- **Position Control** – provides the position management functionality, including the setup and updates to positions and budget, and actual expenditure against budgeted positions

- **Benefits Administration** – provides the functionality to establish and maintain benefits parameters, update and maintain employee benefits and provide reporting for the employee benefits

- **Recruiting & Staffing** – provides the functionality to setup job posting and track the status of the applicants through hiring

- **Payroll Management** – provides the functionality to compute the payroll checks and transmit the payroll expenses to the financial system

- **Time & Attendance** – provides the capability of recording time and leave for both, positive- and exception-paid employees. This module is fully integrated with the AMS Advantage HRM software module.

- **Employee Self Service** – provides a web-based access to the AMS Advantage HRM application to support self service functions including time entry, leave balance verification, and employee data maintenance.

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

- Conducting prototyping sessions and product training (Subproject Plan Tasks 2.2.1 and 2.2.3)

- Conducting technical training (Subproject Plan Task 2.2.1).

The installation and installation testing process shall include the CGI-AMS delivery of a written certification (verification memorandum) that the AMS Advantage application can be accessed in the prototyping environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment).

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 (Services and License Agreement – Exhibit H-3).

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

- Conducting prototyping sessions and product training (Subproject Plan Tasks 2.2.1 and 2.2.3)
- Conducting technical project team training (Subproject Plan Task 2.2.1).

The installation and installation testing process for each environment shall include the CGI-AMS delivery of a written certification (verification memorandum) that the third-party tools can be accessed in the prototyping environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment).

Section IV – Business Requirements and Reporting

1. Business Requirements

The County's preliminary business requirements for each of the AMS Advantage HRM modules are detailed in Attachment-1 of this Statement of Work (SOW). CGI-AMS and County will jointly review and update these business requirements. CGI-AMS will identify how the AMS Advantage HRM modules can accommodate these business requirements and provide its response in the following work products that will be included in the eCAPS Phase II – HRM Design Document.

- Business Requirements – CGI-AMS's response to all of the County's updated business requirements. For each business requirement, CGI-AMS will provide one of the responses categories discussed earlier in this SOW.

- Configurations and Customizations – This will be a subset of the Business Requirements work product and will include the business requirements CGI-AMS has 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

- Reporting – This will be a subset of the Business Requirements work product that identifies the business requirements specifically related to reporting. Each of these requirements will be supported by one of the following: Cognos reporting tool functionality, standard reports, custom-developed reports or ad hoc queries.

CGI-AMS shall review the business requirements and shall present the options and alternatives available for meeting these requirements during the following activities:

- Functional Analysis (i.e., Design / Prototyping Sessions (Subproject Plan Task 2.2.3) and Fit-Gap Analysis (Subproject Plan Task 2.2.4)) and

- Implementation Assessment (Subproject Plan Task 2.2.7) wherein the reporting strategy for the HRM implementation will be developed.

The County will select the approach to achieving the functionality for each business requirement. This selection process will be accommodated through the County's participation in the Functional Analysis and Implementation Assessment. The business requirements that require customization will be further refined by the County during the Design / Prototyping Sessions of the project and a subsequent structured County – CGI-AMS prioritization process to be conducted prior to the publication of the eCAPS Phase II – HRM Design Document and eCAPS Phase II – HRM Implementation Subproject Plan (Subproject Plan Task 2.2.8).

1.1 The CGI-AMS Approach

CGI-AMS shall perform a Functional Analysis of the County's functional and reporting-related requirements by conducting Design / Prototyping Sessions and a Fit-Gap Analysis. Based on the results from these activities, CGI-AMS shall develop the overall strategy for supporting the County's reporting requirements during the AMS Advantage HRM Implementation activities.

The results of the Functional Analysis will confirm the actual customizations and reports to be developed during the HRM implementation. The results of the Functional Analysis and Implementation Assessment shall demonstrate, in the Requirement Traceability Matrix (RTM), how the AMS Advantage software suite:

- Meets the Fully Provided "Out-of-the Box" requirements
- Will be configured with the CGI-AMS built-in toolset
- Supports the County's stated reporting requirements.

The final version of the RTM shall be incorporated in the eCAPS Phase II - HRM Design Document.

1.2 Functional Analysis (Subproject Plan Task 2.2)

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

1) Analyze and confirm the County's preliminary business requirements listed in Attachment A-1
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
4) Prioritize the additional modifications identified in the Design / Prototyping Sessions necessary to meet the County's stated business requirements.

CGI-AMS shall complete the Functional Analysis by conducting Design / Prototyping Sessions and a Fit-Gap Analysis as described below.

1.2.1 Design / Prototyping Sessions (Subproject Plan Task 2.2.2 and 2.2.3)

The Design / Prototyping Sessions shall be conducted by CGI-AMS with participation from the County and shall provide an opportunity for the County project team to observe the proposed process for utilizing the CGI-AMS application and bundled reporting tool to meet the County's business requirements.

These sessions shall address the functional business requirements which are to be supported by the AMS Advantage application and the reporting requirements which are to be supported by inquiry features in the AMS Advantage application, standard java reports in the AMS Advantage application and ad hoc/reports development capabilities provided by the County's selected Business Intelligence toolset, Cognos. A description of the processes for prototyping these requirements are provided below.

Functional Requirements

CGI-AMS shall develop and execute the prototyping scripts for these sessions based on the key To-Be Business Processes. For those requirements that require customizations, CGI-AMS shall identify alternatives for consideration which will minimize the impact on the County for future upgrades, avoid software customizations and not interfere with the County's ability to maintain the AMS Advantage HRM software through future upgrades.

Reporting Requirements

CGI-AMS shall develop and execute prototyping scripts to prototype how each of the reporting requirements will be supported by one of the following solutions:

- Online AMS Advantage inquiry page
- Standard AMS Advantage reports

The County will develop an inventory of the current legacy reports for human resources and payroll management. CGI-AMS shall identify the AMS Advantage HRM sources for the information provided in these reports to create a cross-walk between legacy reports and eCAPS Phase II reports. The legacy reports will not necessarily be re-created during the HRM implementation project.

1.2.2 Fit-Gap Analysis (Subproject Plan Task 2.2.4)

Concurrent with the Design / Prototyping Sessions, CGI-AMS shall perform a Fit-Gap Analysis to identify the table-driven application set-ups, user interface configurations, application customizations, and business process changes that must be implemented to close any gaps between the County's stated business requirements and the AMS Advantage baseline software as these items are identified.

Additionally, CGI-AMS and the County shall identify the reports to be developed during the HRM implementation project. Each of the reporting requirements shall not represent a separate report. During the Fit-Gap Analysis, the County and CGI-AMS will group related requirements together in order for the project team to determine how many separate custom reports must be developed by County and CGI-AMS

staff and how the remaining requirements can be supported by AMS Advantage inquiry functionality and ad hoc queries using the reporting tool.

CGI-AMS shall update the RTM such that the solution for supporting each requirement can be documented. Upon completion of the Fit-Gap Analysis, CGI-AMS shall produce a summary Fit-Gap Analysis report for the County's review.

1.3 Implementation Assessment (Subproject Plan Task 2.2.7)

Upon completion of the Functional Analysis, another key activity to be conducted during the Envision phase is the Implementation Assessment. It is during this activity that CGI-AMS and the County shall:

- Identify and document the system interfaces to be implemented during the HRM implementation project
- Identify and document the data conversion requirements for the HRM implementation project
- Identify and document the County's reporting requirements for the HRM implementation project
- Assist the County in identifying the AMS Advantage data sources corresponding to the County's existing legacy reports.

Upon completion of this review and analysis, CGI-AMS shall develop strategies for supporting the County's data conversion, system interface, and reporting requirements. Among other items, these strategies shall describe the development tools and methodologies and testing approaches to be used by the project team.

1.4 eCAPS Phase II – HRM Design Document (Subproject Plan Task 2.2.8)

Along with the results of the Technical Assessment, CGI-AMS shall summarize the results of the Functional Analysis and Implementation Assessment in the eCAPS Phase II – HRM Design Document.

The following work products will be incorporated into this document:

- Requirements Traceability Matrix (RTM) identifying how each of the preliminary business requirements in Attachment A-1 will be met
- To-Be business processes for the functionality to be implemented during the HRM Implementation project
- Fit-Gap Analysis Report summarizing the user interface configurations, customizations, and business process changes necessary to support the County's stated business requirements
- Data Conversion requirements and strategy
- System Interfaces requirements and strategy
- Training requirements and strategy

- Transition and change management strategy
- Reporting requirements and strategy
- HRM Implementation Project Plan.

The County's contribution and level of participation in the creation of these work products and Implementation Analysis Document deliverable are described in Appendix M-3: Subproject Assumptions.

Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	HRM Design Project Control Document (Update of the eCAPS PCD to include HRM Design Work Products.)	• Subproject 3 Charter and Roadmap describing Subproject 3 objectives, scope, assumptions, and overall timelines for Subproject 3 phases and deliverables.	1.1.1	1.1.7
		• Detailed Project Plan for the Envision Phase describing project schedule, milestones, resource assignments and task dependencies.	1.1.2	
		• Subproject 3 Organization describing roles and responsibilities of Subproject 3 teams, including relationship to the base project for project management and oversight.	1.1.1	
		• Identifies any necessary changes for the Subproject 3 to the Project Governance that describes the process, tools and standards for: ○ Communication ○ Status reporting ○ Scope management ○ Risk and issue management ○ Project documentation standards	1.1.3	
2.	HRM Design Kick-off	• Kick-off presentation materials	1.2.1	1.2.6
		• One kick-off presentation to HRM Design project team	1.2.5	
		• Two kick-off presentations to County departments	1.2.5	
3.	Department Information Briefings	• Prepare and conduct up to three informational meetings with County Department representatives.	1.2.7	1.2.8
4.	Input to Project Weekly / Monthly Status Reports	• Provide input to the Project Monthly Status Report that is comprised of a compilation of weekly status reports for the month with an executive summary describing: ○ Subproject 3 deliverables completed ○ Subproject 3 risks and issues ○ Key Subproject 3 accomplishments ○ Updated Subproject 3 plan ○ Updated matrix of Subproject 3 work products/deliverables and their progress	1.3.1, 1.3.2, and 1.3.3	1.3.4
		• Input to the Project Weekly Status Report that includes: ○ Subproject 3 tasks, work products, and deliverables completed ○ Subproject 3 tasks, work products, and deliverables in progress ○ Subproject 3 tasks, work products, and	1.3.3	

	deliverables scheduled but not completed o Subproject 3 issue log		

Envision Phase

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
5.	Establish HRM Design Prototyping Environment	• Install and test the following AMS Advantage HRM modules in the HRM Design Prototype Environment provided by the County: o Human Resource o Position Control o Benefits Administration o Recruiting & Staffing o Time & Attendance o Payroll Management o Employee Self-Service	2.1.2	2.1.4
		• Review installed AMS Advantage HRM modules in the HRM Design Prototype Environment.	2.1.3	
6.	Product Training	• Baseline AMS Advantage HRM training materials for: o Human Resources o Position Control o Benefits Administration o Recruiting & Staffing o Time & Attendance o Payroll Management o Employee Self-Service	2.2.1.1	2.2.1.4
		• Conduct product training sessions for prototype participants for each of the following AMS Advantage HRM application software: o Human Resources o Position Control o Benefits Administration o Recruiting & Staffing o Time & Attendance o Payroll Management o Employee Self-Service The purpose of the product training session is to review AMS Advantage HRM functionality that will be used for the prototype sessions.	2.2.1.2	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
7.	Updated HRM Business Requirements	• Review and update business requirements for the following HRM Design business areas: ○ Human Resources ○ Position Control ○ Benefits Administration ○ Recruiting & Staffing ○ Time & Attendance ○ Payroll Management • Employee Self-Service	2.2.2.1	2.2.2.2
8.	Prototype Scripts	• Prepare for the prototyping sessions by developing the following: ○ Business scenarios and prototype scripts for each of the HRM Design business areas. ○ A Requirements Traceability Matrix referencing prototype scripts to the business requirements for each of the business areas. ○ Schedule of prototype sessions.	2.2.2.4	2.2.2.8
9.	Prototype Results	• Set-up data to support Prototype sessions for each business area to include: ○ Reference tables ○ Los Angeles County chart of accounts ○ Operational data ○ Execute and document prototype scripts and conduct prototype sessions for: ○ Human Resources ○ Position Control ○ Benefits Administration ○ Recruiting and Staffing ○ Time and Attendance ○ Payroll Management ○ Employee Self-Service At the beginning of each prototype session, CGI-AMS will provide an overview of the process and functionality to be prototyped.	2.2.3.1, 2.2.3.2, 2.2.3.3, 2.2.3.4, 2.2.3.5, 2.2.3.6, 2.2.3.7, 2.2.3.8, 2.2.3.9	2.2.3.10

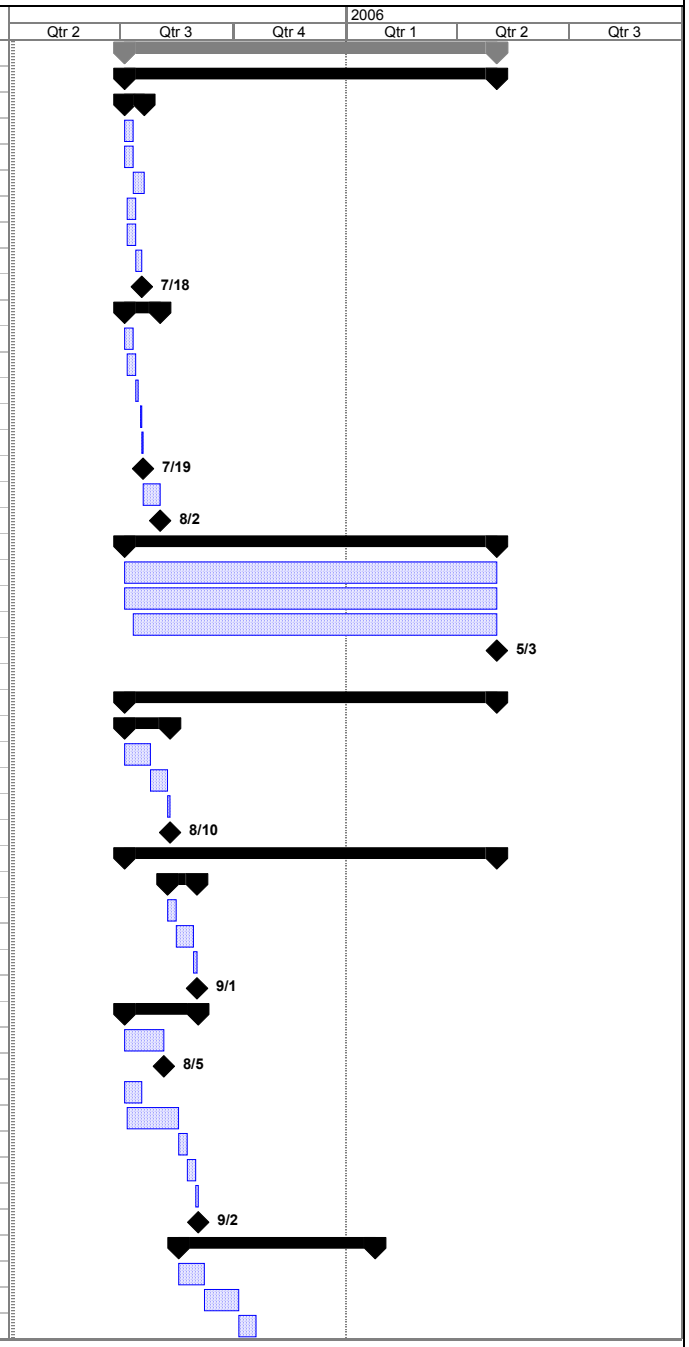
#	Deliverables	Work Products and Description	Task ID	Payment Milestone
10.	HRM Design Fit-Gap Analysis Report	• A Subproject 3 Fit-Gap Report comprised of the following: ○ An Executive Summary highlighting results from the prototype sessions in terms of the degree of fit for each of the business areas and key software customizations identified. ○ High-level functional descriptions of software customizations by business area. ○ Application and reference table set-up requirements. ○ Impacts and changes to business operations by business area. ○ An inventory of prototype issues and their resolution by business area. ○ Outstanding issues and action items.	2.2.4.4	2.2.4.8
		• An updated Subproject 3 Requirements Traceability Matrix with one of the following dispositions for each business requirement: ○ Fully met – with baseline functionality and a corresponding description of any application and/or reference table set-up requirements, if needed. ○ Application customization – includes modifications that can be performed using the Versata toolkit, e.g. screen label changes. ○ Software customization – where the business requirement can only be partially or entirely met by a software customization. ○ Business process change – where the business requirement will be met by a change to current business process with no software customization required. ○ Eliminated – where the business requirement is no longer required.	2.2.4.6	
11.	Updated Project Technical Specifications Document	• Analyze the County's network infrastructure and evaluate its capacity to support the implementation of AMS Advantage HRM application modules.	2.2.5.2	2.2.5.8
		• Analyze the County's projected transaction volumes and work with County staff to identify the hardware, software, network, and storage specifications to support the County's technical and performance requirements.	2.2.5.3	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Updated Project Technical Assessment Document to include: ○ An Executive Summary highlighting changes to the Project architecture, hardware sizing and software requirements, and operations architecture. ○ Subproject 3 assumptions to include transaction volumes and performance requirements for each of the HRM business areas. ○ Hardware and software requirements to support the implementation of the HRM system. ○ Recommendation for the acquisition of hardware and software required. ○ Assessment of Cognos data models and ETL software for supporting the HRM reporting requirements. ○ Open Subproject 3 issues and action items.	2.2.5.6	
12.	HRM Design Document	• An Executive Summary highlighting the roadmap and implementation approach for AMS Advantage HRM, planning assumptions, outstanding issues and action items.	2.2.8.1	2.2.8.6
		• A Transition Strategy that is comprised of the following components: ○ Approach for Department rollout – describing the tools and methods to facilitate the Department implementation of the AMS Advantage HRM software modules. ○ An update to the Project Communication Strategy – describing the methods and tools for communicating with Departments, target audiences and their corresponding information needs for the HRM Design Subproject 3. ○ An update to the Project Training Strategy – describing a proposed course structure and an approach for organizing, planning, and executing Co-Trainer Training and User Training, as well as developing user documentation and training materials for the HRM Design Subproject 3.	2.2.7.4	

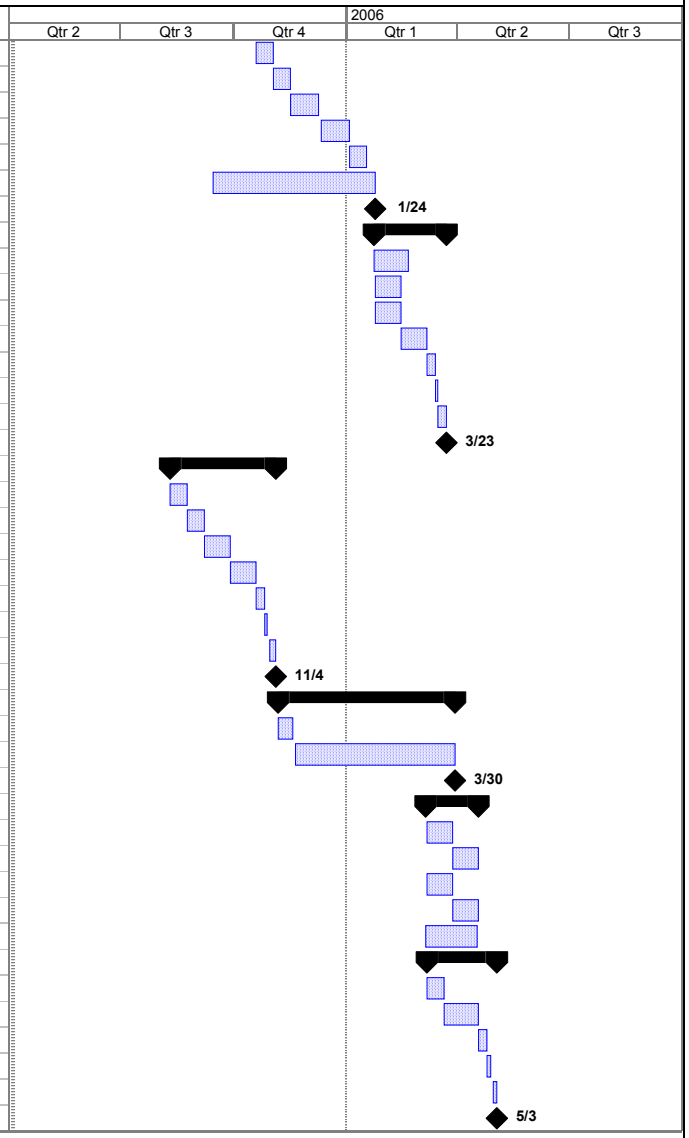
#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• An update to the Project Conversion Strategy describing the scope and types of data to be converted, their method of conversion, approach for data cleansing, and planning assumptions for the HRM Design Subproject 3. The Conversion Strategy shall include the following components: ○ A list of HRM tables that need to be populated and/or set-up for production operations. ○ Preliminary list of source systems from which data will be converted and the type of data that will be converted. ○ Data cleansing considerations. ○ Approach for data conversion, including the use of AMS Advantage HRM Document formats and rules.	2.2.7.1	
		• An update to the Project Interface Strategy describing the number, types, and approach for inbound and outbound interfaces for HRM Design. The Interface Strategy shall include the following components: ○ Approach for system interfaces for HRM, including the organization of interfaces into logical groupings for implementation. ○ Identification and description of the AMS Advantage HRM documents that will be used for Inbound interfaces. ○ Inventory of inbound and outbound interfaces and their corresponding AMS Advantage HRM document (inbound).	2.2.7.2	
		• An update to the Project Reporting Strategy describing the number and types of predefined reports and queries, including an approach for using Cognos as the business intelligence tool for developing predefined reports and queries. The Reporting Strategy shall also include an inventory of HRM Implementation reports, the report title, report usage, frequency, distribution and distribution methods.	2.2.7.5	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Updated HRM Design Document that includes: ○ An updated HRM Design Implementation Assessment and deliverables schedule. ○ Software development methodology for designing, constructing, and testing software customizations, conversion programs, inbound/outbound system interfaces, and reports. ○ Approach for software testing, including iteration tests, regression test, integrated system test, performance test, and user acceptance test.	2.2.8.4	

ID	Task Name	Duration	Start	Finish
0	**HRM DESIGN SUBPROJECT 3**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
1	**1 PLANNING & MANAGEMENT**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
2	**1.1 Update eCAPS Project Control Document (incl. plan, PM strategies, etc.)**	**12 days**	**Tue 7/5/05**	**Wed 7/20/05**
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	5 days	Tue 7/5/05	Mon 7/11/05
4	1.1.2 Establish Project Management Standards and Tools	5 days	Tue 7/5/05	Mon 7/11/05
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	7 days	Tue 7/12/05	Wed 7/20/05
6	1.1.4 Update Project Control Document	5 days	Thu 7/7/05	Wed 7/13/05
7	1.1.5 Review Project Control Document	5 days	Thu 7/7/05	Wed 7/13/05
8	1.1.6 Approve Project Control Document	3 days	Thu 7/14/05	Mon 7/18/05
9	***1.1.7 CGI-AMS Deliverable: HRM Design Project Control Document***	***0 days***	***Mon 7/18/05***	***Mon 7/18/05***
10	**1.2 HRM Design Kick-off**	**21 days**	**Tue 7/5/05**	**Tue 8/2/05**
11	1.2.1 Develop HRM Design Kick-off Materials	5 days	Tue 7/5/05	Mon 7/11/05
12	1.2.2 Review HRM Design Kick-off Materials	5 days	Thu 7/7/05	Wed 7/13/05
13	1.2.3 Update HRM Design Kick-off Materials	2 days	Thu 7/14/05	Fri 7/15/05
14	1.2.4 Approve HRM Design Kick-off Materials	1 day	Mon 7/18/05	Mon 7/18/05
15	1.2.5 Conduct HRM Design Kick-off Meeting	1 day	Tue 7/19/05	Tue 7/19/05
16	***1.2.6 CGI-AMS Deliverable: HRM Design Kick-off Meeting***	***0 days***	***Tue 7/19/05***	***Tue 7/19/05***
17	1.2.7 Prepare and conduct Department Information Briefings	10 days	Wed 7/20/05	Tue 8/2/05
18	***1.2.8 CGI-AMS Deliverable: Department Information Briefings***	***0 days***	***Tue 8/2/05***	***Tue 8/2/05***
19	**1.3 On-Going Project Management**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
20	1.3.1 Provide Project Management Oversight / Maintain Project Plan	213 days	Tue 7/5/05	Wed 5/3/06
21	1.3.2 Provide Quality & Risk Management	213 days	Tue 7/5/05	Wed 5/3/06
22	1.3.3 Develop HRM Design Subproject Weekly and Monthly Status Reports	208 days	Tue 7/12/05	Wed 5/3/06
23	***1.3.4 CGI-AMS Deliverables: Monthly Status Reports***	***0 days***	***Wed 5/3/06***	***Wed 5/3/06***
24				
25	**2 ENVISION PHASE**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
26	**2.1 Establish AMS Advantage HRM Prototype Environment & Install 3rd Party Software**	**27 days**	**Tue 7/5/05**	**Wed 8/10/05**
27	2.1.1 Provide server and establish Prototyping Environment & 3rd Party Software	15 days	Tue 7/5/05	Mon 7/25/05
28	2.1.2 Install & Test AMS Advantage HRM Prototyping Environment & 3rd Party Software	10 days	Tue 7/26/05	Mon 8/8/05
29	2.1.3 Review & Approve AMS Advantage Prototyping Environment & 3rd Party Software	2 days	Tue 8/9/05	Wed 8/10/05
30	***2.1.4 CGI-AMS Deliverable: AMS Advantage HRM Prototyping Environment & 3rd Party Software***	***0 days***	***Wed 8/10/05***	***Wed 8/10/05***
31	**2.2 Functional Analysis**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
32	**2.2.1 Product Training**	**18 days**	**Tue 8/9/05**	**Thu 9/1/05**
33	2.2.1.1 Prepare Materials / Schedule Product Training for Core Project Team	5 days	Tue 8/9/05	Mon 8/15/05
34	2.2.1.2 Conduct Product Training for Core Project Team/Prototype Participants	10 days	Tue 8/16/05	Mon 8/29/05
35	2.2.1.3 Review & Approve Product Training	3 days	Tue 8/30/05	Thu 9/1/05
36	***2.2.1.4 CGI-AMS Deliverable: AMS Advantage HRM Product Training***	***0 days***	***Thu 9/1/05***	***Thu 9/1/05***
37	**2.2.2 Prepare for Application Prototyping**	**44 days**	**Tue 7/5/05**	**Fri 9/2/05**
38	2.2.2.1 Review and Update HRM Business Requirements	24 days	Tue 7/5/05	Fri 8/5/05
39	***2.2.2.2 Updated HRM Business Requirements***	***0 days***	***Fri 8/5/05***	***Fri 8/5/05***
40	2.2.2.3 Map Requirements to Business Processes	10 days	Tue 7/5/05	Mon 7/18/05
41	2.2.2.4 Prepare Prototype Scripts	30 days	Thu 7/7/05	Wed 8/17/05
42	2.2.2.5 Review Prototype Scripts	5 days	Thu 8/18/05	Wed 8/24/05
43	2.2.2.6 Update Prototype Scripts	5 days	Thu 8/25/05	Wed 8/31/05
44	2.2.2.7 Approve Prototype Scripts	2 days	Thu 9/1/05	Fri 9/2/05
45	***2.2.2.8 CGI-AMS Deliverable: HRM Prototyping Scripts***	***0 days***	***Fri 9/2/05***	***Fri 9/2/05***
46	**2.2.3 Prototype Advantage HRM**	**110 days**	**Thu 8/18/05**	**Tue 1/24/06**
47	2.2.3.1 Setup AMS Advantage HRM Tables for Prototype	15 days	Thu 8/18/05	Wed 9/7/05
48	2.2.3.2 Prototype Human Resources Module	20 days	Thu 9/8/05	Wed 10/5/05
49	2.2.3.3 Prototype Position Control	10 days	Thu 10/6/05	Wed 10/19/05



ID	Task Name	Duration	Start	Finish
50	2.2.3.4 Prototype Benefits Administration	10 days	Thu 10/20/05	Wed 11/2/05
51	2.2.3.5 Prototype Recruiting & Training	10 days	Thu 11/3/05	Wed 11/16/05
52	2.2.3.6 Prototype Time and Attendance	15 days	Thu 11/17/05	Fri 12/9/05
53	2.2.3.7 Prototype Payroll Management	15 days	Mon 12/12/05	Tue 1/3/06
54	2.2.3.8 Prototype Employee Self-Service	10 days	Wed 1/4/06	Tue 1/17/06
55	2.2.3.9 Document prototype results	90 days	Thu 9/15/05	Tue 1/24/06
56	***2.2.3.10 HRM Prototyping Results***	***0 days***	***Tue 1/24/06***	***Tue 1/24/06***
57	**2.2.4 Perform Fit-Gap Analysis**	**43 days**	**Tue 1/24/06**	**Thu 3/23/06**
58	2.2.4.1 Identify Application System Control Table Setups	20 days	Tue 1/24/06	Mon 2/20/06
59	2.2.4.2 Identify Application Customizations (Java, Batch)	15 days	Wed 1/25/06	Tue 2/14/06
60	2.2.4.3 Identify Business Process Impacts	15 days	Wed 1/25/06	Tue 2/14/06
61	2.2.4.4 Develop Fit-Gap Analysis Report	15 days	Wed 2/15/06	Tue 3/7/06
62	2.2.4.5 Review Fit-Gap Analysis Report	5 days	Wed 3/8/06	Tue 3/14/06
63	2.2.4.6 Update Fit-Gap Analysis Report	2 days	Wed 3/15/06	Thu 3/16/06
64	2.2.4.7 Approve Fit-Gap Analysis Report	5 days	Fri 3/17/06	Thu 3/23/06
65	***2.2.4.8 CGI-AMS Deliverable: HRM Design Fit-Gap Analysis Report***	***0 days***	***Thu 3/23/06***	***Thu 3/23/06***
66	**2.2.5 Technical Assessment**	**62 days**	**Thu 8/11/05**	**Fri 11/4/05**
67	2.2.5.1 Provide current legacy systems txn volumes & County infrastructure information	10 days	Thu 8/11/05	Wed 8/24/05
68	2.2.5.2 Review County Network Infrastructure	10 days	Thu 8/25/05	Wed 9/7/05
69	2.2.5.3 Analyze Transaction Volumes (current & future) for her	15 days	Thu 9/8/05	Wed 9/28/05
70	2.2.5.4 Develop Technical Specifications Document	15 days	Thu 9/29/05	Wed 10/19/05
71	2.2.5.5 Review Technical Specifications Document	5 days	Thu 10/20/05	Wed 10/26/05
72	2.2.5.6 Update Technical Specifications Document	2 days	Thu 10/27/05	Fri 10/28/05
73	2.2.5.7 Approve Technical Specifications Document	5 days	Mon 10/31/05	Fri 11/4/05
74	***2.2.5.8 CGI-AMS Deliverable: HRM Technical Specifications Document***	***0 days***	***Fri 11/4/05***	***Fri 11/4/05***
75	**2.2.6 Hardware/Software Procurement**	**100 days**	**Mon 11/7/05**	**Thu 3/30/06**
76	2.2.6.1 Prepare HW/SW procurement documents	10 days	Mon 11/7/05	Fri 11/18/05
77	2.2.6.2 Procure Hardware & System Software (as needed)	90 days	Mon 11/21/05	Thu 3/30/06
78	***2.2.6.3 County Obligation: Procured Hardware & System Sofware***	***0 days***	***Thu 3/30/06***	***Thu 3/30/06***
79	**2.2.7 Implementation Assessment**	**31 days**	**Tue 3/7/06**	**Tue 4/18/06**
80	2.2.7.1 Develop Data Conversion Strategy	15 days	Wed 3/8/06	Tue 3/28/06
81	2.2.7.2 Develop System Interface Strategy	15 days	Wed 3/29/06	Tue 4/18/06
82	2.2.7.3 Develop Training Strategy	15 days	Wed 3/8/06	Tue 3/28/06
83	2.2.7.4 Develop Transition Strategy	15 days	Wed 3/29/06	Tue 4/18/06
84	2.2.7.5 Develop Reporting Strategy	30 days	Tue 3/7/06	Mon 4/17/06
85	**2.2.8 Develop HRM Design Document**	**41 days**	**Wed 3/8/06**	**Wed 5/3/06**
86	2.2.8.1 Develop HRM Implementation Project Plan & Deliverables Schedule	10 days	Wed 3/8/06	Tue 3/21/06
87	2.2.8.2 Develop HRM Design Document	20 days	Wed 3/22/06	Tue 4/18/06
88	2.2.8.3 Review HRM Design Document	5 days	Wed 4/19/06	Tue 4/25/06
89	2.2.8.4 Update HRM Design Document	3 days	Wed 4/26/06	Fri 4/28/06
90	2.2.8.5 Approve HRM Design Document	3 days	Mon 5/1/06	Wed 5/3/06
91	***2.2.8.6 CGI-AMS Deliverable: HRM Design Document***	***0 days***	***Wed 5/3/06***	***Wed 5/3/06***



Appendix C-3 – Business Requirements

Not Applicable

Appendix D-3 – Interfaces

Not Applicable

Appendix E-3 – Conversion

Not Applicable

Appendix F-3 – Reports

Not Applicable

Appendix G-3 – Business Processes

(Application Functionality)

Not Applicable

Appendix H-3 – System Performance

Not Applicable

Appendix I-3 – Subproject 3 Architecture and Schematic

Background

The County is considering the replacement of their aging payroll and personnel systems, including CWTAPPS. Under the current agreement with CGI-AMS, the County has access to the AMS Advantage® Human Resources Management solution under the licensing for eCAPS. As part of eCAPS Phase II, CGI-AMS will assist the County in developing an HRM Design Document, as outlined in the statement of work (SOW). As part of eCAPS Phase II – HRM Design, the following additional modules will be reviewed:

- AMS Advantage Human Resources Management
  - Human Resources
  - Position Control
  - Recruiting & Staffing
  - Benefits Administration
  - Time & Attendance
  - Payroll Management
  - Employee Self Service

These modules are part of the AMS Advantage solution family and follow the same technical architecture implementation used in eCAPS Phase I. This appendix outlines the incremental hardware resource requirements needed to support the eCAPS Phase II – HRM Design prototype environment.

Technical Architecture Assumptions

The eCAPS Phase II – HRM Design technical environment is limited to two AMS Advantage HRM application instances for a baseline application and a prototype application. The baseline application serves as an unmodified version of AMS Advantage HRM used for training and reference. The Prototype application is an AMS Advantage HRM application that may be configured and modified by the project team through the course of prototyping during the HRM Design Subproject 3. CGI-AMS assumes that not more than 25 concurrent users will access each of these applications. Additionally, no data conversion is assumed to create the prototype environment's application database.

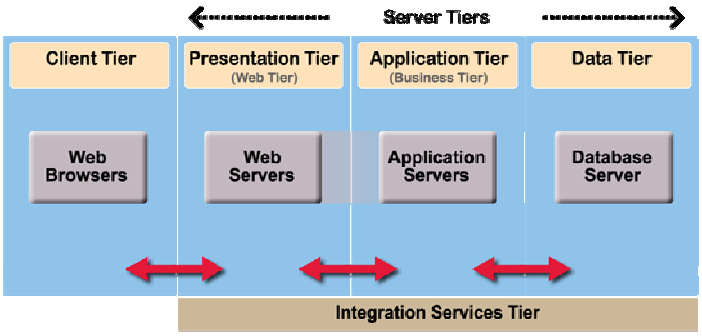
Consistent with the eCAPS Phase I technical environment, the County must ensure high speed, high availability for all hardware components in support of the eCAPS Phase II – HRM Design prototype environment:

- 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
- High speed peripherals such as printers and tape backup systems
- High-speed Internet connectivity to support access to AMS Advantage HRM components that may be hosted on remote servers.

Target Platform

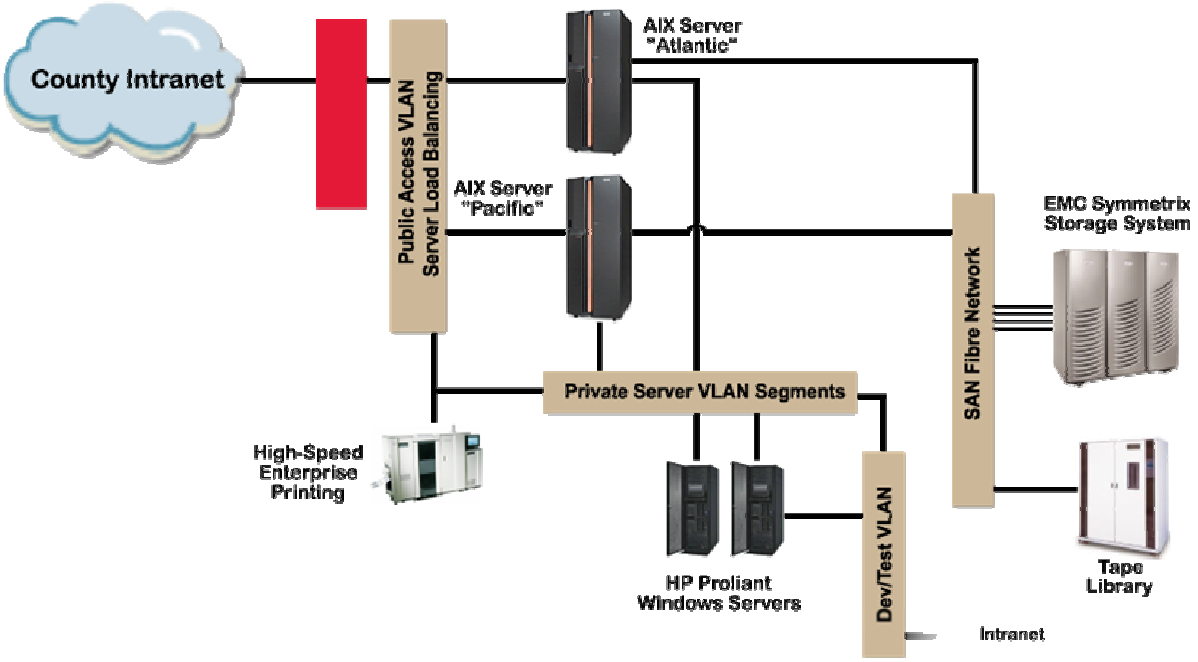
The eCAPS technical architecture consists of different logical tiers with four major logical tiers: client tier, presentation tier, application tier, and data tier. There are other tiers, such as integration services that provide additional support services for interface processing.



eCAPS Phase II HRM Design Subproject 3's prototype environment will operate in the same eCAPS target platform: IBM AIX for the web, application, and database servers. This appendix addresses the server hardware requirements to support eCAPS Phase II HRM Design prototyping environment, assuming that the Phase I technical architecture is in place. AMS Advantage is implemented as a J2EE standard application. IBM WebSphere Application Server is the J2EE application server used by the eCAPS technical architecture. The database server will be Oracle 9i (standard and RAC), the same as the eCAPS database implementation.

As an illustration of the of the technical architecture platform for eCAPS Phase II – HRM Design, the following diagram illustrates physical server topology extrapolated from eCAPS Phase I. The actual network connectivity may be different and is used only to show logical connections between the physical servers. Based on the currently planned eCAPS Phase I technical architecture, there are two IBM pSeries 690 (AIX) servers that are configured with multiple logical partitions (LPARs). The LPARs are defined to support various logical server functions, such as Intranet Web servers, application servers, database servers, reporting servers, and more for production and non-production environments. As part of the hardware topology, there are Windows servers

(HP ProLiant servers) to support other functions, such as forms printing. Phase II incremental hardware requirements would require the allocation of additional processing capacity and additional LPARs within the existing AIX servers or the addition of more physical servers, depending upon the County's approach to addressing the Phase II HRM Design needs.



Raw Capacity Requirements

The prototype environment for the eCAPS Phase II – HRM Design Subproject 3 is not a production environment. The target platform will be an AIX implementation using the Power4+ 1.9GHz processors, consistent with the current eCAPS technical architecture's use of two IBM pSeries 690 servers. The minimum number of processors for the Intranet web servers and the application servers is 1 processor. A minimum of 4GB of memory is required. A single CPU implementation does not provide for any physical failover; typically non-production environments do not have failover redundancy. The County should adjust the processor requirements to reflect any additional failover standards required by the County.

The database server requires 1 additional processor and 4GB of memory. No additional failover support is defined. CGI-AMS assumes two database schemas to support the two application instances for baseline and prototype applications.

At the time of this writing, the new processor standard for the AIX-based servers is the POWER5, introduced in the IBM eServer p5 server series. The County must consider allocating more resources to the existing pSeries 690 servers to accommodate the requirements for eCAPS Phase II or introducing new servers.

The County has selected the Cognos products as their Business Intelligence (BI) tools and will be responsible for any Cognos implementation requirements for eCAPS Phase II prototyping for the HRM Design.

Each application developer or advanced IT system/application administrator will require a Windows 2000 Workstation or Windows XP Professional PC workstation with a minimum of a single Intel Pentium 3.0GHz processor or better and 1GB of memory or better. This assumes that each developer will use the shared non-production database server for their development/unit test database.

Disk Storage

Each physical server and logical partition (LPAR) should be configured with a minimum of 3 (three) 36GB 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 AMS Advantage software will not use the local server storage for the eCAPS Phase II HRM Design prototype application database. It is assumed that the current eCAPS plan to use the EMC Symmetrix SAN will also apply to eCAPS Phase II.

For the Phase II – HRM Design prototype application databases, CGI-AMS assumes that the database volume will be minimal and that data conversion will not be performed. Less than 40GB should be reserved for the HRM Design prototype environment. While this is a large amount for a prototype environment, the additional disk space is convenient for creating disk backups instead of tape backups.

Summary

The eCAPS Phase II servers for the HRM Design prototype environment will be based on IBM Power4+ 1.9GHz or better processors, consistent with the current eCAPS technical architecture configuration. The total capacity requirements, based on the assumptions and requirements outlined in this appendix are summarized in the table below.

IBM Power4+ AIX Environment		
	Number of Processors	**Amount of Memory**
eCAPS Phase II – HRM Design Prototype Environment: Web, Application, and Database servers	2	8GB

The above processing capacity is to be used by the County for planning purposes, and represents the expected maximum resource requirement based on the usages and assumptions defined in this appendix for Phase II – HRM Design.

Disk storage requirements and assumptions are outlined in the preceding section. Prototype database needs is assumed to be 40GB of usable storage.

Appendix J-3 – Configurations & Customizations

Not Applicable

Appendix K-3 – Training Volumes

Not Applicable

Appendix L-3 – Legacy Reports

Not Applicable

Appendix M-3 – Subproject 3 Assumptions

Introduction

In addition to assumptions identified in Appendix M to eCAPS Project Contract 74797, the 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 II – HRM Design Subproject 3.

The assumptions represent and provide further clarification of CGI-AMS's Statement of Work (SOW) Narrative (Exhibit A-3), Deliverables Definition (Appendix A-3) and Subproject 3 Plan (Appendix B-3). 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-3) and Deliverables Definition (Appendix A-3) describe the Tasks, Work Products, and Deliverables to be completed by CGI-AMS for the eCAPS Phase II – HRM Design Subproject 3. In order for the Subproject 3 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 II – HRM Design Subproject 3 plan.

Organization

The eCAPS Phase II – HRM Design Subproject 3 assumptions provided in this appendix are aligned with the SOW sections, as follows:

- Section I - Implementation Methodology
- Section II - Project Management
- Section III – Software Application
- Section IV – Business Requirements and Reporting

Appendix M-3 – HRM Design Project

Section I – Implementation Methodology

This section of the SOW provides an overview of the CGI-AMS standard implementation methodology that CGI-AMS will use to conduct the analysis of AMS Advantage HRM software and develop HRM Design document. It describes in narrative fashion the Tasks, Work Products, and Deliverables to be completed by CGI-AMS within the envision phase. CGI-AMS's assumptions for the County's responsibilities are provided below.

Envision Phase

I.1 Prototyping of HR business processes will be limited to those processes necessary to develop a fit-gap analysis and implementation plan.

I.2 User Training, software testing and certification are outside the scope of this SOW.

I.3 Prototyping of the Recruiting and Staffing module will require the installation of 3rd party tools (i.e., Brass Ring)

Section II – 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 HRM Design Subproject 3. CGI-AMS's assumptions for the County's responsibilities and other project management-related activities are provided below.

II.1 The County and CGI-AMS will follow a closely coordinated and collaborative approach to project management for HRM Design with the overall eCAPS Project Management Plan.

II.2 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 3 as outlined in the Subproject 3 plan provided in Appendix B-3.

II.3 The County will supply the project infrastructure necessary to support the co-location of the County-CGI-AMS team and completion of Subproject 3 Tasks as defined in Appendix M of base contract.

II.4 The County and CGI-AMS project managers will jointly maintain the eCAPS Phase II – HRM Design Subproject 3 plan for HRM Design and provide status reporting on project progress to the County and CGI-AMS eCAPS Project Management Team.

II.5 The County will provide dedicated staff to support the clerical and administrative Tasks for the eCAPS Phase II – HRM Design project, including, but not limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

Section III – Software Application

This section of the SOW narrative describes the technical environment, the AMS Advantage HRM software, and the third party software to be installed for conducting the analysis for the HRM Design project.

III.1 The County will procure the hardware for conducting the AMS Advantage HRM prototyping testing per the hardware specifications in Appendix I-3

III.2 The County will perform the Tasks necessary to establish the technical environments to support the eCAPS Phase II HRM Design Subproject 3 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..

Section IV – Business Requirements and Reporting

This section of the SOW narrative presents an overview of the CGI-AMS approach for conducting the Functional Analysis (i.e., prototyping and Fit-Gap Analysis) of the County's business requirements and developing the HRM Design reporting strategy. In this section, CGI-AMS has provided a list of key assumptions related to reporting as the assumptions related to the Functional Analysis have been provided under Section I – Implementation Methodology.

IV.1 The HRM Design SOW narrative and Subproject 3 plan were prepared with the understanding that the Cognos reporting tool will be used to support the County's ad hoc reporting requirements.

IV.2 Wherever possible, the County will leverage the use of AMS Advantage online inquiry windows and ad hoc queries/reports using Cognos in lieu of creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

IV.3 The County will assign functional and technical staff with sufficient knowledge of departmental systems to participate in a review of the information provided in the legacy reports. CGI-AMS shall provide assistance in confirming the AMS Advantage data sources for the legacy reports.

IV.4 The County will develop business scenarios; CGI-AMS will develop prototyping scripts. CGI-AMS will be responsible for selecting the options for addressing County's business requirements during the prototyping sessions.

Payment Milestones	Deliverables	Due Date	Deliverable Amount	Hold Back (15%)	Invoice Amount
1.1.7	HRM Design Project Control Documents	7/18/05	$ 30,000	$ 4,500	$ 25,500
1.2.6	HRM Design Kick-off	7/19/05	$ 35,000	$ 5,250	$ 29,750
1.2.8	Department Information Briefings	8/2/05	$ 35,000	$ 5,250	$ 29,750
1.3.4	Monthly Status Reports	By 5th working day of each month	$ 435,000	$ 65,250	$ 369,750
2.1.4	Establish HRM Implementation Analysis Prototyping Environment	8/10/05	$ 58,000	$ 8,700	$ 49,300
2.2.1.4	Product Training	9/1/05	$ 87,000	$ 13,050	$ 73,950
2.2.2.2	Updated HRM Business Requirements	8/5/05	$ 177,500	$ 26,625	$ 150,875
2.2.2.8	HRM Prototyping Scripts	9/2/05	$ 246,500	$ 36,975	$ 209,525
2.2.3.10	HRM Prototyping Results	1/24/06	$ 732,250	$ 109,838	$ 622,413
2.2.4.8	HRM Design Fit-Gap Analysis Report	3/23/06	$ 267,550	$ 40,133	$ 227,418
2.2.5.8	HRM Technical Specifications Document	11/4/05	$ 130,500	$ 19,575	$ 110,925
2.2.8.6	HRM Design Document	5/3/06	$ 760,700	$ 114,105	$ 646,595
	Withhold release	6/1/06			$ 449,250
	Total Payments and Holdbacks		**$ 2,995,000**	**$ 449,250**	**$ 2,995,000**

Exhibit C-3 – Rates

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit C of eCAPS Project Contract 74797.

ID	Task Name	Duration	Start	Finish
0	**HRM DESIGN SUBPROJECT 3**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
1	**1 PLANNING & MANAGEMENT**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
2	**1.1 Update eCAPS Project Control Document (incl. plan, PM strategies, etc.)**	**12 days**	**Tue 7/5/05**	**Wed 7/20/05**
10	**1.2 HRM Design Kick-off**	**21 days**	**Tue 7/5/05**	**Tue 8/2/05**
19	**1.3 On-Going Project Management**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
24				
25	**2 ENVISION PHASE**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**
26	**2.1 Establish AMS Advantage HRM Prototype Environment & Install 3rd Party Software**	**27 days**	**Tue 7/5/05**	**Wed 8/10/05**
31	**2.2 Functional Analysis**	**213 days**	**Tue 7/5/05**	**Wed 5/3/06**

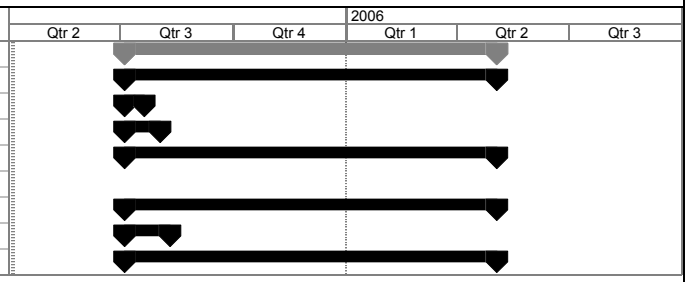


Exhibit E-3 – Maintenance Provisions

Please refer to Appendix A which is an addendum to Exhibit E as amended.

Exhibit F-3 – Confidentiality Agreement

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit F of eCAPS Project Contract 74797.

Exhibit G-3 – EEO Certification

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit G of eCAPS Project Contract 74797.

Exhibit H-3 – License Provisions

Please refer to Appendix A which is an addendum to Exhibit H as amended.

Exhibit I-3 – County Mandated Provisions

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit I of eCAPS Project Contract 74797.

TABLE OF CONTENTS

Introduction

Section I – Implementation Methodology

1. Overview of Implementation Methodology
2. Project Work Productions by Phase

Section II – Project Management

1. Project Management
2. Planning
3. Project Site
4. Communications
5. Staffing

Section III – Software Application

1. Software Description
2. AMS Advantage Software Implemented
3. Third Party Products
4. End User Training Tool

Section IV – Business Requirements and Reporting

1. Business Requirements
2. Reporting / Query

Section V – Technical

1. AMS Advantage Technical Architecture
2. Workstation Specifications
3. Conversion Approach
4. Interface Approach

Section VI – Change Management

1. Change Readiness Assessment
2. Business Process Modeling
3. Training
4. Knowledge Transfer

Section VII – Maintenance and Support

1. Software Maintenance and Support
2. AMS Advantage Software Upgrade Support
3. Post Implementation Support
4. Third Party Software
5. Technical Support

Appendices

A-4 Deliverables Definition
B-4 Subproject Plan
C-4 Business Requirements
D-4 Interfaces
E-4 Conversions
F-4 Reports
G-4 Business Processes (To Be)
H-4 System Performance and Transaction Volumes
I-4 Subproject Architecture and Schematic
J-4 Configurations and Customizations
K-4 Training Volumes
L-4 Legacy Reports Inventory
M-4 Subproject Assumptions

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI-AMS (formerly American Management Systems, Inc.) to develop and deliver the eCAPS Phase II – Budget System Subproject 4 described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eCAPS Phase II – Budget System Subproject 4 engages CGI-AMS to implement additional financial functionality to the existing AMS Advantage® Financial system of the County, the Countywide Accounting and Purchasing System (eCAPS).

This SOW details the tasks, deliverables and system functionality to be implemented and/or delivered during the Subproject 4 which encompasses:

- eCAPS Phase II - Budget System implementation of the AMS Advantage Performance Budgeting system:

This SOW specifies the obligations for CGI-AMS to deliver to the County the functioning module interfaced with the system implemented during the eCAPS Phase I project that supports the County's business requirements as listed in the appendices of this document according to the Deliverables Definitions in Appendix A-4. A description of the County's obligations for this Subproject 4 and other key project assumptions is provided as Appendix M-4 of this SOW. For purposes of this SOW, the Budget System means the AMS Advantage Performance Budgeting application.

The goals of the eCAPS Phase II - Budget System Subproject 4 is to extend beyond the base system of financial management implemented during the eCAPS Phase I project by offering specialized features in:

- **Budgeting** — provides the organizational structure and budgetary processes for establishing budgets, supports the creation of 'what if' scenarios, position costing, performance measures and other advanced features, such as, ranking and prioritizing of budgetary requests.

The major objectives to be achieved with the eCAPS Phase II - Budget System Subproject 4 are to:

- Increase data integrity
- Reduce data redundancy
- Promote data sharing
- Reduce and/or eliminate duplicate and disparate departmental systems

- Integrate systems and data sharing
- Improve/standardize business processes
- Improve visibility and decision-making opportunities
- Adopt “best practices” in the way the County does business
- Provide browser-based entry and presentation of data
- Provide robust ad-hoc query and reporting functionality.

CGI-AMS shall follow a deliverables-based project management approach to validate the County’s business requirements, work with the County to establish the To-Be business processes, and configure or customize the AMS Advantage software application to support the County’s business requirements as stated in Appendix C-4 of this SOW.

The eCAPS Phase II - Budget System Subproject 4 will begin in April 2005 following the Subproject Plan outlined in this SOW (Appendix B-4) to provide for:

- Software installation and support
- Project team and end-user training
- Fit-Gap Analysis to confirm the approach for supporting the business requirements in Appendix C-4 for the project
- Design sessions for configuration of the application to meet the County’s stated business requirements
- Software design, development, and testing services
- A plan and execution of the plan for end-user training
- Knowledge transfer plan to support the on-going system operation at the completion of the project
- Implementation support
- 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 II – Budget System Subproject 4, including:

- An overview of the implementation methodology proposed by CGI-AMS for the duration of the Subproject 4
- Identification of the business functions to be implemented
- A high-level description of the eCAPS Phase II - Budget System Subproject Plan
- An overview of the major tasks and timelines proposed for the Subproject 4 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 the AMS Advantage Performance Budgeting System at the County. Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the Subproject 4 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. 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-4: Deliverables Definition and in the remaining sections of this SOW.

2.1 Planning & Management (Subproject Plan Task 1)

Project management represents ongoing tasks that will span the life of the project.

CGI-AMS shall provide on-site, full-time project management services to the eCAPS Phase II – Budget System Subproject 4 for the duration of the Subproject 4 through

implementation and part-time project management services for the duration of the post-implementation period.

Develop Budget System Control Document (Subproject Plan Task 1.1)

CGI-AMS shall update the Project Control Document (PCD) (Subproject 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 II – Budget System Subproject 4. 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 II – Budget System Subproject 4 management strategies for the following areas:

Project Planning

- Detailed Subproject Plan
- Project Governance and Structure
- Communication
- Staffing and Team Management
- Software Estimation and Metrics

Scope Management

- Deliverables Management
- Change Control Process Management
- Requirements Management

Issue and Risk Management

- Issue Management (including issue escalation processes)
- Project Risk Management

Quality

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

Budget System Kick-off (Subproject Plan Task 1.2)

Conducting a kick-off meeting is essential for communicating project goals, time-frames, and confirming expectations and introducing team members. CGI-AMS will develop

materials outlining the project activities and present them to County staff. The County may re-use the kick-off materials for additional information meetings.

On-going Project Management (Subproject Plan Task 1.3)

CGI-AMS ongoing project management tasks include:

- 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

2.2 Envision Phase (Subproject Plan Task 2)

During the Envision phase, CGI-AMS shall translate the County's functional business requirements, as specified in Appendix C-4 into a set of detailed project tasks via two steps. The first step documents at a high level the modifications necessary for the system to support the County's business requirements thereby validating the project scope. The second step defines the method for completing the functional and technical tasks to support these requirements. The objective of the Envision phase is to create the blueprint that guides the new process implementation and evaluates the current County processes in order to come to agreement on the To-Be County processes utilizing the AMS Advantage software applications. CGI-AMS shall be primarily responsible for the completion of the following tasks/deliverables during the Envision phase:

- AMS Advantage Prototype Environment
- Functional Analysis
- Technical Assessment
- Implementation Assessment
- Implementation Analysis Document.

Establish AMS Advantage Prototype Environment (Subproject Plan Task 2.1)

CGI-AMS shall install the baseline AMS Advantage application and bundled third-party products on the hardware components provided by the County and perform the

installation tests necessary to confirm that these software components can be accessed and executed by the project team. CGI-AMS shall also configure the software components for the purpose of prototyping the functionality of the AMS Advantage financial software and conducting product training for the County project team.

2.2 Budget System Functional Analysis

Product Training (Subproject Plan Task 2.2.1)

CGI-AMS shall provide product training to the County project team and subject matter experts as indicated in Appendix K-4: Training Volumes. The purpose of this training is for CGI-AMS to provide the County team with a general overview of AMS Advantage functionality. This overview is intended to help facilitate the County's participation in the prototyping sessions and subsequent implementation tasks.

Prepare for Application Prototyping (Subproject Plan Task 2.2.2)

Prototyping sessions are application design sessions directed by CGI-AMS to demonstrate the capabilities of the AMS Advantage application to support the County's stated business requirements in Appendix C-4 using representative County data. In preparation for these sessions, CGI-AMS shall map the County's requirements to the To-Be business processes identified in Appendix G-4. Once this mapping is complete, CGI-AMS shall develop scripts for prototyping how AMS Advantage will support the To-Be processes and corresponding business requirements.

Prototyping Budget System Sessions (Subproject Plan Task 2.2.3)

CGI-AMS will configure tables and populate select data necessary to prototype business requirements identified in Appendix C-4. CGI-AMS will facilitate working sessions with County budget specialist, County managers and end users from the representative County departments to participate in the design of the To-Be system. The County will identify the appropriate County staff that will participate in these sessions and facilitate their participation. The outcome of the prototyping session will be common understanding of the County's business requirement and how those requirements map the system's capabilities.

Budget System Fit-Gap Analysis (Subproject Plan Task 2.2.4)

As the prototyping scripts are executed, CGI-AMS shall identify the options and alternatives for supporting the County's requirements and conduct a Fit-Gap Analysis to assess the fit between AMS Advantage baseline functionality and these requirements. Where appropriate, CGI-AMS shall identify the table-driven setups, user interface configurations, application customizations, and business process changes required to close any gaps in functionality between the County's stated requirements and the baseline software.

CGI-AMS's primary work products from the completed prototyping sessions and Fit-Gap Analysis include: a) Requirements Traceability Matrix (RTM), which will be a cross-reference of County business requirements and the alternatives adopted by the County to support these requirements, b) prioritized list of potential software configurations and customizations, and c) recommendations for potential changes to County business processes. These components shall be included in the Fit-Gap Analysis Report. Subsequent to the publication of this report, the County retains the right to request additional software customizations through the Change Control Process.

Budget System Technical Assessment (Subproject Plan Task 2.2.5)

CGI-AMS shall work with County staff to assess the infrastructure requirements, transaction volumes, and technical platform alternatives for implementing the AMS Advantage components identified in the Introduction section.

Based on this assessment, CGI-AMS shall design the technical architecture for each of the project environments identified by the County to support the eCAPS Phase II – Budget System implementation. CGI-AMS shall summarize the results of the Technical Assessment and technical architecture design process in the Technical Specifications Document deliverable.

Hardware/Software Procurement (Subproject Plan Task 2.2.6)

CGI-AMS will review and verify final hardware and software procurement specifications.

Budget System Implementation Assessment (Subproject Plan Task 2.2.7)

During the Implementation Assessment activity, CGI-AMS shall work with the County to review, confirm, and update its requirements as stated in Appendices D-4: Interfaces, E-4: Conversions, F-4: Reports, and K-4: Training Volumes. Based on this review, CGI-AMS shall draft the following key strategies to support the implementation:

- Data Conversion Strategy
- System Interface Strategy
- Training Strategy
- Transition Strategy
- Reporting Strategy.

In these strategies, CGI-AMS shall identify the approaches, software tools, and testing methodologies that will govern the design and development of the associated Create phase work products and deliverables. CGI-AMS shall compile these strategies in the Implementation Analysis Document.

Budget System Implementation Analysis Document (Subproject Plan Task 2.2.8)

Upon completion of the Functional Analysis, Technical Assessment, and Implementation Assessment, CGI-AMS shall summarize these analyses, produce the detailed estimates for the work products identified in these analyses, and incorporate the results into a formal scope definition document (eCAPS Phase II – Budget System Implementation Analysis Document) and updated eCAPS Phase II – Budget System Subproject Plan. These documents will be presented to the County for feedback, review, and approval before beginning the next phase of work.

Envision Phase: Summary of CGI-AMS Deliverables

A summary list of the deliverables and interim work products to be produced by CGI-AMS during the Envision phase is provided in Appendix A-4: Deliverables Definition.

2.3 Create Phase (Subproject Plan Task 3)

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 set-up
- Technical project team training
- Table-driven application configuration
- Software construction
- Software testing
- Preparation for implementation.

Technical Environment Set-Up (Subproject Plan Task 3.1)

Upon the County's establishment of the following technical environments (i.e., installation and configuration of hardware and system software), CGI-AMS shall confirm that these environments are consistent with the specifications provided in the Technical Specifications Document:

- Baseline
- Development / unit test
- System test

- User acceptance test / practice
- Conversion
- Training
- Production
- Cognos (Reporting)

CGI-AMS shall work with the County to adjust the inconsistencies with the technical specifications and install and test the AMS Advantage application and third-party software in these environments in accordance with the approach described in the Technical Specifications Document. CGI-AMS staff shall develop and test AMS Advantage configurations and customizations in the development / unit test and system test environments.

In order to support the County's reporting requirements (Appendix F-4: Reports), CGI-AMS shall work with the County to create the Cognos Packages/Models to create the production reports and ad-hoc reports/queries.

Develop Budget System Design Documents

CGI-AMS shall create a Functional Design for each application customization (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.

Budget System Software Construction and Configuration (Subproject Plan Task 3.2)

Software construction entails the development of the user interface configurations, and application customizations 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 development, and unit testing of:

- Inbound & Outbound system interfaces (Subproject Plan Task 3.2.1 and 3.2.2)
- Application customizations (Subproject Plan Task 3.2.4)
- Data conversion processes (Subproject Plan Task 3.2.7)

CGI-AMS shall also answer questions and provide support to the County technical staff assigned to design and develop software components as identified in the Subproject plan (Appendix B-4).

In order to provide a unified structure and strategy for developing conversion and system interface processes, CGI-AMS shall develop a eCAPS Phase II – Budget System Conversion Plan and provide County technical staff with the standard data mapping templates for creating transactions in standard AMS Advantage Budget System format.

CGI-AMS and County staff shall use the development tools that are bundled with the AMS Advantage Performance Budget application (i.e., Data Junction, 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.

Inbound Interface Development (Subproject Plan Task 3.2.1)

CGI-AMS shall design and develop inbound interfaces as identified in Appendix D-4.

Outbound Interface Development (Subproject Plan Task 3.2.2)

CGI-AMS shall design and develop outbound interfaces as identified in Appendix D-4.

Budget System Reports and Forms (Subproject Plan Task 3.2.3)

The County has selected Cognos as a reporting tool. CGI-AMS shall assist with the design and development of 75 Budget System reports. The reports included within this contract are limited to those identified in Appendix F-4.

Budget System Customization (Subproject Plan Task 3.2.4)

CGI-AMS shall develop the Budget System customizations as outlined in the functional and technical design documents and are in accordance with the business requirements outlined in Appendix C-4.

Budget System Table- Set-up (Subproject Plan Task 3.2.5)

During the Envision phase, the table-driven set-ups will be identified and documented. Where applicable, these set-ups will allow the project team to tailor AMS Advantage processing to support County-specific requirements instead of software modifications. The minimization of custom software modifications of AMS Advantage software will help the County lower on-going system maintenance/upgrade costs.

In the Create phase, CGI-AMS shall assist County staff in applying these table set-ups by populating the reference and system tables as defined in the Fit-Gap Analysis Report. CGI-AMS shall also assist County staff as they execute tests to confirm that

these table set-ups support the County's stated requirements. With input from County subject matter experts, the system tables within each of the key functional areas: Inventory Management, Asset Management, and Procurement will be set-up.

Budget System Security Set-up (Subproject Plan Task 3.2.6)

CGI-AMS shall conduct a series of informational meetings outlining the security tables and setting options. County staff will be responsible for developing and assigning user security and configuring the user security settings and user security tables within Budget System. CGI-AMS will provide technical support to County's system administrators throughout the configuration process.

Budget System Data Conversion Design, Development and Load (Subproject Plan Task 3.2.7)

CGI-AMS shall develop a data conversion design that is consistent with the Data Conversion Strategy developed during the Envision Phase. Using the Data Conversion Design CGI-AMS shall develop software necessary to convert legacy system data into Budget System.

Data Cleansing and Legacy Systems Conversion Preparation (Subproject Plan Task 3.2.8)

CGI-AMS shall provide technical support to County's system administrators for the data cleansing and legacy system conversion. Activities will be directed by the conversion strategy developed during the Envision phase.

Budget System Software Testing (Subproject Plan Task 3.4)

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. Software testing is comprised of three (3) types of tests:

- Integrated System Test
- Performance Test
- User Acceptance Test

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 and Regression Tests. CGI-AMS shall provide support by helping to resolve and track incidents reported by the County team and developing any software fixes required to resolve these incidents.

Integrated System Test (Subproject Plan Task 3.3.1)

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 (Subproject Plan Task 3.3.2)

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 H-4 and the Technical Specifications Document. 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 County database administrators and technical staff to perform the system and database tuning necessary to support the County's stated requirements.

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.

User Acceptance Testing (Subproject Plan Task 3.3.3)

CGI-AMS shall provide on-site support to the County during acceptance testing. CGI-AMS shall work with the County to resolve incidents reported by testers Onsite CGI-AMS staff will coordinate incident resolution activities with its corporate Customer Support staff located in Fairfax, VA as needed.

Preparation for Implementation (Subproject Plan Task 3.4)

Preparation for implementation entails the completion of the following tasks:

- Knowledge transfer and training (Subproject Plan Task 3.4.1)
- Documentation development (Subproject Plan Task 3.4.2)

Knowledge Transfer and Training (Subproject Plan Task 3.4.1)

CGI-AMS shall be primarily responsible for the development of the training plan, AMS Advantage documentation updates, and the transition management-related checklists to assess the County's operational and implementation readiness for the go-live. CGI-AMS shall also deliver system administration and trainer training.

CGI-AMS shall also answer questions and provide support to the County team assigned to complete the remaining implementation preparation activities as identified in the Subproject plan (Appendix B-4), including end-user training, and transition management (e.g., departmental rollout and outreach and assessment of the County's readiness for the eCAPS Phase II – Budget System go-live).

Develop Budget System Training Plan (Subproject Plan Task 3.4.1.2)

In accordance with the training strategy developed during the Envision phase, the training plan and the training volumes specified in Appendix K-4, CGI-AMS shall prepare a detailed plan for developing training materials and execution of the training program specifications (e.g., curriculum, content, duration, class size, class audiences, prerequisites, location, and training aids) for train-the-trainer, system administration and end user training.

Establish Budget System Training Environment (Subproject Plan Task 3.4.1.1)

CGI-AMS shall install the Los Angeles County configured AMS Advantage application and bundled third-party products on the hardware components provided by the County and perform the installation tests necessary to confirm that these software components can be accessed and executed by the project team. CGI-AMS shall also configure the software components for the purpose of training County staff on the functionality of AMS Advantage Budget System software.

Develop Training Materials (Subproject Plan Task 3.4.1.3)

In accordance with the training strategy developed during the Envision phase, the training plan and the training volumes specified in Appendix K-4, CGI-AMS shall prepare detailed training materials. Tailored training materials will be developed for system administration and end user training.

Budget System Administrator Training (Subproject Plan Task 3.4.1.4)

Throughout the Subproject 4 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. The scope of this support shall be defined in the training strategy and presented to the County during technical training.

Budget System Co-Trainer Training (Subproject Plan Task 3.4.1.5)

CGI-AMS shall execute the plan via both a co-training and train-the-trainer approach for end-user training. In the co-training approach CGI-AMS shall jointly conduct training courses with County trainers as specified in SOW Section VI – Change Management. In the train-the-trainer approach, County trainers will conduct training courses after completing train-the-trainer courses conducted by CGI-AMS.

Budget System End User Training Support (Subproject Plan Task 3.4.1.6)

CGI-AMS shall support County trainers by providing at least one trainer per training session to assist facilitate end-user training. It is anticipated each training session will be staffed with at least three trainers. The Budget System training plan will guide the activities and schedules for the training.

Update User Documentation (Subproject Plan Task 3.4.2)

CGI-AMS shall apply the updates and/or prepare an addendum to the baseline AMS Advantage users documentation to reflect the modifications completed during the eCAPS Phase II – Budget System 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 II – Budget System modifications.

Conduct an Operational and Implementation Readiness Assessment (Subproject Plan Task 3.4.3)

CGI-AMS will jointly conduct an operational and implementation readiness assessment. The assessment is comprised of tasks related to three key areas: centralized rollout to the CAO, policy and procedures, and change management.

The initial rollout of Budget System will be limited to the CAO's department. CGI-AMS will work with County staff to confirm the department's readiness to cut-over and "go-live" with Budget System. CGI-AMS utilizing the jointly developed County's departmental rollout plan will conduct a series of meetings and confirm the department's readiness. Criteria used to asses the department's readiness includes but is not limited to: completion of user acceptance testing, have staff been trained and have sufficient knowledge to perform tasks using Budget System.

CGI-AMS shall prepare checklists for helping the County assess its 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 the other shall focus on a review of the County's

implementation/end-user readiness (e.g., end users trained, department outreach activities completed, etc.). CGI-AMS shall also provide assistance in conducting the readiness assessments and complete the change management support tasks identified in the transition strategy developed during the Envision phase.

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-4: Deliverables Definition.

2.4 Achieve Phase (Subproject Plan Task 4)

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 (Subproject Plan Task 4.2)
- Production Cutover (Subproject Plan Task 4.3)
- Post-Implementation Support
- Departmental Rollout Support.

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.

Production Environment Set-up (Subproject Plan Task 4.1)

CGI-AMS shall install the AMS Advantage application and bundled third-party products on the hardware components provided by the County and perform the installation tests necessary to confirm that these software components can be accessed and executed by the County.

Data Conversion Preparation (Subproject Plan Task 4.2)

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 for review, verification, and approval.

Production Cutover (Subproject Plan Task 4.3)

Develop Production Cut-over Scripts (Subproject Plan Task 4.3.1)

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.

Execute Production Cut-over Scripts "Go-live" (Subproject Plan Task 4.3.4)

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. These activities include a full back-up of the County's production data by the County prior to the final conversion.

Budget System Post-Implementation Support (Subproject Plan Task 4.4)

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

- Production operations monitoring
- Production incidents resolution
- Change Order support
- Technical support for FY2006-2007 budget development

Production Operations Monitoring (Subproject Plan Task 4.4.1)

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.

Production Incidents Resolution (Subproject Plan Task 4.4.2)

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. CGI-AMS shall also assist County staff in the set-up and of the help desk and help the County team transition into their roles and responsibilities for on-going support.

Change Order Support (Subproject Plan Task 4.4.3)

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 unit test results to County staff for review, approval, and acceptance testing.

Technical support for FY2006-2007 budget development (Subproject Plan Task 4.5)

CGI-AMS shall assist County staff with the design and development of the budget book, proposed budget, and the publishing of the final budget.

Departmental Rollout Support (Subproject Plan Task 4.6)

The County initial roll-out of Budget System will be done centrally (within the CAO's department). The following tasks outline the efforts to phase-in departmental access. CGI-AMS shall assist the County in the planning and rollout of the Budget System to County departments for the preparation of the departmental budgets using the new Budget System. This task is broken down into three key tasks.

- Development of a departmental roll-out and training plan
- Train the trainer refresher course
- Budget System departmental training support

Departmental roll-out and training plan (Subproject Plan Task 4.6.1)

CGI-AMS will work jointly with the County to develop a roll-out plan for the County Departments. In accordance with the training strategy developed during the Envision phase, the training plan and the training volumes specified in Appendix K-4, CGI-AMS shall prepare a detailed training plan for governing training materials development and execution and 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. During this effort training materials will be updated based upon feedback from the County from the initial rollout and include any enhancement updates as necessary.

Additionally, 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

- 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
- Approach for ongoing training maintenance and delivery

Train the Trainer Refresher Course (Subproject Plan Task 4.6.6)

CGI-AMS shall execute the plan via both a co-training and train-the-trainer approach for end-user training. In the co-training approach CGI-AMS shall jointly conduct training courses with County trainers. In the train-the-trainer approach, County trainers will participate in a refresher training courses. The refresher course will review the key aspects to the system, training materials, and suggested guidelines of how to answer frequently asked questions. CGI-AMS will facilitate a simulated training sessions allowing County trainers to practice training techniques.

Budget System Departmental Training Support (Subproject Plan Task 4.6.8)

The County will be responsible for scheduling and conducting departmental roll-out training. CGI-AMS shall assist County staff in conducting departmental end-user training in accordance with the training volumes identified in Appendix K-4.

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-4: Deliverables Definition.

Section II – Project Management

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

- Provide project direction and oversight to the Subproject 4
- Establish an approach to communicating the status of Subproject 4 activities and deliverables
- Establish the staffing requirements and staffing projections for the implementation
- Establish the eCAPS Phase II – Budget System Subproject 4 Office.

1. Project Management (Subproject Plan Task 1.3)

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-4: Subproject Assumptions.

The purpose of these activities is to establish the protocols for managing the eCAPS Phase II – Budget System Subproject 4, 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
- Conduct kickoff meetings.

1.1 Project Team Operations (Subproject Plan Task 1.3)

The on-going 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

1.2 Change Control Strategy (Subproject 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 and Board of Supervisor mandates
- Departmental requests for changes
- Project Team request for changes

The County desires to minimize any modifications to the AMS Advantage application software 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 response times for analysis of costs, workload, impact on County departments and timeframe needed to implement requested change
- Flow chart of Change Control process, including decision tree
- Recommended solution to track and monitor changes.

1.3 Status Reports (Subproject Plan Task 1.3.3)

CGI-AMS shall submit weekly and monthly status reports to County Management that include:

- Project status against the project timetable
- Status of deliverables
- Project Issues
- Review of the Subproject Plan (as necessary)
- 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 (Subproject Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase II – Budget System Subproject 4, 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 Subproject 4 will be critical for the successful implementation of the eCAPS Phase II – Budget System Subproject 4. The Subproject 4 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 (Subproject Plan Task 1.1) within the first two months of the Subproject 4 and update the plan as necessary during the Subproject 4.

3. Project Site

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

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document (Subproject Plan Task 2.2.5.8)

- Installing the AMS Advantage application and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments (Subproject Plan Task 2.1.2)

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

- Providing and installing training software/equipment necessary for training County Project Team members (Subproject Plan Task 2.1.2)

4. Communications

The eCAPS Phase II – Budget System Subproject 4 is a countywide initiative that requires the complete support and understanding of all County departments. 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

- 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 (Subproject 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
- Assistance in developing and participation in departmental briefings.

4.2 Kick-off Meetings / Periodic Briefings

AMS shall plan and conduct a kick-off meeting for project team members and assist the County in conducting informational meetings for departments (Subproject Plan

Task 1.2.6). The informational meetings will primarily consist of an eCAPS Phase II – Budget System Subproject 4 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 the AMS Advantage Budget System and present these overview materials at the start of the Design / Prototyping Sessions for each area. Each overview shall introduce the business processes associated with the AMS Advantage Budgeting System software module, 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 the Subproject 4
- Communicate the status of the Subproject 4
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.)
- Distribute Subproject 4 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 & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase II – Budget System Subproject 4 (Subproject Plan Task 1.1.1). These roles and responsibilities may be modified at any time during the Subproject 4 through mutual agreement between the County of Los Angeles and CGI-AMS.

Key personnel will be, unless identified as otherwise, dedicated full-time to the Subproject 4 during the specific times indicated by the Subproject Plan. These staff members will be assigned to the Subproject 4 in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

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 4:

Title	Name

1. Project Director / Engagement Manager TBD
2. Project Manager James Colbert

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 4 are provided in Appendix M-4: Subproject Assumptions CGI-AMS insert lead staff names / match SLA language changes

5.1 Project Management

CGI-AMS Project Manager

The CGI-AMS Project Manager shall:

- Direct responsibility for and supervise the overall performance of the eCAPS Phase II – Budget System Subproject 4 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 of Los Angeles
- Develop weekly and monthly progress reports to County Management and participate in status meetings and project advisory committee briefings (Subproject Plan Task 1.3)

5.2 Functional Teams

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
- Conduct training courses.

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
- Design "To-Be" business processes
- Identify potential software configurations, customizations, and business process changes during the Fit-Gap 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
- Design and develop training materials
- Conduct training courses.

5.3 Technical Resources

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
- Determine overall conversion and interface architecture strategy
- Coordinate software incident resolution activities with CGI-AMS Customer Support staff.

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
- System administration support
- Reporting architecture definition
- 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., interfaces, conversion programs, etc.)
- Apply patches and fixes to AMS Advantage software
- Manage and configure the AMS Advantage software during the Subproject 4 in accordance with the eCAPS Phase II – Budget System Subproject 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
- Identify software rollout requirements
- Build and execute software installation scripts
- Confirm consistency of security approach across clients and systems and resolve any security related issues.

5.4 Change Management

CGI-AMS Change Management Team Members

The responsibilities of the CGI-AMS staff assigned to change management activities shall be to:

- Track change and transition management work and progress to-date on a monthly basis
- Coordinate work assigned to CGI-AMS change management team resources

- Forecast and manage work requirements for change management tasks on a monthly basis
- Assist the County change management lead in coordinating communication with County stakeholders in accordance with the eCAPS Phase II – Budget System Subproject Plan
- Assist the County change management lead in facilitating departmental readiness for the new system in accordance with the eCAPS Phase II – Budget System Subproject Plan
- Track change management-related issues and initiate issue resolution on a weekly basis
- Lead management review and approval process of change management deliverables, as needed.

Section III – Software Application

1. Software Description

CGI-AMS has provided the AMS Advantage Performance Budget System 1.5 (or later) to the County as identified in the Exhibit-H-1 License Provisions.

It is the County's intent to implement the AMS Advantage Performance Budget System software under this SOW. The project team shall implement the AMS Advantage Performance Budget System with a scheduled go-live date of January 3, 2006. A software "freeze date" shall be established to coincide with the installation of the AMS Advantage application in the production environment (Subproject Plan Task 4.1.2). At such time, the AMS Advantage version will be "frozen" with the corresponding version of the operating software platform (i.e., operating system and database management system). While CGI-AMS may apply emergency software patches and/or sub-releases during the time period between the freeze date and the implementation date, CGI-AMS shall implement any major AMS Advantage software releases made available between the these dates at a mutually agreeable time during the post-implementation period.

2. AMS Advantage Software Implemented

This section presents a high-level summary of the functionality provided by the baseline AMS Advantage software modules to be installed by CGI-AMS under the eCAPS Phase II – Budget System Subproject 4. The actual functionality to be implemented shall be fully in accordance with the Business Requirements identified in Appendix C-4 and the design decisions that will be made by the County during the Design / Prototyping Sessions and Fit-Gap Analysis activities of the Subproject 4.

The AMS Advantage Budget System software shall be supplied and installed by CGI-AMS. The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules

Based on feedback and input from the County, CGI-AMS shall perform tasks to install the software and review the County's set-up of the project technical environments, including but not limited to the following:

- Install and test AMS Advantage software and prototyping environment (Subproject Plan Task 2.1.2)
- Review County network infrastructure (Subproject Plan Task 2.2.5.2)
- Analyze transaction volumes (current and future) (Subproject Plan Task 2.2.5.3)
- Develop Technical Specifications Document (Subproject Plan Task 2.2.5.4)

- Install and test AMS Advantage software and third party tools in the project technical environments (Subproject Plan Task 3.1)

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

- Conducting product training and prototyping sessions (Subproject Plan Tasks 2.2.1 and 2.2.3)
- Conducting technical training (Subproject Plan Task 2.2.1)
- Completing configurations, customizations, software development, and reports development, and software testing (Subproject Plan Tasks 3.2, 3.3, 3.4, 3.5 and 3.6).
- Completing system administration and end user training (Subproject Plan Task 3.5.1.1 and 3.5.1.6)
- Completing production cutover activities (Subproject Plan Task 4.3).

The installation and installation testing process for each environment shall include the CGI-AMS delivery of a written certification (verification memorandum) that the AMS Advantage Budget System application can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment). The modified AMS Advantage software will be implemented in production operations only after the County completes its acceptance test.

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 (Services and License Agreement – Exhibit H-1).

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

- Conducting product training and prototyping sessions (Subproject Plan Tasks 2.2.1 and 2.2.3)
- Conducting technical project team training (Subproject Plan Task 2.2.1)

- Completing configurations, customizations, software development, and reports development, and software testing (Subproject Plan Tasks 3.2, 3.3, 3.4, 3.5, and 3.6).

- Completing system administration and end user training (Subproject Plan Task 3.5.1.1 and 3.5.1.6)

- Completing production cutover activities (Subproject Plan Task 4.3).

The installation and installation testing process for each environment shall include the CGI-AMS delivery of a written certification (verification memorandum) that the third-party tools can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment). The third-party software will be implemented in production operations only after the County completes its acceptance test of the modified AMS Advantage Budget System software.

4. End User Training Tool

CGI-AMS shall provide AMS Advantage training materials to support the end user training, subject matter expert orientations, product training, and technical training volumes identified in Appendix K-4. The Subproject 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. For those training topics where baseline materials are not available, CGI-AMS shall develop comparable materials that are subject to review and approval by the County (Subproject Plan Task 3.4.1.3). 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.

Section IV – Business Requirements and Reporting

1. Business Requirements

The County's business requirements for each of the AMS Advantage financial modules are detailed in Appendix C-4 of this Statement of Work (SOW). CGI-AMS has identified how the AMS Advantage Budget System module can accommodate these business requirements and their response is included in the following Appendices:

- Appendix C-4: Business Requirements – CGI-AMS's response to all of the County's stated business requirements

- Appendix J-4: Configurations and Customizations – Business requirements CGI-AMS has identified as: a) requiring configuration or customization using the AMS Advantage Design Studio toolset or b) being supported in the next AMS Advantage Budget System software release

- Appendix F-4: Reporting – Appendix F-4 is a subset of Appendix C-4 that identifies 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.

CGI-AMS shall be responsible for the design and development of the 75 reports based on the requirements identified in Appendix F-4.

CGI-AMS shall review the business requirements and shall present the options and alternatives available for meeting these requirements during the following activities:

- Functional Analysis (i.e., Design / Prototyping Sessions (Subproject Plan Task 2.2.3) and Fit-Gap Analysis (Subproject Plan Task 2.2.4)) and

- Implementation Assessment (Subproject Plan Task 2.2.7) wherein the eCAPS Phase II – Budget System reporting strategy will be developed.

The County will select the approach to achieving the functionality for each business requirement. This selection process will be accommodated through the County's participation in the Functional Analysis and Implementation Assessment. The actual customizations to be applied will be dependent upon the further refinement of requirements by the County during the Design / Prototyping Sessions of the Subproject 4 and a subsequent structured County – CGI-AMS prioritization process to be

conducted prior to the publication of the Implementation Analysis Document and final Subproject Plan (Subproject Plan Task 2.2.8).

1.1 The CGI-AMS Approach

Appendix C-4 encompasses CGI-AMS's response to the County's business requirements. CGI-AMS shall perform a Functional Analysis of the County's stated functional and reporting-related requirements by conducting Design / Prototyping Sessions and a Fit-Gap Analysis. Based on the results from these activities, CGI-AMS shall develop the overall strategy for supporting the County's Appendix F-4 reporting requirements during the Implementation Assessment activity.

The results of the Functional Analysis will confirm the actual customizations and reports to be implemented during the Subproject 4. Absent any properly executed agreement between CGI-AMS and the County to modify the stated business requirements and CGI-AMS response, it is the sole responsibility of CGI-AMS to provide the business functionality identified as fully provided in Appendix C-4.

In the event that additional business requirements (i.e., not included in Appendix C-4) are identified by the County during the Functional Analysis, CGI-AMS and the County shall identify the appropriate solutions, estimates, and schedule for supporting these requirements through the Change Control process.

There are 442 business requirements in Appendix C-4. CGI-AMS shall use the standard AMS Advantage toolsets to configure the software to support the functional requirements and work with the County to develop the reports to support its stated reporting requirements. The results of the Functional Analysis and Implementation Assessment shall demonstrate, in the Requirement Traceability Matrix (RTM), how the AMS Advantage software suite:

- Meets the Fully Provided "Out-of-the Box" requirements
- Will be configured with the CGI-AMS built-in toolset
- Supports the County's stated reporting requirements.

The final version of the RTM shall be incorporated in the Implementation Analysis Document (Subproject Plan Task 2.2.8).

1.2 Functional Analysis (Subproject Plan Task 2.2)

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

1) Analyze and confirm the County's business requirements as provided in Appendix C-4

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

CGI-AMS shall complete the Functional Analysis by conducting Design / Prototyping Sessions and a Fit-Gap Analysis as described below.

1.2.1 Design / Prototyping Sessions

The Design / Prototyping Sessions shall be conducted by CGI-AMS with participation from the County and shall provide an opportunity for the County project team to observe the proposed process for utilizing the CGI-AMS application and bundled reporting tool to meet the County's business requirements.

These sessions shall address the functional business requirements in Appendix C-4: Business Requirements. Appendix C-4 contains a) functional requirements which are to be supported by the AMS Advantage Budget System application and b) reporting requirements which are to be supported by inquiry features in the AMS Advantage Budget System application and ad hoc/reports development capabilities provided by the County's Business Intelligence toolset, Cognos. A description of the process for prototyping these requirements is provided below.

Functional Requirements

CGI-AMS shall develop and execute the prototyping scripts for these sessions based on the key business processes identified in Appendix G-4: Business Processes (To-Be). For those requirements listed in Appendix J-4: Customizations, CGI-AMS shall identify alternatives for consideration which will minimize the impact on the County for future upgrades, avoid software customizations and not interfere with the County's ability to maintain the eCAPS Phase II – Budget System software through future upgrades.

Reporting Requirements

CGI-AMS shall develop and execute prototyping scripts to prototype how each of the requirements identified in Appendix F-4 will be supported by one of the following solutions:

- Online AMS Advantage Budget System inquiry page
- Reports developed as part of this Subproject 4

The County has drafted and included Appendix L-4 – Legacy Reports Inventory in order to provide data points as to the types of reports and information that the County currently produces to support its financial reporting needs. During the prototyping sessions, CGI-AMS shall identify the AMS Advantage Budget System sources for the information provided in these reports in order to create a cross-walk between legacy reports and eCAPS Phase II – Budget System reports. The reports listed in Appendix L-4 may not necessarily be re-created.

1.2.2 Fit-Gap Analysis

Concurrent with the Design / Prototyping Sessions, CGI-AMS shall perform a Fit-Gap Analysis to identify the table-driven application set-ups, user interface configurations, application customizations, and business process changes that must be implemented to close any gaps between the County's stated business requirements and the AMS Advantage Budget System baseline software as these items are identified.

Additionally, CGI-AMS and the County shall identify the reports to be developed during the eCAPS Phase II – Budget System implementation. Each of the requirements listed in Appendix F-4 does not represent a separate report. During the Fit-Gap Analysis, the County and CGI-AMS will group related requirements together in order for the project team to determine how many separate custom reports must be developed by County and CGI-AMS staff and how the remaining requirements can be supported by AMS Advantage inquiry functionality and ad hoc queries using the reporting tool.

CGI-AMS shall update the RTM such that the solution for supporting each requirement can be documented. Upon completion of the Fit-Gap Analysis, CGI-AMS shall produce a summary Fit-Gap Analysis report for the County's review.

1.3 Implementation Assessment (Subproject Plan Task 2.2.7)

Upon completion of the Functional Analysis, another key activity to be conducted during the Envision phase is the Implementation Assessment. It is during this activity that CGI-AMS and the County shall:

- Confirm and update the system interfaces to be implemented during the Subproject 4 as listed in Appendix D-4
- Confirm and update the data conversion requirements as listed in Appendix E-4
- Confirm and update the County's reporting requirements as listed in Appendix F-4

- Assist the County in identifying the AMS Advantage Budget System data sources corresponding to the County's existing legacy reports as identified in Appendix L-4.

Upon completion of this review and analysis, CGI-AMS shall develop strategies for supporting the County's stated data conversion, system interface, and reporting requirements. Among other items, these strategies shall describe the development tools and methodologies and testing approaches to be used by the project team. A more detailed description of the County's requirements for the reporting strategy is provided in sub-section 2 – Reporting / Query below.

1.4 eCAPS Phase II – Budget System Implementation Analysis Document (Subproject Plan Task 2.2.8)

Along with the results of the Technical Assessment (Subproject Plan Task 2.2.5) – which shall be discussed in Section V - Technical, CGI-AMS shall summarize the results of the Functional Analysis and Implementation Assessment in the eCAPS Phase II – Budget System Implementation Analysis Document.

The following work products will be incorporated into this document:

- Requirements Traceability Matrix (RTM) identifying how each of the business requirements in Appendix C-4 will be met
- Updated To-Be business processes (i.e., updates to Appendix G-4) for the functionality being implemented during the eCAPS Phase II – Budget System Subproject 4
- 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 sub-section 2. Reporting / Query for additional details of development approach.)
- Prioritized list of customizations and reports and updated deliverables schedule
- Updated Subproject plan.

The County's contribution and level of participation in the creation of these work products and Implementation Analysis Document deliverable are described in Appendix M-4: Subproject Assumptions.

2. Reporting / Query

CGI-AMS will develop a strategy for supporting the County's reporting requirements (Appendix F-4). This strategy shall describe the approach, development and testing tools, and methodologies governing the following areas:

- Creation of Java reports required for supporting the reporting requirements of the eCAPS Phase II – Budget System
- Creation of the Cognos Model/Packages (meta-data layer) to support the creation of ad-hoc reports and inquiries for eCAPS Phase II – Budget System
- Responsibility of CGI-AMS and County for the design and development of reports
- Report distribution approach for ad hoc and production reports.

This strategy shall also include an inventory of the reports to be produced for the eCAPS Phase II – Budget System. As stated above, CGI-AMS shall be responsible for the design and development of the 75 reports based on the requirements identified in Appendix F-4.

CGI-AMS shall also assist County staff in identifying the AMS Advantage Budget System tables and fields available for inquiry and ad hoc reporting to support the County's remaining Appendix F-4 requirements.

2.1 Reporting Tools

The County has selected Cognos as the standard for supporting the countywide business intelligence needs. The County will create the reporting environment and install the Cognos software for supporting the reporting requirements of eCAPS Phase II – Budget System. The Models/Packages created for the Subproject 4 will be used by the Cognos reporting tool to support the reporting requirements of the system.

2.2 Ad-Hoc Querying Tools

The ad-hoc querying tool available in Cognos is the Query Studio Editor that allows end-users to drag and drop data elements onto report to create ad-hoc reports. This tool depends on the appropriate Cognos Model/Packages being developed to support this functionality. The CGI-AMS team will assist the County reporting team in defining these ad-hoc Cognos Model/Packages.

2.3 Managing and Viewing Reports

The end-users will need to access the Cognos reporting tool separately from the AMS Advantage application. The access capabilities of the user within Cognos will be based

on the roles that have been set up in the AMS Advantage application security tables. The security information in Cognos will be setup by the County.

Section V – Technical

1. eCAPS Technical Architecture

Appendix I-4 provides an estimate of processing capacity requirements for eCAPS Phase II – Budget System 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.

CGI-AMS shall prepare a Technical Specifications Document (Subproject Plan Task 2.2.5) to describe the recommended technical architecture for the Subproject 4 and the testing / verification approach for securing the County's Conditional Acceptance that is viable for production operations.

Prior to the County's acceptance test process, CGI-AMS shall conduct the installation tests to confirm connectivity and functionality within each project environment as described in SOW Section III – Software Application.

1.1 Performance

When CGI-AMS has completed installation and configuration of the CGI-AMS software, CGI-AMS shall verify the technical architecture as ready and capable of supporting the Subproject 4 (Subproject Plan Task 3.3.2).

1.2 Environments

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

1. Baseline
2. Development / Unit Test
3. System Test
4. User Acceptance Test / Practice
5. Conversion
6. Training
7. Production
8. Cognos (Reporting).

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.

CGI-AMS shall provide the design and specifications for each of these environments in the Technical Specifications Document.

1.3 Communication Protocols

CGI-AMS shall document the communication software/protocols that eCAPS Phase II – Budget System will use in the Technical Specifications Document (Subproject Plan Task 2.2.5). CGI-AMS shall also document the ports that will be required to support the protocols used by the system. This document shall be presented to the County for their staffs use in implementing the necessary hardware and configuration necessary to support the communication requirements of the system.

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. 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:

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 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 1GB is the minimum for most configuration and administration functions, CGI-AMS suggests a minimum of a Pentium 4 with 2GB 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 II – Budget System 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-4 – Subproject Assumptions.

3.1 eCAPS Phase II – Budget System Conversion Plan Development

CGI-AMS shall develop the data conversion plan in two stages. During the Envision phase, CGI-AMS shall develop a data conversion strategy that will include any updates to the County's data conversion requirements (as stated in Appendix E-4) and describe the development and testing methodologies to be used during the conversion software

design/development effort. This strategy shall also confirm the types and volume of data that must be converted (Subproject Plan Task 2.2.5).

In the Create phase, CGI-AMS shall build upon this high-level strategy and create the Conversion Plan (Subproject Plan Task 3.3.7).

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
- Post-conversion clean-up assumptions
- Contingency plans
- Overall conversion schedule.

3.2 Conversion Design and Data Mapping (Subproject Plan Task 3.2.7.1)

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 staff 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 shall be responsible for developing the data mapping documents for eCAPS Phase II – Budget System databases and files.

3.3 Development and Testing (Subproject Plan Task 3.2.7.5)

Upon completion of the detailed conversion designs and data mapping, CGI-AMS 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 II – Budget System. The end result of the string test should be an eCAPS Phase II – Budget System 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 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 time frames required to run the jobs, and facilitating the County's final review of the quality of the data.

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 (Subproject Plan Task 4.2.2)

CGI-AMS staff will provide assistance to the County staff assigned to execute and verify the results of the conversion processes in production operations. 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

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.
- Performance of the selected tools and utilities must be monitored to manage the conversion run times.

3.6 Data Targeted for Conversion

As stated in Appendix E-4: Conversions, the legacy data to be converted will fall into one of two categories: reference data or historical data. Appendix M-4: 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:

- Budget Controls
- Budget Forms
- Dimensions
- Consolidations

CGI-AMS shall employ standard AMS Advantage upgrade tools/templates, CGI-AMS best practices, 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, CGI-AMS shall employ the following proven approaches for converting the aforementioned items.

4. Interface Approach

Interfaces will exist in two forms in eCAPS Phase II - Budget System, temporary and permanent. The temporary interfaces are those that will exist in eCAPS until legacy systems are phased out by the County or until all legacy data have been processed. eCAPS interfaces will both import data to eCAPS and export from eCAPS to legacy systems. Example of a temporary interface is the salary table data interfaced into the Budget System to support the salary budget forecasting function.

Permanent interfaces are those that will survive the project implementation and have no foreseeable expiration. Example of a permanent interface is the expenditure actual data from eCAPS to establish the base budget.

During the Implementation Assessment, the County and CGI-AMS shall develop an Interface development strategy and CGI-AMS shall include this strategy in the eCAPS Phase II - Budget System Implementation Analysis Document.

This strategy will take into account the following items:

- Confirmation of the interface requirements identified in Appendix D-4

- Identification of a complete list of eCAPS Phase II – Budget System interfaces
- Determination of the types of interface (temporary or permanent)
- Implementation phase.

Upon the County's confirmation that the specific interfaces have been identified and the review and approval of the eCAPS Budget System Implementation Analysis Document, the design effort can begin for the development of the interfaces.

CGI-AMS technical staff will be primarily responsible for the design, development and unit testing of inbound and outbound system interfaces (Subproject Plan Task 3.2). The County shall complete its acceptance testing of these interfaces by coordinating the execution of interface testing with any entities external to the County and among County departments interfacing data to and from eCAPS.

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

The development and testing effort for the interfaces will require extensive coordination between the CGI-AMS staff and the County legacy maintenance staff. Data and test schedules will need to be coordinated to enable proper system testing. The level of participation of County staff in the design, development, and testing of system interfaces is provided in Appendix M-4: Subproject Assumptions.

4.1 Additional Interface Requirements

- A number of the County's current budgeting systems will be replaced at the end of this Subproject 4. Therefore, system interface software developed by CGI-AMS must accommodate the existing data exchange to/from legacy systems in the new interfaces with AMS Advantage Budget System.
- Software developed by CGI-AMS and County legacy maintenance staff shall include existing interfaces as identified in Appendix D-4: Interfaces.
- CGI-AMS shall provide output interface files in a format specified by the County legacy maintenance staff.
- CGI-AMS shall provide the format for input interface files to County legacy 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

- Complete identification of required interfaces

- Compatibility of data between eCAPS and legacy systems.

4.3 Interfaces To Be Developed

CGI-AMS shall develop and test the inbound and outbound eCAPS Phase II - Budget System interfaces in accordance with the list of interface requirements provided in Appendix D-4.

Section VI – Change Management

1. Change Readiness Assessment

Project team and department readiness is a critical factor to the timely completion of the eCAPS Phase II - Budget System implementation and CGI-AMS shall incorporate the following project tasks in the detailed implementation plan:

- Project Team Training (Subproject Plan Task 2.2.1)
- Operational and Implementation Readiness Assessments (Subproject Plan Task 3.5.3)

1.1 Project Team Training (Subproject Plan Task 2.2.1)

CGI-AMS shall train the project team members. Training will include:

- Orientation to the AMS Advantage implementation methodology
- Functionality of the application modules being implemented
- Training for technical staff responsible for the installation, development, implementation and support of the application
- AMS Advantage tools
- Third-party software provided as part of the software license.

1.2 Transition Strategy (Subproject Plan Task 2.2.7.4)

During the Implementation Assessment (Envision phase), CGI-AMS shall work with the County to develop the strategy for facilitating a smooth transition to eCAPS CGI-AMS shall draft this strategy based on the County's determination of the departments' change readiness and change resistance. Specifically, the Change Management Team shall analyze the County's level of motivation for change, understanding of the eCAPS Phase II – Budget System implementation vision, current end user skills and overall support for change.

The Change Management Team, based on this analysis, shall define the transition strategy to address detected change management-related risks. This strategy shall be consistent with the risk mitigation and departmental communication strategies outlined in the Project Control Document (Subproject Plan Task 1.1.7) CGI-AMS shall assist the County project team and department liaisons to determine each department's state of readiness prior to the deployment of the upgraded system. The level of CGI-AMS assistance to be provided shall be defined in the transition strategy. This strategy shall be incorporated into the eCAPS Phase II - Budget System Implementation Analysis Document (Subproject Plan Task 2.2.8.6).

2. Business Process Modeling Strategy

CGI-AMS's implementation methodology is designed to align the County's business processes to take advantage of the best practices supported by the AMS Advantage software. This allows the project team to keep modifications to the software at a minimum, thereby reducing short-term implementation costs and long-term software upgrade costs.

Once the Functional Analysis (i.e., Design / Prototyping Sessions and Fit-Gap Analysis) is complete (Subproject Plan Task 2.2), the County shall update its fiscal policies and procedures based on the business impacts identified and documented during the prototyping sessions and Fit-Gap Analysis. The County shall work with the central services departments (e.g. CAO, Auditor Controller) to implement the new / revised fiscal policies and procedures. It is important that central countywide policies and procedures are developed and distributed early so other departments have time to adapt and incorporate them into departmental policies and procedures.

3. Training Volumes (Appendix K-4)

During the Implementation Assessment (Envision phase), CGI-AMS shall design a blended training strategy combining formal classroom training, technology-based training, knowledge transfer between CGI-AMS specialists and County staff, and customized training for end-users to prepare the County for implementation and ongoing operation of the proposed systems (Subproject Plan Task 2.2.7.3). In this strategy, CGI-AMS shall provide for a training approach which will provide opportunities for identified County staff to be trained in the use of the AMS Advantage Budget System software according to the business processes identified by the Project team.

During the Create phase, CGI-AMS shall develop and maintain a detailed training plan (Subproject Plan Task 3.4.1) which identifies the scope of the training plan including:

- Training curriculum for AMS Advantage Budget System
- Training schedules to accommodate both "just-in-time" and on-going training sessions for each phase of software implementation
- Identifying resources necessary to conduct the training
- Materials necessary to develop the training.

The following expands on each of the components to be included in the eCAPS Phase II – Budget System Training Plan.

3.1 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: project team training and end user training.

3.2 Project Team Training (Subproject Plan Task 2.2.1)

County project team members will attend formal AMS Advantage Budget System training prior to the Design / Prototyping Sessions during the Envision phase of the Subproject 4. In addition, CGI-AMS shall work with the County to determine the best approach for training the remaining departmental members involved in later phases 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 4**.** The technical team training shall also cover the software development and testing methodologies and standards to be used during the eCAPS Phase II – Budget System Subproject 4.

CGI-AMS offers an array of training courses that are designed for project team members of an AMS Advantage Budget System implementation Subproject 4. These courses focus on preparing implementation teams with the knowledge and skills required to configure AMS Advantage Budget System for their organization. Training shall consist of general AMS Advantage Budget System courses, along with courses dedicated to preparing developers to use the software development tools.

3.3 End User Training (Subproject Plan Task 3.4.1.6)

CGI-AMS shall work with the County to confirm the training requirements of the end users of the AMS Advantage Budget 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 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 County 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 Budget System functionality at an overview level.

CGI-AMS shall deliver two types of training: 1) instructor orientation and 2) instructor-led classroom training. CGI-AMS shall familiarize the County personnel with the training development material to maintain end-user training materials for future updates and use.

CGI-AMS proposes to use baseline AMS Advantage Budget System training materials and standard training methodologies as the basis for the end-user training materials and shall customize the products to correspond to County procedures and configuration of the AMS Advantage Budget System application.

AMS Advantage Budget System End-User Training products provide out of the box training materials, including the Instructor and Participant Guides, and learning aids. These materials can be customized to reflect the specific County business processes (Subproject Plan Task 3.4.1.3.5). Any modules not provided by EUT will be developed in the same style/fashion as EUT to provide consistency between training materials.

Depending upon the training plan to be developed by CGI-AMS, end-user training may include:

- Technology Based Learning (TBL)
- Instructor Facilitated Learning (IFL)
- Learning aids
- Instructor Facilitated e-Learning
- On The Job Sessions (OTJ)
- On-going 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)
- 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.

3.4 Timing of Training

CGI-AMS's training strategy and detailed plan (Subproject Plan Task 2.2.7.3 and 3.5.1) shall strive to conduct training as close to the actual application of the training concepts and the production cutover as possible, as described below:

- CGI-AMS shall train the County's functional analysts in their applicable functional applications prior to the start of the Design /Prototyping Sessions.

- CGI-AMS shall train the project team technical support personnel prior to use of the particular toolset in the required work activity.

- CGI-AMS shall train the project team analysts and programmers in AMS Advantage Third Party tools prior to the design/build process of the modifications. It is possible that some team members may be trained in AMS Advantage toolsets prior to the Design / Prototyping Sessions in order to research objects within the AMS Advantage applications in the Envision stage.

- CGI-AMS shall train the end users in the software functionality prior to roll-out of the system, as close as possible to the date they will begin to use the software.

3.5 Training Needs Assessment

CGI-AMS 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 (Subproject Plan Task 3.4.1.6.4):

- Project Team
- End-Users
- 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.

3.6 Training Plan

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

<u>Planning</u>

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

<u>Course Development and Delivery</u>

- 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
- Approach for ongoing training maintenance and delivery

3.7 Training Facilities

CGI-AMS shall use County-provided training facilities for end-user training courses. Where stated in the detailed training plan, CGI-AMS may 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-4. CGI-AMS shall recommend the training facilities specifications for these courses (e.g., size of room, number of PCs, etc.) during the Envision Phase (Subproject Plan Task 2.2.7.3).

3.8 Credential and Experience of the Trainers

CGI-AMS instructors, with AMS Advantage Budget System experience, shall conduct project team training. End user training shall be conducted by a team of two to three people, comprised of CGI-AMS personnel and County personnel, per course. These trainers will have functional expertise in the areas they are conducting training, AMS Advantage Budget System knowledge, as well as training experience. CGI-AMS recommends that each course has both a primary and a secondary instructor. The primary instructor will lead the class discussions, explain the exercises, demonstrate software modules, and answer questions. The secondary instructor assists the primary instructor to observe participants, help participants with exercises, set up classrooms, and manages course materials. CGI-AMS shall provide at least one member for each of the training sessions to be either the lead trainer or a co-facilitator. CGI-AMS shall identify the number of trainers required, as well as desired skills and experience in the detailed training plan.

4. Training Environment

CGI-AMS shall develop a Training Environment to roll out the new application to end users 1 to 2 months before the system goes into production.

- The technical 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.

- 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. This also gives the training team a way of identifying the users who may need additional training during the post-implementation support period.

5. 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 4.

As part of the overall training and knowledge transfer strategy developed during the Envision phase, CGI-AMS shall develop a Knowledge Transfer plan and present the details of this plan to County staff during the technical project team training. This plan shall identify the details for:

- Preparing the County to manage the application after each stage of implementation
- Preparing the County to manage the application on an on-going basis after completion of the Subproject 4
- Providing documentation of the system
- Documenting procedures for maintaining the system.

Section VII – Maintenance and Support

1. Software Maintenance and Support

CGI-AMS shall provide a complete set of AMS Advantage Budget System users and systems documentation and the associated updates to reflect modifications made during the eCAPS Phase II – Budget System implementation (Subproject Plan Task 2.2.8). CGI-AMS's standard maintenance and escalation process are included in the Services and License Agreement (SLA) to which this SOW is attached.

2. AMS Advantage Software Upgrade Support

CGI-AMS shall implement the latest version of AMS Advantage Budget System software before the end of the implementation Subproject 4 or such other mutually agreeable time that does not interfere with the system go-live process.

Assumptions:

- The upgrade activities will occur on-site at the County facilities
- The onsite CGI-AMS team will support any corporate CGI-AMS technical staff assigned to perform mid-project software upgrades
- Upgrades will be implemented when development activity is minimal
- Upgrades should be executable within the term of this agreement
- New AMS Advantage software releases shall be released to the project team as soon as possible to enable the County to perform a gap analysis between the old business processes and new or changed functionality in the new release.

A software "freeze date" shall be established to coincide with the installation of the AMS Advantage application in the eCAPS Phase II – Budget System production environment (Subproject Plan Task 4.1.1). At such time, the AMS Advantage Budget System version will be "frozen" with the corresponding version of the operating software platform (i.e., operating system and database management system). While CGI-AMS may apply emergency software patches and/or sub-releases during the time period between the freeze date and the eCAPS Phase II – Budget System implementation date, CGI-AMS shall implement any major AMS Advantage Budget System software releases made available between the these dates at a mutually agreeable time during the post-implementation period.

3. Post Implementation Support

CGI-AMS shall provide an 8-month period of post implementation support with a minimum of 2 full-time equivalent on-site staff for months 1-4 and a minimum of 1 full-time equivalent on-site staff for months 5-8 (Subproject Plan Task 4.4). CGI-AMS shall provide appropriately skilled staff to support Subproject 4.

In accordance with the detailed Subproject Plan developed at the end of the Envision phase, the CGI-AMS Post Implementation Support team will be engaged in the following activities during the 8-month post-implementation support period (as described in Section I – Implementation Methodology):

- Production Operations Monitoring
- Production Incidents Resolution
- Change Order Support
- Post-Implementation End-User Training
- Budget Book Design and Publishing Support

CGI-AMS shall provide Knowledge Transfer to facilitate County staff's ability to support the system after the eight-month period and to assume the longer-term application maintenance responsibilities.

4. Third Party Software

CGI-AMS proposed the use of third party software products to supplement the base functionality of the AMS Advantage Budget System software as well as the technical architecture and development process. CGI-AMS shall maintain the relationships with these third parties and upgrade the AMS Advantage Budget System software as required when these third parties upgrade their software. These changes shall be transparent to the County and should be reflected in the County's system when regular software upgrades are applied. Any problems or issues with the required software will be directed to CGI-AMS who will negotiate the resolution.

To provide for the continued viability of the eCAPS system, third party software upgrades must be properly managed. Managing third party software upgrades is handled by CGI-AMS when they release new versions of AMS Advantage Budget System. Each AMS Advantage Budget System release specifies the software versions it supports. CGI-AMS shall take the responsibility for testing third party upgrades.

Additional third party products, not provided as part of the software license agreement, will need to be maintained and upgraded independently of the AMS Advantage application by the County.

Technical Support – The ongoing technical support will be the responsibility of the County. In accordance with the training strategy for eCAPS, CGI-AMS shall provide the training and knowledge transfer that these staffs will require to support eCAPS on an on-going basis (Subproject Plan Task 2.2.7.3).

Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	Budget System Project Control Document (Update of the eCAPS PCD to include Budget System Work Products.)	• Subproject 4 Charter and Roadmap describing Subproject 4 objectives, scope, assumptions, and overall timelines for Subproject 4 phases and deliverables.	1.1	1.1.7
		• Detailed Project Plan for Envision Phase describing project schedule, milestones, resource assignments and task dependencies.	1.1	
		• Subproject 4 Organization describing roles and responsibilities of Subproject 4 teams, including relationship to the base project for project management and oversight.	1.1	
		• Identifies any necessary changes for the Subproject 4 to the Project Governance that describes the process, tools and standards for: ○ Communication ○ Status reporting ○ Scope management ○ Risk and issue management ○ Project documentation standards	1.1	
2.	Budget System Kick-off	• Kick-off presentation materials	1.2.4	1.2.6
		• One kick-off presentation to Budget System project team	1.2.6	
3.	Input to Weekly / Monthly Status Reports	• Provide input to the Project Monthly Status Report that is comprised of a compilation of weekly status reports for the month with an executive summary describing: ○ Subproject 4 deliverables completed ○ Subproject 4 risks and issues ○ Key Subproject 4 accomplishments ○ Updated Subproject 4 plan ○ Updated matrix of Subproject 4 work products/deliverables and their progress	1.3.1	1.3.4
		• Input to the Project Weekly Status Report that includes: ○ Subproject 4 tasks, work products, and deliverables completed ○ Subproject 4 tasks, work products, and deliverables in progress ○ Subproject 4 tasks, work products, and deliverables scheduled but not completed ○ Subproject 4 issue log	1.3.3	

Envision Phase

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
4.	Establish Budget System Prototyping Environment	• Install and test Budget System Prototype Environment.	2.1.2	2.1.4
		• Review installed Budget System software in the Prototype Environment.	2.1.3	
5.	Budget System Product Training	• Baseline Budget System training materials.	2.2.1.1	2.2.1.4
		• Conduct one Budget System product training session for prototype participants consisting of team members and other department subject matter experts. The purpose of the product training session is to review Budget System functionality that will be used for the prototype sessions.	2.2.1.2	
6.	Budget System Prototype Scripts	• Review and update business requirements for Budget System.	2.2.2.1	2.2.2.7
		• Prepare for the prototyping sessions by developing the following: ○ Business scenarios and prototype scripts for Budget System business processes. ○ A Requirements Traceability Matrix referencing prototype scripts to the Budget System business requirements. ○ Schedule of prototype sessions.	2.2.2.3	
7.	Budget System Fit-Gap Analysis Report	• Set-up data to support Prototype sessions for each business area to include: ○ Reference tables ○ Los Angeles County chart of accounts ○ Operational data	2.2.3	2.2.4.8
		• Execute prototype scripts and conduct Budget System prototype sessions. At the beginning of each prototype session, CGI-AMS will provide an overview of the process and functionality to be prototyped.	2.2.3	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• A Subproject 4 Fit-Gap Report comprised of the following: ○ An Executive Summary highlighting results from the prototype sessions in terms of the degree of fit for each of the business areas and key software customizations identified. ○ High-level functional descriptions of software customizations. ○ Application and reference table set-up requirements. ○ Impacts and changes to business operations. ○ An inventory of prototype issues and their resolution. ○ Outstanding issues and action items.	2.2.4.4	
		• An updated Subproject 4 Requirements Traceability Matrix with one of the following dispositions for each Budget System requirement: ○ Fully met – with baseline functionality and a corresponding description of any application and/or reference table set-up requirements, if needed. ○ Software customization – where the business requirement can only be partially or entirely met by a software customization. ○ Business process change – where the business requirement will be met by a change to current business process with no software customization required. ○ Eliminated – where the business requirement is no longer required.	2.2.4.4	
8.	Updated Project Technical Specifications Document	• Analyze the County's projected transaction volumes and work with County staff to identify the hardware, software, network, and storage specifications to support the County's technical and performance requirements.	2.2.5.1	2.2.5.8
		• Analyze the County's eCAPS and network infrastructure and evaluate its capacity to support the implementation of Budget System.	2.2.5.2	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Updated Project Technical Assessment Document to include: ○ An Executive Summary highlighting changes to the Project system architecture, hardware sizing and software requirements, and operations architecture for Budget System. ○ Subproject 4 assumptions to include transaction volumes and performance requirements for Budget System. ○ Additional hardware and software requirements to support Budget System implementation. ○ Recommendations for the acquisition of hardware and software required. ○ Open Subproject 4 issues and action items.	2.2.5.6	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
9.	Budget System Implementation Analysis Document	• An Executive Summary highlighting the roadmap and implementation approach for Budget System, planning assumptions, outstanding issues and action items.	2.2.8.1	2.2.8.6
		• A Transition Strategy that is comprised of the following components: ○ Approach for Department rollout – describing the tools and methods to facilitate the Department implementation of Budget System. ○ An update to the Project Communication Strategy – describing the methods and tools for communicating with Departments, target audiences and their corresponding information needs for the Budget System Subproject 4. ○ An update to the Project Training Strategy – describing a proposed course structure and an approach for organizing, planning, and executing Co-Trainer Training and User Training, as well as developing user documentation and training materials for the Budget System Subproject 4.	2.2.7.4	
		• An update to the Project Conversion Strategy describing the scope and types of data to be converted, their method of conversion, approach for data cleansing, and planning assumptions for the Budget System Subproject 4. The Conversion Strategy shall include the following components: ○ A list of Budget System tables that need to be populated and/or set-up for production operations. ○ Preliminary list of source systems from which data will be converted and the type of data that will be converted. ○ Data cleansing considerations. ○ Approach for data conversion, including the use of Budget System Document formats and rules.	2.2.7.1	
		• An update to the Project Interface Strategy describing the number, types, and approach for inbound and outbound interfaces for Budget System. The Interface Strategy shall include the following components: ○ Approach for system interfaces for Budget System, including the organization of interfaces into logical groupings for implementation.	2.2.7.2	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		○ Identification and description of the eCAPS documents that will be used for Inbound interfaces. ○ Inventory of inbound and outbound interfaces and their corresponding eCAPS document (inbound).		
		• An update to the Project Reporting Strategy describing the number and types of predefined reports and queries, including an approach for integrating Cognos as the business intelligence tool for developing predefined reports and queries, and the use of the eCAPS data warehouse. The Reporting Strategy shall also include an inventory of Budget System reports, the report title, report usage, frequency, distribution and distribution methods.	2.2.7.5	
		• Updated Budget System Implementation Plan that includes: ○ An updated Budget System Subproject 4 Plan and deliverables schedule. ○ Software development methodology for designing, constructing, and testing software customizations, conversion programs, inbound/outbound system interfaces, and reports. ○ Approach for software testing, including iteration tests, regression test, integrated system test, performance test, and user acceptance test.	2.2.8.1	

Create Phase

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
10.	Budget System Software Installation	• Installation of the Budget System software and applicable 3rd party software for in the following eCAPS Technical Environments provided by the County: ○ Baseline Environment ○ Development/Unit Test Environment ○ System Test Environment ○ Conversion Environment ○ Acceptance Test	3.1	3.1.7
		• Delivery of software licenses and demonstrate that installed baseline Budget System software can be accessed in each of the aforementioned technical environments.	3.1.6	
11.	Budget System Inbound Interface Design	• Inbound Interface mappings and file formats.	3.2.1.1	3.2.1.4
		• Data Junction Transformation Rules.	3.2.1.1	
12.	Budget System Inbound Interface Software	• Developed Inbound Interface software.	3.2.1.5	3.2.1.7
		• Tested Inbound Interface software.	3.2.1.6	
13.	Budget System Outbound Interface Design	Outbound Interface mappings and file formats.	3.2.2.1	3.2.2.4
		• Data Extraction and transformation rules.	3.2.2.1	
14.	Budget System Outbound Interface Software	• Developed Outbound Interface software.	3.2.2.5	3.2.2.7
		• Tested Outbound Interface software.	3.2.2.6	
15.	75 Budget System Reports/Forms Design	• Designs for 75 Budget System Reports or Forms.	3.2.3.1	3.2.3.3
		• Test scripts and results for 75 Budget System Reports or Forms.	3.2.3.2	
16.	75 Budget System Reports/Forms Software	• Developed software for 75 Budget System Reports or Forms. • Unit Tested Reports or Forms software.	3.2.3.4	3.2.3.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
17.	Budget System Control Tables Set-up	• Data extraction and transformation rules.	3.2.5.1	3.2.5.6
		• Set-up Budget System Control Tables.	3.2.5.2	
		• Review and test Budget System Control Tables set-up	3.2.5.5	
18.	Budget System Salary Budget Forecast Tables Set-up	• Identify and describe the Budget System Salary Budget Forecast Tables to be set-up and corresponding methods for populating tables.	3.2.5.7	3.2.5.12
		• Set-up Budget System Salary Budget Forecast Tables.	3.2.5.8	
		• Review and test Budget System Salary Budget Forecast Tables set-up	3.2.5.11	
19.	Completed Security set-up for Budget System	• Define and review security rules with County staff.	3.2.6.2	3.2.6.6
		• Support security table set-ups.	3.2.6.4	
20.	Budget System Data Conversion Software	• Developed Budget System Data Conversion Software.	3.2.7.5	3.2.7.10
		• Unit Tested Budget System Data Conversion Software.	3.2.7.8	
		• Loaded Budget System Data in Conversion Staging Environment.	3.2.7.8	
21.	Support for Data Cleansing Preparation for Budget System	• Support data cleansing preparation by: ○ Assisting County staff in preparing information and worksheets to facilitate data cleansing. ○ Assisting County staff in testing and reviewing data conversion issues and identifying corrective actions.	3.2.8.6	3.2.8.7
22.	Completed Test Support for Budget System	• Integrated Test Plan and Scripts ○ Test Budget System Control Tables and Reports ○ Unit and System Test Inbound and Outbound Interface Programs	3.3.1	3.3.4.7
		• Performance Test and Scripts ○ Execute Performance Test Scripts and Results ○ Performance issues, tuning recommendations and action items	3.3.2	
		• Support Regression Test to include: ○ Reviewing and responding to reported regression test issues ○ Support and provide assistance to County's technical staff for Regression	3.3.3	

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
		Testing o Resolve reported test issues		
		• 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. o Resolve reported test issues.	3.3.4	
23.	Training Environment Software Installation and Set-up for Budget System	• Install AMS Advantage Budget System module in Training Environment.	3.4.1.1.1	3.4.1.1.3
		• Install Budget System software modifications in Training Environment.	3.4.1.1.2	
		• Set-up reference and training data in Training Environment.	3.4.1.1.1	
24.	Training Plan	• An assessment of training needs for Budget System to include: o Structure and description of training courses o Proposed course curriculum o Target training groups o Preliminary estimate of training volumes • Detailed Training Plan comprised of: o Description of the Co-trainer Program o Updated course structure and curriculum o End user training course catalog describing the training objectives and course content. o Description of methods to be used for Co-trainer and end user training. o Establishing and administration of the training environment.	3.4.1.2.1	3.4.1.2.5
25.	Training Materials for Budget System	• Budget System Training Manuals and materials for the courses described in the Training Plan. The Training Manuals are comprised of updated user documentation based on baseline AMS Advantage training manuals and desk procedures developed by the County. • Co-trainer assessment to identify Budget System co-trainers. • Develop Co-trainer training materials to prepare co-trainers for end user training.	3.4.1.3.1	3.4.1.3.5
26.	System	• Prepare system administration training	3.4.1.4.1	3.4.1.4.4

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
	Administration Training for Budget System	materials for the following areas: ○ Ongoing administration of Budget System reference tables. ○ Ongoing user administration, including establishing and maintaining user IDs, as well as security and workflow profiles.		
		• System administration training for the aforementioned areas.	3.4.1.4.2	
27.	Train Trainers for Budget System	• Administer the Co-trainer program as described in the Training Plan to include: ○ Preparing and conducting one Co-trainer Kick-off session. ○ Preparing and conducting Co-trainer orientation sessions and workshops. • Preparing and conducting training rehearsals.	3.4.1.5.3	3.4.1.5.5
28.	End User Training Support for Budget System	• Co-train End Users by supporting County Co-trainers and project team members in scheduling and conducting end user training.	3.4.1.6.3	3.4.1.6.6
29.	User Documentation for Budget System	• Update online AMS Advantage User Documentation for Budget System • Update AMS Advantage Users' Guide for Budget System.	3.4.2.1	3.4.2.6
30.	Operational Readiness Assessment for Budget System	• Develop an Operational Readiness Assessment to monitor preparations and readiness of County operations to support the Budget System production operations, including: ○ Back-up and recovery procedures ○ Production operations (interfaces and reports) ○ Technical infrastructure ○ Connectivity and workstations • Support Operational Readiness Assessment by assisting County staff to: ○ Monitor the progress of operational readiness items. ○ Identify and escalate issues and delays. ○ Implement corrective actions, as necessary.	3.4.3.1	3.4.3.1.7

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
31.	Implementation Readiness Assessment for Budget System	• Develop an Implementation Readiness Assessment to monitor preparations and readiness of County Department to implement Budget System production operations to include: ○ Updated and published policies and procedures ○ County Help Desk infrastructure and procedures ○ Readiness to Department systems to interface with eCAPS • Support Implementation Readiness Assessment by assisting County staff to: ○ Monitor the progress of operational readiness items. ○ Identify and escalate issues and delays. ○ Implement corrective actions, as necessary.	3.4.3.2	3.4.3.2.7

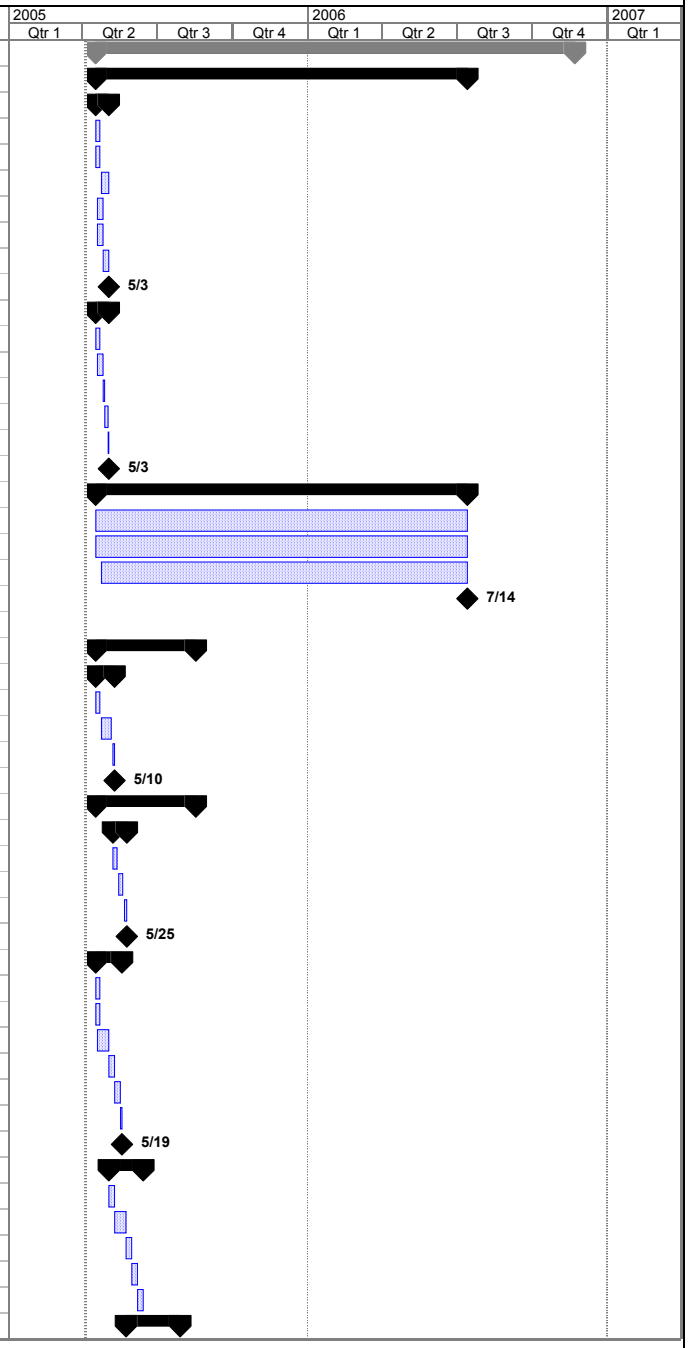
Achieve Phase

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
32.	Production Environment Software Installation and Set-up for Budget System	• Install Budget System module in Production Environment.	4.1.1	4.1.3
		• Install Budget System software modifications in Production Environment. • Set-up reference and production data in Production Environment.	4.1.2	
33.	Mock Conversion Results for Budget System	• Plan and execute mock data conversion for Budget System.	4.2.1	4.2.3
		• Documented mock conversion results. • Technical assistance to address issues from mock conversion.	4.2.2	
34.	Production Cutover Script for Budget System	• Production cutover script for Budget System.	4.3.1.4	4.3.1.5
35.	Support for Budget System Production Cutover	• Support for Production Cutover rehearsal for Budget System. • Technical support during production cutover.	4.3.7	4.3.9

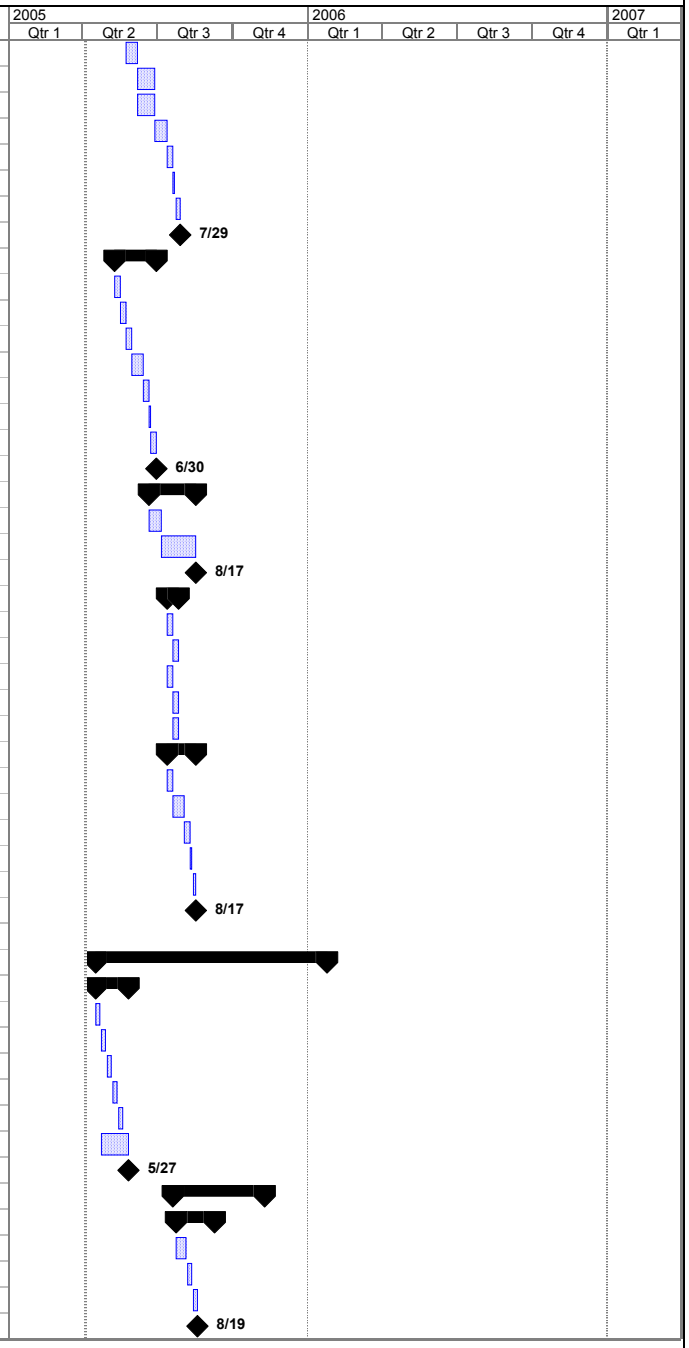
#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
		• Hand-off operations to County staff.	4.3.8	
36.	Budget System Post Implementation Support Month 1	• Support daily budget operations to include: ○ Operations monitoring ○ Production Incident resolution ○ Change order support	4.4.4	4.4.4
37.	Budget System Post Implementation Support Month 2	• Support daily budget operations to include: ○ Operations monitoring ○ Production Incident resolution ○ Change order support	4.4.5	4.4.5
38.	Budget System Post Implementation Support Month 3	• Support daily budget operations to include: ○ Operations monitoring ○ Production Incident resolution ○ Change order support	4.4.6	4.4.6
39.	Budget System Post Implementation Support Month 4	• Support daily budget operations to include: ○ Operations monitoring ○ Production Incident resolution ○ Change order support	4.4.7	4.4.7
40.	Budget System Post Implementation Support Month 5	• Support daily budget operations to include: ○ Operations monitoring ○ Production Incident resolution ○ Change order support	4.4.8	4.4.8
41.	Budget System Post Implementation Support Month 6	• Support daily budget operations to include: ○ Operations monitoring ○ Production Incident resolution ○ Change order support	4.4.9	4.4.9
42.	Budget System Post Implementation Support Month 7	• Support daily budget operations to include: ○ Operations monitoring ○ Production Incident resolution ○ Change order support	4.4.10	4.4.10
43.	Budget System Post Implementation Support Month 8	• Support daily budget operations to include: ○ Operations monitoring ○ Production Incident resolution ○ Change order support	4.4.11	4.4.11
44.	Budget Book Design	• Design and develop Budget Book Design	4.5.1	4.5.3
45.	Support for Publishing Proposed Budget	• Technical support for publishing Proposed Budget Book. • Develop publishable Budget Book	4.5.4	4.5.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
46.	Support for Publishing Final Budget	• Technical support for publishing Final Budget Book	4.5.6	4.5.7
47.	Departmental roll-out and training plan	• Detailed Training Plan comprised of: ○ Updated course structure and curriculum ○ Confirm methods to be used for Co-trainer and end user training. ○ Establishing and administration of the training environment. ○ Defined sequence and schedule of departmental roll-out	4.6.5	4.6.5
48.	Co- trainer refresher course	• Administer the Co-trainer program as described in the Training Plan to include: ○ Preparing and conducting one Co-trainer Kick-off session. ○ Preparing and conducting Co-trainer orientation sessions and workshops. ○ Preparing and conducting training rehearsals.	4.6.7	4.6.7
49.	Budget System Departmental End-User Training Support	• Train Departmental End Users by supporting County Co-trainers and project team members in scheduling and conducting end user training.	4.6.9	4.6.9

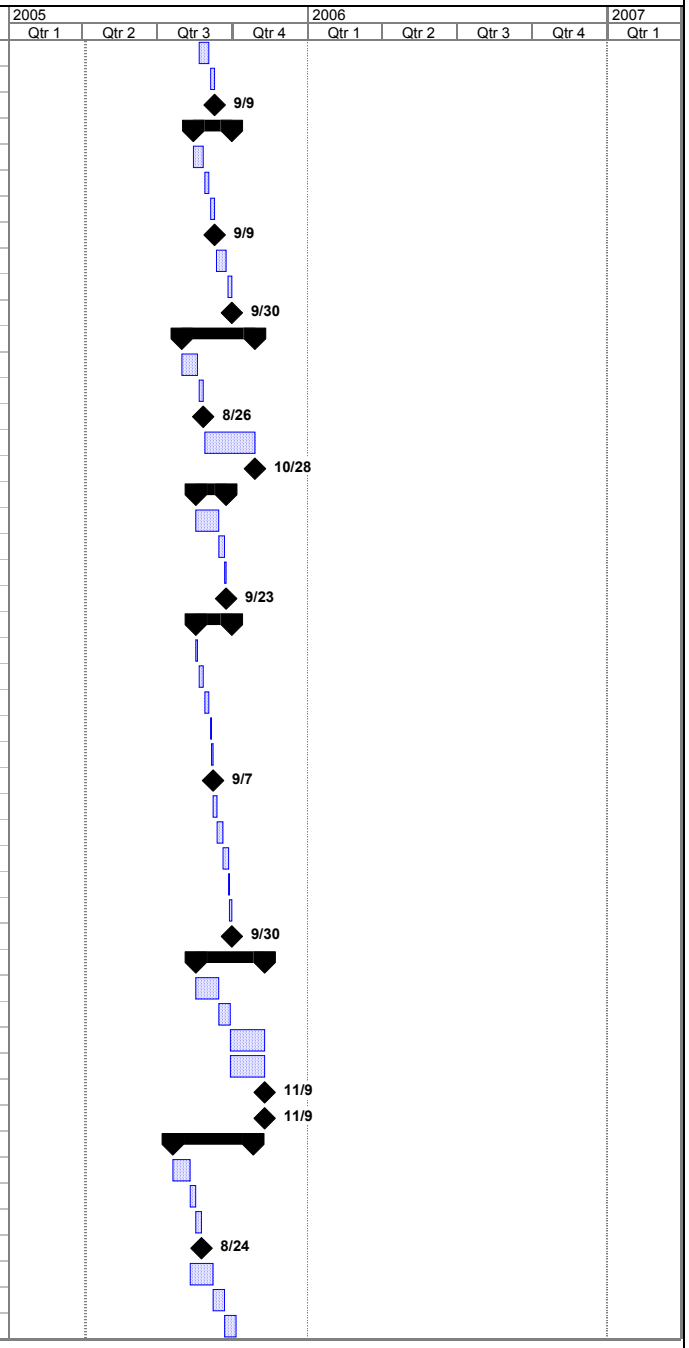
ID	Task Name	Duration	Start	Finish
0	**eCAPS Budget System Subproject 4**	**413 days**	**Mon 4/18/05**	**Wed 11/22/06**
1	**1 PLANNING & MANAGEMENT**	**320 days**	**Mon 4/18/05**	**Fri 7/14/06**
2	**1.1 Update eCAPS Project Control Document for Budget System (incl. plan, PM strategies, etc.)**	**12 days**	**Mon 4/18/05**	**Tue 5/3/05**
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	5 days	Mon 4/18/05	Fri 4/22/05
4	1.1.2 Establish Project Management Standards and Tools	5 days	Mon 4/18/05	Fri 4/22/05
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	7 days	Mon 4/25/05	Tue 5/3/05
6	1.1.4 Update Project Control Document	5 days	Wed 4/20/05	Tue 4/26/05
7	1.1.5 Review Project Control Document	5 days	Wed 4/20/05	Tue 4/26/05
8	1.1.6 Approve Project Control Document	5 days	Wed 4/27/05	Tue 5/3/05
9	***1.1.7 CGI-AMS Deliverable: Budget System Project Control Document***	***0 days***	***Tue 5/3/05***	***Tue 5/3/05***
10	**1.2 Budget System Kick-off**	**12 days**	**Mon 4/18/05**	**Tue 5/3/05**
11	1.2.1 Develop Budget System Kick-off Materials	5 days	Mon 4/18/05	Fri 4/22/05
12	1.2.2 Review Budget System Kick-off Materials	5 days	Wed 4/20/05	Tue 4/26/05
13	1.2.3 Update Budget System Kick-off Materials	2 days	Wed 4/27/05	Thu 4/28/05
14	1.2.4 Approve Budget System Kick-off Materials	2 days	Fri 4/29/05	Mon 5/2/05
15	1.2.5 Conduct Budget System Kick-off Meeting	1 day	Tue 5/3/05	Tue 5/3/05
16	***1.2.6 CGI-AMS Deliverable: Budget System Kick-off Meeting***	***0 days***	***Tue 5/3/05***	***Tue 5/3/05***
17	**1.3 On-Going Project Management**	**320 days**	**Mon 4/18/05**	**Fri 7/14/06**
18	1.3.1 Provide Project Management Oversight / Maintain Project Plan	320 days	Mon 4/18/05	Fri 7/14/06
19	1.3.2 Provide Quality & Risk Management	320 days	Mon 4/18/05	Fri 7/14/06
20	1.3.3 Develop eCAPS Budget System Weekly and Monthly Status Reports	315 days	Mon 4/25/05	Fri 7/14/06
21	***1.3.4 CGI-AMS Deliverables: Monthly Status Reports***	***0 days***	***Fri 7/14/06***	***Fri 7/14/06***
22				
23	**2 ENVISION PHASE**	**87 days**	**Mon 4/18/05**	**Wed 8/17/05**
24	**2.1 Establish Budget System Prototype Environment & Install 3rd Party Software**	**17 days**	**Mon 4/18/05**	**Tue 5/10/05**
25	2.1.1 Provide server and establish Prototyping Environment & 3rd Party Software	5 days	Mon 4/18/05	Fri 4/22/05
26	2.1.2 Install & Test Budget System Prototyping Environment & 3rd Party Software	10 days	Mon 4/25/05	Fri 5/6/05
27	2.1.3 Review & Approve Budget System Prototyping Environment & 3rd Party Software	2 days	Mon 5/9/05	Tue 5/10/05
28	***2.1.4 CGI-AMS Deliverable: CGI-AMS Budget System Prototyping Environment & 3rd Party Software***	***0 days***	***Tue 5/10/05***	***Tue 5/10/05***
29	**2.2 Budget System Functional Analysis**	**87 days**	**Mon 4/18/05**	**Wed 8/17/05**
30	**2.2.1 Product Training**	**13 days**	**Mon 5/9/05**	**Wed 5/25/05**
31	2.2.1.1 Prepare Materials / Schedule Product Training for Core Project Team	5 days	Mon 5/9/05	Fri 5/13/05
32	2.2.1.2 Conduct Product Training for Core Project Team/Prototype Participants	5 days	Mon 5/16/05	Fri 5/20/05
33	2.2.1.3 Review & Approve Product Training	3 days	Mon 5/23/05	Wed 5/25/05
34	***2.2.1.4 CGI-AMS Deliverable: Budget System Product Training***	***0 days***	***Wed 5/25/05***	***Wed 5/25/05***
35	**2.2.2 Prepare for Application Prototyping**	**24 days**	**Mon 4/18/05**	**Thu 5/19/05**
36	2.2.2.1 Review Budget System Business Requirements	5 days	Mon 4/18/05	Fri 4/22/05
37	2.2.2.2 Map Requirements to Business Processes	5 days	Mon 4/18/05	Fri 4/22/05
38	2.2.2.3 Prepare Prototype Scripts	10 days	Wed 4/20/05	Tue 5/3/05
39	2.2.2.4 Review Prototype Scripts	5 days	Wed 5/4/05	Tue 5/10/05
40	2.2.2.5 Update Prototype Scripts	5 days	Wed 5/11/05	Tue 5/17/05
41	2.2.2.6 Approve Prototype Scripts	2 days	Wed 5/18/05	Thu 5/19/05
42	***2.2.2.7 CGI-AMS Deliverable: Budget System Prototype Scripts***	***0 days***	***Thu 5/19/05***	***Thu 5/19/05***
43	**2.2.3 Prototype Budget System**	**30 days**	**Wed 5/4/05**	**Tue 6/14/05**
44	2.2.3.1 Setup Budget System Tables for Prototype	5 days	Wed 5/4/05	Tue 5/10/05
45	2.2.3.2 Prototype Budget System Functions	10 days	Wed 5/11/05	Tue 5/24/05
46	2.2.3.3 Prototype Salaries & Benefits Forecasting	5 days	Wed 5/25/05	Tue 5/31/05
47	2.2.3.4 Review Budget System Reporting Requirements	5 days	Wed 6/1/05	Tue 6/7/05
48	2.2.3.5 Document prototype results	5 days	Wed 6/8/05	Tue 6/14/05
49	**2.2.4 Budget System Fit-Gap Analysis**	**47 days**	**Wed 5/25/05**	**Fri 7/29/05**



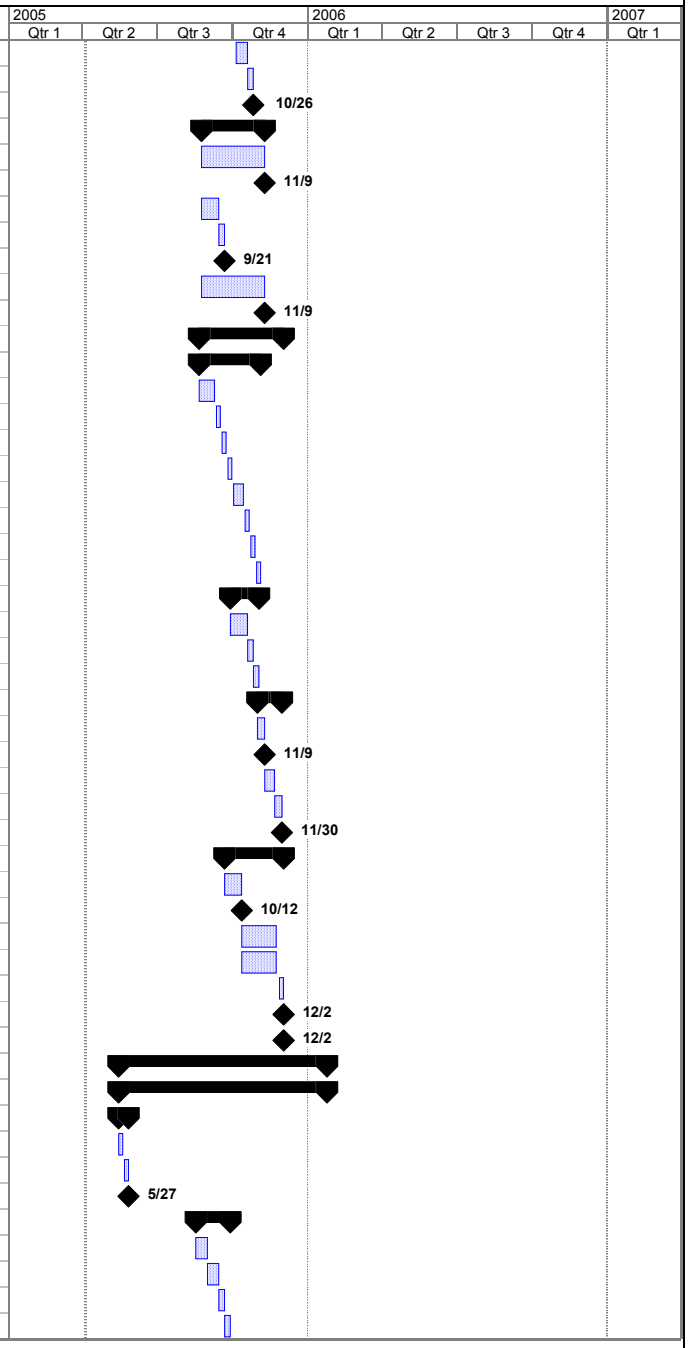
ID	Task Name	Duration	Start	Finish
50	2.2.4.1 Identify Application System Control Table Setups	10 days	Wed 5/25/05	Tue 6/7/05
51	2.2.4.2 Identify Application Customizations (Java, Batch)	15 days	Wed 6/8/05	Tue 6/28/05
52	2.2.4.3 Identify Business Process Impacts	15 days	Wed 6/8/05	Tue 6/28/05
53	2.2.4.4 Develop Budget System Fit-Gap Analysis Report	10 days	Wed 6/29/05	Wed 7/13/05
54	2.2.4.5 Review Budget System Fit-Gap Analysis Report	5 days	Thu 7/14/05	Wed 7/20/05
55	2.2.4.6 Update Budget System Fit-Gap Analysis Report	2 days	Thu 7/21/05	Fri 7/22/05
56	2.2.4.7 Approve Budget System Fit-Gap Analysis Report	5 days	Mon 7/25/05	Fri 7/29/05
57	***2.2.4.8 CGI-AMS Deliverable: Budget System Fit-Gap Analysis Report***	***0 days***	***Fri 7/29/05***	***Fri 7/29/05***
58	**2.2.5 Budget System Technical Assessment**	**37 days**	**Wed 5/11/05**	**Thu 6/30/05**
59	2.2.5.1 Provide current legacy systems txn volumes & County infrastructure information	5 days	Wed 5/11/05	Tue 5/17/05
60	2.2.5.2 Review County Network Infrastructure	5 days	Wed 5/18/05	Tue 5/24/05
61	2.2.5.3 Analyze Transaction Volumes (current & future) for eCAPS Budget System	5 days	Wed 5/25/05	Tue 5/31/05
62	2.2.5.4 Update eCAPS Technical Specifications Document	10 days	Wed 6/1/05	Tue 6/14/05
63	2.2.5.5 Review eCAPS Technical Specifications Document	5 days	Wed 6/15/05	Tue 6/21/05
64	2.2.5.6 Update eCAPS Technical Specifications Document	2 days	Wed 6/22/05	Thu 6/23/05
65	2.2.5.7 Approve eCAPS Technical Specifications Document	5 days	Fri 6/24/05	Thu 6/30/05
66	***2.2.5.8 CGI-AMS Deliverable: Budget System Technical Specifications Document***	***0 days***	***Thu 6/30/05***	***Thu 6/30/05***
67	**2.2.6 Hardware/Software Procurement**	**40 days**	**Wed 6/22/05**	**Wed 8/17/05**
68	2.2.6.1 Prepare HW/SW procurement documents	10 days	Wed 6/22/05	Wed 7/6/05
69	2.2.6.2 Procure Hardware & System Software (as needed)	30 days	Thu 7/7/05	Wed 8/17/05
70	***2.2.6.3 County Obligation: Procured Hardware & System Software for Budget System***	***0 days***	***Wed 8/17/05***	***Wed 8/17/05***
71	**2.2.7 Budget System Implementation Assessment**	**10 days**	**Thu 7/14/05**	**Wed 7/27/05**
72	2.2.7.1 Develop Budget System Data Conversion Strategy	5 days	Thu 7/14/05	Wed 7/20/05
73	2.2.7.2 Develop Budget System System Interface Strategy	5 days	Thu 7/21/05	Wed 7/27/05
74	2.2.7.3 Develop Budget System Training Strategy	5 days	Thu 7/14/05	Wed 7/20/05
75	2.2.7.4 Develop Budget System Transition Strategy	5 days	Thu 7/21/05	Wed 7/27/05
76	2.2.7.5 Develop Budget System Reporting Strategy	5 days	Thu 7/21/05	Wed 7/27/05
77	**2.2.8 Develop Budget System Implementation Analysis Document**	**25 days**	**Thu 7/14/05**	**Wed 8/17/05**
78	2.2.8.1 Update Budget System Implementation Project Plan & Deliverables Schedule	5 days	Thu 7/14/05	Wed 7/20/05
79	2.2.8.2 Develop Budget System Implementation Analysis Document	10 days	Thu 7/21/05	Wed 8/3/05
80	2.2.8.3 Review Budget System Implementation Analysis Document	5 days	Thu 8/4/05	Wed 8/10/05
81	2.2.8.4 Update Budget System Implementation Analysis Document	2 days	Thu 8/11/05	Fri 8/12/05
82	2.2.8.5 Approve Budget System Implementation Analysis Document	3 days	Mon 8/15/05	Wed 8/17/05
83	***2.2.8.6 CGI-AMS Deliverable: Budget System Implementation Analysis Document***	***0 days***	***Wed 8/17/05***	***Wed 8/17/05***
84				
85	**3 CREATE PHASE**	**197 days**	**Mon 4/18/05**	**Tue 1/24/06**
86	**3.1 Technical Environment Set-up**	**30 days**	**Mon 4/18/05**	**Fri 5/27/05**
87	3.1.1 Install and configure Budget System Baseline Environment	5 days	Mon 4/18/05	Fri 4/22/05
88	3.1.2 Install and configure Budget System Development Environment	5 days	Mon 4/25/05	Fri 4/29/05
89	3.1.3 Install and configure Budget System Conversion Environment	5 days	Mon 5/2/05	Fri 5/6/05
90	3.1.4 Install and configure Budget System System Test Environment	5 days	Mon 5/9/05	Fri 5/13/05
91	3.1.5 Install and configure Budget System Acceptance Test Environment	5 days	Mon 5/16/05	Fri 5/20/05
92	3.1.6 Review & Approve Budget System and 3rd Party Tools Installations	25 days	Mon 4/25/05	Fri 5/27/05
93	***3.1.7 CGI-AMS Deliverable: Budget System and 3rd Party Tools Installation***	***0 days***	***Fri 5/27/05***	***Fri 5/27/05***
94	**3.2 Budget System Software Construction and Configuration**	**80 days**	**Thu 7/21/05**	**Wed 11/9/05**
95	**3.2.1 Inbound Interfaces Design and Development**	**35 days**	**Mon 7/25/05**	**Fri 9/9/05**
96	3.2.1.1 Develop Inbound Interface Design to eCAPS - Mapping & Transformation	10 days	Mon 7/25/05	Fri 8/5/05
97	3.2.1.2 Review Inbound Interface Design	5 days	Mon 8/8/05	Fri 8/12/05
98	3.2.1.3 Approve Inbound Interface Design	5 days	Mon 8/15/05	Fri 8/19/05
99	***3.2.1.4 CGI-AMS Deliverable: Budget System Inbound Interface Design***	***0 days***	***Fri 8/19/05***	***Fri 8/19/05***



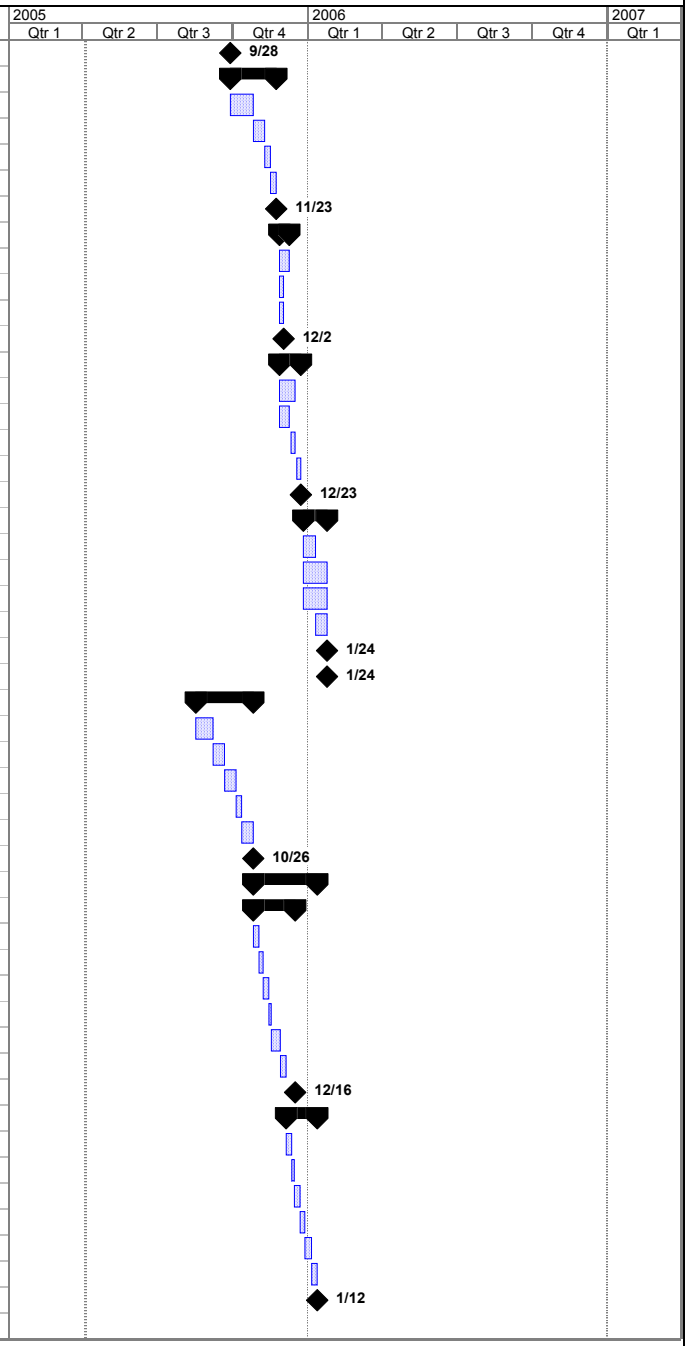
ID	Task Name	Duration	Start	Finish
100	3.2.1.5 Develop and Unit Test Inbound Interface Programs	10 days	Mon 8/22/05	Fri 9/2/05
101	3.2.1.6 System Test Inbound Interface Programs	5 days	Mon 9/5/05	Fri 9/9/05
102	***3.2.1.7 CGI-AMS Deliverable: Budget System Inbound Interface Software***	***0 days***	***Fri 9/9/05***	***Fri 9/9/05***
103	**3.2.2 Outbound Interface Design and Development**	**35 days**	**Mon 8/15/05**	**Fri 9/30/05**
104	3.2.2.1 Develop Outbound Interface Design to eCAPS - Mapping & Transformation	10 days	Mon 8/15/05	Fri 8/26/05
105	3.2.2.2 Review Outbound Interface Design	5 days	Mon 8/29/05	Fri 9/2/05
106	3.2.2.3 Approve Outbound Interface Design	5 days	Mon 9/5/05	Fri 9/9/05
107	***3.2.2.4 CGI-AMS Deliverable: Budget System Outbound Interface Design***	***0 days***	***Fri 9/9/05***	***Fri 9/9/05***
108	3.2.2.5 Develop and Unit Test Outbound Interface Programs	10 days	Mon 9/12/05	Fri 9/23/05
109	3.2.2.6 System Test Outbound Interface Programs	5 days	Mon 9/26/05	Fri 9/30/05
110	***3.2.2.7 CGI-AMS Deliverable: Budget System Outbound Interface Software***	***0 days***	***Fri 9/30/05***	***Fri 9/30/05***
111	**3.2.3 Budget System Reports and Forms**	**65 days**	**Mon 8/1/05**	**Fri 10/28/05**
112	3.2.3.1 Develop Designs for Budget System Reports & Forms	15 days	Mon 8/1/05	Fri 8/19/05
113	3.2.3.2 Review and approve Budget System report/forms designs	5 days	Mon 8/22/05	Fri 8/26/05
114	***3.2.3.3 CGI-AMS Deliverable: Budget System Reports/Forms Design (75)***	***0 days***	***Fri 8/26/05***	***Fri 8/26/05***
115	3.2.3.4 Develop Budget System Reports & Forms Software	45 days	Mon 8/29/05	Fri 10/28/05
116	***3.2.3.5 CGI-AMS Deliverable: Budget System Reports/Forms Software (75)***	***0 days***	***Fri 10/28/05***	***Fri 10/28/05***
117	**3.2.4 Budget System Customizations**	**27 days**	**Thu 8/18/05**	**Fri 9/23/05**
118	3.2.4.1 Develop Software and Conduct Unit Tests	20 days	Thu 8/18/05	Wed 9/14/05
119	3.2.4.2 Plan and Execute System Test	5 days	Thu 9/15/05	Wed 9/21/05
120	3.2.4.3 Package and Deliver Software for System Test	2 days	Thu 9/22/05	Fri 9/23/05
121	***3.2.4.4 CGI-AMS Deliverable: Budget System Software Modifications***	***0 days***	***Fri 9/23/05***	***Fri 9/23/05***
122	**3.2.5 Budget System Tables Setup**	**32 days**	**Thu 8/18/05**	**Fri 9/30/05**
123	3.2.5.1 Review Delivered System Control Tables Setup	2 days	Thu 8/18/05	Fri 8/19/05
124	3.2.5.2 Setup Budget System System Control Tables Data (from Fit-Gap Analysis)	5 days	Mon 8/22/05	Fri 8/26/05
125	3.2.5.3 Populate Budget System System Control Tables	5 days	Mon 8/29/05	Fri 9/2/05
126	3.2.5.4 Update Budget System System Control Tables	1 day	Mon 9/5/05	Mon 9/5/05
127	3.2.5.5 Review & Approve Budget System System Control Tables Setup	2 days	Tue 9/6/05	Wed 9/7/05
128	***3.2.5.6 CGI-AMS Deliverable: Budget System Control Tables Setup***	***0 days***	***Wed 9/7/05***	***Wed 9/7/05***
129	3.2.5.7 Review Delivered System Salary Budget Forecast Tables Setup	3 days	Thu 9/8/05	Mon 9/12/05
130	3.2.5.8 Setup Budget System Salary Budget Forecast Tables Data (from Fit-Gap Analysis)	5 days	Tue 9/13/05	Mon 9/19/05
131	3.2.5.9 Populate Budget System Salary Budget Forecast Tables	5 days	Tue 9/20/05	Mon 9/26/05
132	3.2.5.10 Update Budget System Salary Budget Forecast Tables	1 day	Tue 9/27/05	Tue 9/27/05
133	3.2.5.11 Review & Approve Budget System Salary Budget Forecast Tables Setup	3 days	Wed 9/28/05	Fri 9/30/05
134	***3.2.5.12 CGI-AMS Deliverable: Budget System Salary Budget Forecast Tables Setup***	***0 days***	***Fri 9/30/05***	***Fri 9/30/05***
135	**3.2.6 Security Table Set-Up**	**60 days**	**Thu 8/18/05**	**Wed 11/9/05**
136	3.2.6.1 Define Security Rules	20 days	Thu 8/18/05	Wed 9/14/05
137	3.2.6.2 Review and approve Security Rules	10 days	Thu 9/15/05	Wed 9/28/05
138	3.2.6.3 Configure Security Tables/Settings	30 days	Thu 9/29/05	Wed 11/9/05
139	3.2.6.4 Support Security Tables/Settings	30 days	Thu 9/29/05	Wed 11/9/05
140	***3.2.6.5 County Obligation: Configured Security Tables and Completed Security Setup***	***0 days***	***Wed 11/9/05***	***Wed 11/9/05***
141	***3.2.6.6 CGI-AMS Deliverable: Security Setup Support***	***0 days***	***Wed 11/9/05***	***Wed 11/9/05***
142	**3.2.7 Budget System Data Conversion Design, Development and Load**	**70 days**	**Thu 7/21/05**	**Wed 10/26/05**
143	3.2.7.1 Develop Budget System Data Conversion Designs - Mapping and Transformation	15 days	Thu 7/21/05	Wed 8/10/05
144	3.2.7.2 Review Budget System Data Conversion Designs	5 days	Thu 8/11/05	Wed 8/17/05
145	3.2.7.3 Approve Budget System Data Conversion Designs	5 days	Thu 8/18/05	Wed 8/24/05
146	***3.2.7.4 CGI-AMS Deliverables: Budget System Data Conversion Designs***	***0 days***	***Wed 8/24/05***	***Wed 8/24/05***
147	3.2.7.5 Develop & Unit Test Budget System Data Conversion Programs	20 days	Thu 8/11/05	Wed 9/7/05
148	3.2.7.6 Review Budget System Conversion Test Results	10 days	Thu 9/8/05	Wed 9/21/05
149	3.2.7.7 Assist in Loading Budget System Data (Manual Load)	10 days	Thu 9/22/05	Wed 10/5/05



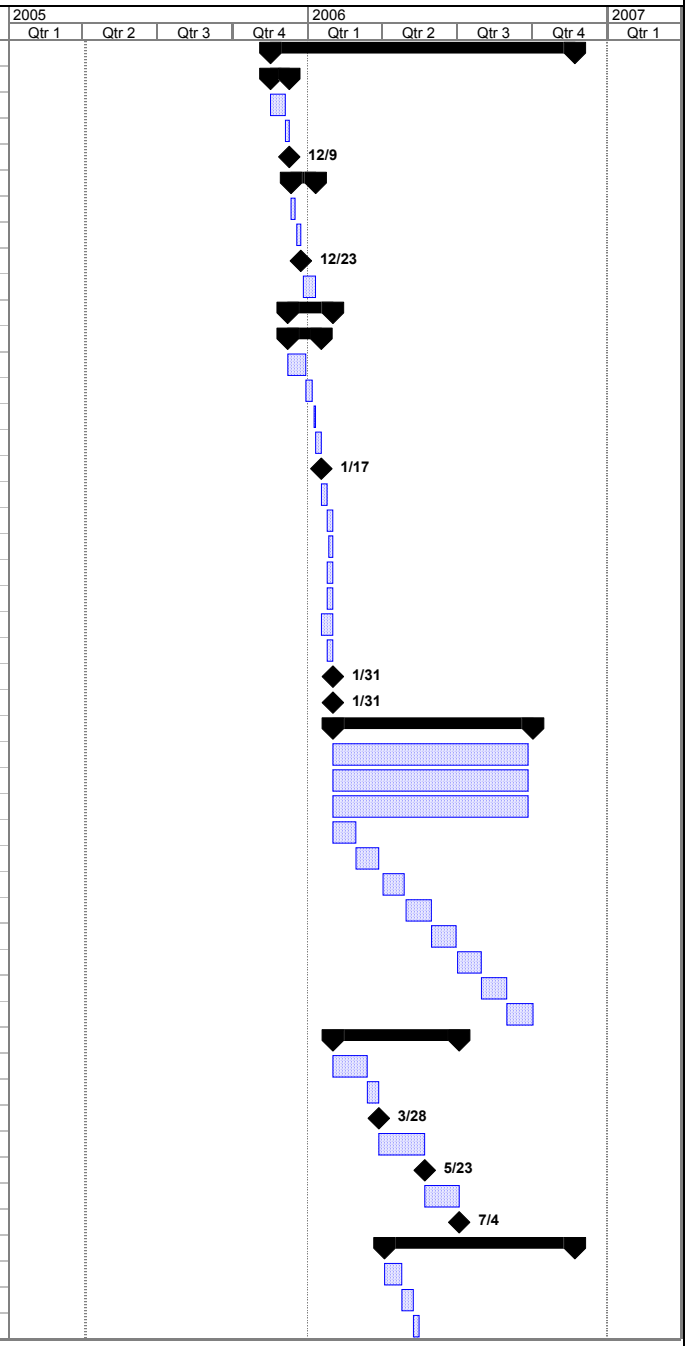
ID	Task Name	Duration	Start	Finish
150	3.2.7.8 Load Budget System Data in Conversion Staging Application	10 days	Thu 10/6/05	Wed 10/19/05
151	3.2.7.9 Approve Budget System Conversion Software	5 days	Thu 10/20/05	Wed 10/26/05
152	***3.2.7.10 CGI-AMS Deliverables: Budget System Data Conversion Software***	***0 days***	***Wed 10/26/05***	***Wed 10/26/05***
153	**3.2.8 Data Cleansing & Legacy Systems Conversion Preparation**	**55 days**	**Thu 8/25/05**	**Wed 11/9/05**
154	3.2.8.1 Implement Data Cleansing Plan (Procedures)	55 days	Thu 8/25/05	Wed 11/9/05
155	***3.2.8.2 County Obligation: Data Cleansing Procedures***	***0 days***	***Wed 11/9/05***	***Wed 11/9/05***
156	3.2.8.3 Develop Detailed Dept/Legacy Conversion Script	15 days	Thu 8/25/05	Wed 9/14/05
157	3.2.8.4 Review & Approve Dept/Legacy Conversion Script	5 days	Thu 9/15/05	Wed 9/21/05
158	***3.2.8.5 County Obligation: Detailed Dept/Legacy Conversion Script***	***0 days***	***Wed 9/21/05***	***Wed 9/21/05***
159	3.2.8.6 Support Data Cleansing Preparation	55 days	Thu 8/25/05	Wed 11/9/05
160	***3.2.8.7 CGI-AMS Deliverable: Support for Data Cleansing Preparation***	***0 days***	***Wed 11/9/05***	***Wed 11/9/05***
161	**3.3 Budget System Testing**	**73 days**	**Mon 8/22/05**	**Fri 12/2/05**
162	**3.3.1 Integrated testing**	**55 days**	**Mon 8/22/05**	**Fri 11/4/05**
163	3.3.1.1 Develop Integrated System Test Plan & Scripts	15 days	Mon 8/22/05	Fri 9/9/05
164	3.3.1.2 Review Integrated System Test Plan & Scripts	5 days	Mon 9/12/05	Fri 9/16/05
165	3.3.1.3 Update Integrated System Test Plan & Scripts	5 days	Mon 9/19/05	Fri 9/23/05
166	3.3.1.4 Approve Integrated System Test Plan & Scripts	5 days	Mon 9/26/05	Fri 9/30/05
167	3.3.1.5 Execute Performance Integrated System Test	10 days	Mon 10/3/05	Fri 10/14/05
168	3.3.1.6 Review Integrated System Test Results	5 days	Mon 10/17/05	Fri 10/21/05
169	3.3.1.7 Correct Integrated System Test Issues	5 days	Mon 10/24/05	Fri 10/28/05
170	3.3.1.8 Approve Integrated System Test Results	5 days	Mon 10/31/05	Fri 11/4/05
171	**3.3.2 Performance Testing**	**25 days**	**Thu 9/29/05**	**Wed 11/2/05**
172	3.3.2.1 Develop approach for performance test	15 days	Thu 9/29/05	Wed 10/19/05
173	3.3.2.2 Conduct test	5 days	Thu 10/20/05	Wed 10/26/05
174	3.3.2.3 Document performance results	5 days	Thu 10/27/05	Wed 11/2/05
175	**3.3.3 Regression Test**	**20 days**	**Tue 11/1/05**	**Wed 11/30/05**
176	3.3.3.1 Develop Regression Test Plan & Scripts	7 days	Tue 11/1/05	Wed 11/9/05
177	***3.3.3.2 County Obligation: Regression Test Plan & Scripts***	***0 days***	***Wed 11/9/05***	***Wed 11/9/05***
178	3.3.3.3 Execute & Document Regression Test Results	8 days	Thu 11/10/05	Mon 11/21/05
179	3.3.3.4 Support & Address Regression Test Issues	5 days	Tue 11/22/05	Wed 11/30/05
180	***3.3.3.5 County Obligation: Regression Test Results***	***0 days***	***Wed 11/30/05***	***Wed 11/30/05***
181	**3.3.4 User Acceptance Test**	**50 days**	**Thu 9/22/05**	**Fri 12/2/05**
182	3.3.4.1 Develop User Acceptance Test Plan & Scripts	15 days	Thu 9/22/05	Wed 10/12/05
183	***3.3.4.2 County Obligations: User Acceptance Test Plan & Scripts***	***0 days***	***Wed 10/12/05***	***Wed 10/12/05***
184	3.3.4.3 Execute & Document User Acceptance Test Results	30 days	Thu 10/13/05	Wed 11/23/05
185	3.3.4.4 Support User Acceptance Test	30 days	Thu 10/13/05	Wed 11/23/05
186	3.3.4.5 Review & Approve User Acceptance Test Results	5 days	Mon 11/28/05	Fri 12/2/05
187	***3.3.4.6 County Obligation: User Acceptance Test Results***	***0 days***	***Fri 12/2/05***	***Fri 12/2/05***
188	***3.3.4.7 CGI-AMS Deliverable: Completed Test Support for Budget System***	***0 days***	***Fri 12/2/05***	***Fri 12/2/05***
189	**3.4 Preparations for Implementation - Budget System**	**177 days**	**Mon 5/16/05**	**Tue 1/24/06**
190	**3.4.1 Knowledge Transfer & Training**	**177 days**	**Mon 5/16/05**	**Tue 1/24/06**
191	**3.4.1.1 Training Environment Setup**	**10 days**	**Mon 5/16/05**	**Fri 5/27/05**
192	3.4.1.1.1 Install and configure User Training Environment	5 days	Mon 5/16/05	Fri 5/20/05
193	3.4.1.1.2 Install Budget System & 3rd Party Tools in Training Environment	5 days	Mon 5/23/05	Fri 5/27/05
194	***3.4.1.1.3 CGI-AMS Deliverable: Budget System Training Environment Set-up***	***0 days***	***Fri 5/27/05***	***Fri 5/27/05***
195	**3.4.1.2 Develop End User Training Plan**	**30 days**	**Thu 8/18/05**	**Wed 9/28/05**
196	3.4.1.2.1 Develop Training Plan	10 days	Thu 8/18/05	Wed 8/31/05
197	3.4.1.2.2 Review End User Training Plan	10 days	Thu 9/1/05	Wed 9/14/05
198	3.4.1.2.3 Update End User Training Plan	5 days	Thu 9/15/05	Wed 9/21/05
199	3.4.1.2.4 Approve End User Training Plan	5 days	Thu 9/22/05	Wed 9/28/05



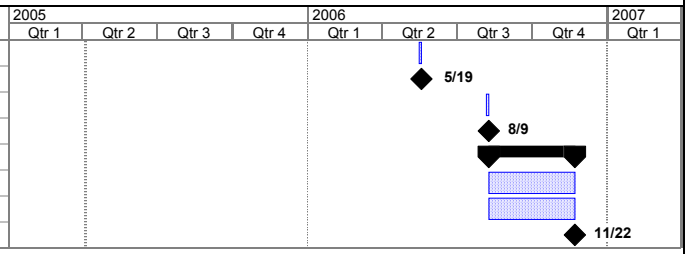
ID	Task Name	Duration	Start	Finish
200	***3.4.1.2.5 CGI-AMS Deliverable: Budget System Training Plan***	***0 days***	***Wed 9/28/05***	***Wed 9/28/05***
201	**3.4.1.3 Develop End User Training Materials**	**40 days**	**Thu 9/29/05**	**Wed 11/23/05**
202	3.4.1.3.1 Tailor Budget System Training Materials (Power & End Users)	20 days	Thu 9/29/05	Wed 10/26/05
203	3.4.1.3.2 Review End User Training Materials	10 days	Thu 10/27/05	Wed 11/9/05
204	3.4.1.3.3 Update End User Training Plan & Materials	5 days	Thu 11/10/05	Wed 11/16/05
205	3.4.1.3.4 Approve End User Training Materials	5 days	Thu 11/17/05	Wed 11/23/05
206	***3.4.1.3.5 CGI-AMS Deliverable: Budget System End User Training Materials***	***0 days***	***Wed 11/23/05***	***Wed 11/23/05***
207	**3.4.1.4 System Administration Training**	**10 days**	**Mon 11/28/05**	**Fri 12/9/05**
208	3.4.1.4.1 Prepare Materials / Schedule System Administration Training	10 days	Mon 11/28/05	Fri 12/9/05
209	3.4.1.4.2 Conduct System Administration Training	5 days	Mon 11/28/05	Fri 12/2/05
210	3.4.1.4.3 Review & Approve System Administration Training	5 days	Mon 11/28/05	Fri 12/2/05
211	***3.4.1.4.4 CGI-AMS Deliverable: Budget System System Administration Training***	***0 days***	***Fri 12/2/05***	***Fri 12/2/05***
212	**3.4.1.5 Train Trainers**	**20 days**	**Mon 11/28/05**	**Fri 12/23/05**
213	3.4.1.5.1 Finalize Logistics and Attendees	15 days	Mon 11/28/05	Fri 12/16/05
214	3.4.1.5.2 Conduct Trainer Training	10 days	Mon 11/28/05	Fri 12/9/05
215	3.4.1.5.3 Conduct Trainer Training Assessment	5 days	Mon 12/12/05	Fri 12/16/05
216	3.4.1.5.4 Review & Approve Trainer Training	5 days	Mon 12/19/05	Fri 12/23/05
217	***3.4.1.5.5 CGI-AMS Deliverable: Budget System Trainer Training***	***0 days***	***Fri 12/23/05***	***Fri 12/23/05***
218	**3.4.1.6 Train End Users**	**20 days**	**Tue 12/27/05**	**Tue 1/24/06**
219	3.4.1.6.1 Finalize Logistics and Attendees	10 days	Tue 12/27/05	Tue 1/10/06
220	3.4.1.6.2 Conduct End User Training (County)	20 days	Tue 12/27/05	Tue 1/24/06
221	3.4.1.6.3 Conduct End User Training (CGI-AMS)	20 days	Tue 12/27/05	Tue 1/24/06
222	3.4.1.6.4 Conduct Training Assessment	10 days	Wed 1/11/06	Tue 1/24/06
223	3.4.1.6.5 County Obligation: End User Training	0 days	Tue 1/24/06	Tue 1/24/06
224	***3.4.1.6.6 CGI-AMS Deliverable: End User Training Support***	***0 days***	***Tue 1/24/06***	***Tue 1/24/06***
225	**3.4.2 Users' Documentation**	**50 days**	**Thu 8/18/05**	**Wed 10/26/05**
226	3.4.2.1 Update Online Users' Documentation	15 days	Thu 8/18/05	Wed 9/7/05
227	3.4.2.2 Prepare Updates/Addendum to Baseline Users' Guides	10 days	Thu 9/8/05	Wed 9/21/05
228	3.4.2.3 Review Updated Users' Documentation	10 days	Thu 9/22/05	Wed 10/5/05
229	3.4.2.4 Update Users' Documentation	5 days	Thu 10/6/05	Wed 10/12/05
230	3.4.2.5 Approve Updated Users' Documentation	10 days	Thu 10/13/05	Wed 10/26/05
231	***3.4.2.6 CGI-AMS Deliverable: AMS Advantage User Documentation***	***0 days***	***Wed 10/26/05***	***Wed 10/26/05***
232	**3.4.3 Change Management**	**52 days**	**Thu 10/27/05**	**Thu 1/12/06**
233	**3.4.3.1 Operational/Technical Readiness Assessment**	**35 days**	**Thu 10/27/05**	**Fri 12/16/05**
234	3.4.3.1.1 Prepare Operational Readiness Checklist	5 days	Thu 10/27/05	Wed 11/2/05
235	3.4.3.1.2 Review Operational Readiness Checklist	3 days	Thu 11/3/05	Mon 11/7/05
236	3.4.3.1.3 Update Operational Readiness Checklist	5 days	Tue 11/8/05	Mon 11/14/05
237	3.4.3.1.4 Approve Operational Readiness Checklist	3 days	Tue 11/15/05	Thu 11/17/05
238	3.4.3.1.5 Conduct Operational Readiness Assessment	5 days	Fri 11/18/05	Mon 11/28/05
239	3.4.3.1.6 Support for Operational Readiness Assessment	5 days	Tue 11/29/05	Mon 12/5/05
240	***3.4.3.1.7 CGI-AMS Deliverable: Operational Readiness Assessment Support***	***0 days***	***Fri 12/16/05***	***Fri 12/16/05***
241	**3.4.3.2 Implementation/End-User Readiness Assessment**	**26 days**	**Tue 12/6/05**	**Thu 1/12/06**
242	3.4.3.2.1 Prepare Implementation Readiness Checklist	5 days	Tue 12/6/05	Mon 12/12/05
243	3.4.3.2.2 Review Implementation Readiness Checklist	3 days	Tue 12/13/05	Thu 12/15/05
244	3.4.3.2.3 Update Implementation Readiness Checklist	5 days	Fri 12/16/05	Thu 12/22/05
245	3.4.3.2.4 Approve Implementation Readiness Checklist	3 days	Fri 12/23/05	Wed 12/28/05
246	3.4.3.2.5 Conduct Implementation Readiness Assessment	5 days	Thu 12/29/05	Thu 1/5/06
247	3.4.3.2.6 Support for Implementation Readiness Assessment	5 days	Fri 1/6/06	Thu 1/12/06
248	***3.4.3.2.7 CGI-AMS Deliverable: Implementation Readiness Assessment Support***	***0 days***	***Thu 1/12/06***	***Thu 1/12/06***
249				



ID	Task Name	Duration	Start	Finish
250	**4 ACHIEVE PHASE**	**261 days**	**Thu 11/17/05**	**Wed 11/22/06**
251	**4.1 Production Environment Setup**	**15 days**	**Thu 11/17/05**	**Fri 12/9/05**
252	4.1.1 Install and configure Production Environment	10 days	Thu 11/17/05	Mon 12/5/05
253	4.1.2 Install Budget System & 3rd Party Tools in Production Environment	5 days	Mon 12/5/05	Fri 12/9/05
254	***4.1.3 CGI-AMS Deliverable: Budget System Production Environment Setup***	***0 days***	***Fri 12/9/05***	***Fri 12/9/05***
255	**4.2 Data Conversion Preparation**	**20 days**	**Mon 12/12/05**	**Tue 1/10/06**
256	4.2.1 Execute & Verify Mock Data Conversion	5 days	Mon 12/12/05	Fri 12/16/05
257	4.2.2 Review & Approve Mock Conversion Results	5 days	Mon 12/19/05	Fri 12/23/05
258	***4.2.3 CGI-AMS Deliverable: Mock Conversion Results***	***0 days***	***Fri 12/23/05***	***Fri 12/23/05***
259	4.2.4 Perform Additional Data Cleansing as Needed	10 days	Tue 12/27/05	Tue 1/10/06
260	**4.3 Production Cutover**	**37 days**	**Thu 12/8/05**	**Tue 1/31/06**
261	**4.3.1 Production Cutover Script**	**27 days**	**Thu 12/8/05**	**Tue 1/17/06**
262	4.3.1.1 Draft Production Cutover Script	15 days	Thu 12/8/05	Thu 12/29/05
263	4.3.1.2 Review Production Cutover Script	5 days	Fri 12/30/05	Fri 1/6/06
264	4.3.1.3 Update Production Cutover Script	2 days	Mon 1/9/06	Tue 1/10/06
265	4.3.1.4 Approve Production Cutover Script	5 days	Wed 1/11/06	Tue 1/17/06
266	***4.3.1.5 CGI-AMS Deliverable: Production Cutover Script***	***0 days***	***Tue 1/17/06***	***Tue 1/17/06***
267	4.3.2 Execute Cutover Rehearsal	5 days	Wed 1/18/06	Tue 1/24/06
268	4.3.3 Execute Production Data Conversion	5 days	Wed 1/25/06	Tue 1/31/06
269	4.3.4 Execute Production Cutover	3 days	Fri 1/27/06	Tue 1/31/06
270	4.3.5 Execute Cutover to New Operational Procedures	5 days	Wed 1/25/06	Tue 1/31/06
271	4.3.6 Implement Updated Business Processes	5 days	Wed 1/25/06	Tue 1/31/06
272	4.3.7 Technical support for Production Cutover	10 days	Wed 1/18/06	Tue 1/31/06
273	4.3.8 Hand-Off Operations to Client Support Staff	5 days	Wed 1/25/06	Tue 1/31/06
274	***4.3.9 CGI-AMS Deliverable: Production Cutover Complete***	***0 days***	***Tue 1/31/06***	***Tue 1/31/06***
275	***4.3.10 Production Cutover (Live Production Operations)***	***0 days***	***Tue 1/31/06***	***Tue 1/31/06***
276	**4.4 Budget System Post Implementation Support**	**174 days**	**Wed 2/1/06**	**Mon 10/2/06**
277	4.4.1 Production operation monitoring	170 days	Wed 2/1/06	Tue 9/26/06
278	4.4.2 Production incident resolution	170 days	Wed 2/1/06	Tue 9/26/06
279	4.4.3 Change order support	170 days	Wed 2/1/06	Tue 9/26/06
280	***4.4.4 CGI-AMS Deliverable: Post Implementation Support Month 1***	***20 days***	***Wed 2/1/06***	***Tue 2/28/06***
281	***4.4.5 CGI-AMS Deliverable: Post Implementation Support Month 2***	***20 days***	***Wed 3/1/06***	***Tue 3/28/06***
282	***4.4.6 CGI-AMS Deliverable: Post Implementation Support Month 3***	***20 days***	***Mon 4/3/06***	***Fri 4/28/06***
283	***4.4.7 CGI-AMS Deliverable: Post Implementation Support Month 4***	***23 days***	***Mon 5/1/06***	***Wed 5/31/06***
284	***4.4.8 CGI-AMS Deliverable: Post Implementation Support Month 5***	***22 days***	***Thu 6/1/06***	***Fri 6/30/06***
285	***4.4.9 CGI-AMS Deliverable: Post Implementation Support Month 6***	***21 days***	***Mon 7/3/06***	***Mon 7/31/06***
286	***4.4.10 CGI-AMS Deliverable: Post Implementation Support Month 7***	***23 days***	***Tue 8/1/06***	***Thu 8/31/06***
287	***4.4.11 CGI-AMS Deliverable: Post Implementation Support Month 8***	***22 days***	***Fri 9/1/06***	***Mon 10/2/06***
288	**4.5 Technical Support for FY 2006-2007 Budget Development**	**110 days**	**Wed 2/1/06**	**Tue 7/4/06**
289	4.5.1 Design and develop Budget Book	30 days	Wed 2/1/06	Tue 3/14/06
290	4.5.2 Review and approve Budget Book Design	10 days	Wed 3/15/06	Tue 3/28/06
291	***4.5.3 CGI-AMS Deliverable: Budget Book Design***	***0 days***	***Tue 3/28/06***	***Tue 3/28/06***
292	4.5.4 Provide technical support for publishing Proposed Budget	40 days	Wed 3/29/06	Tue 5/23/06
293	***4.5.5 CGI-AMS Deliverable: Support for Publishing Proposed Budget***	***0 days***	***Tue 5/23/06***	***Tue 5/23/06***
294	4.5.6 Provide technical support for publishing Final Budget	30 days	Wed 5/24/06	Tue 7/4/06
295	***4.5.7 CGI-AMS Deliverable: Support for Publishing Final Budget***	***0 days***	***Tue 7/4/06***	***Tue 7/4/06***
296	**4.6 Department Roll-out Support**	**166 days**	**Wed 4/5/06**	**Wed 11/22/06**
297	4.6.1 Develop departmental roll-out and training plan	15 days	Wed 4/5/06	Tue 4/25/06
298	4.6.2 Review rollout and training plan	10 days	Wed 4/26/06	Tue 5/9/06
299	4.6.3 Update rollout and training plan	5 days	Wed 5/10/06	Tue 5/16/06



ID	Task Name	Duration	Start	Finish
300	4.6.4 Update training materials	3 days	Wed 5/17/06	Fri 5/19/06
301	**4.6.5 CGI-AMS Deliverable: Departmental roll-out and training plan**	**0 days**	**Fri 5/19/06**	**Fri 5/19/06**
302	4.6.6 Conduct co-trainer refresher course	3 days	Mon 8/7/06	Wed 8/9/06
303	**4.6.7 CGI-AMS Deliverable: Train the trainer refresher course**	**0 days**	**Wed 8/9/06**	**Wed 8/9/06**
304	**4.6.8 Conduct Departmental end-user training**	**75 days**	**Thu 8/10/06**	**Wed 11/22/06**
305	4.6.8.1 Conduct End-User Training (County)	75 days	Thu 8/10/06	Wed 11/22/06
306	4.6.8.2 Conduct End-User Training (CGI-AMS)	75 days	Thu 8/10/06	Wed 11/22/06
307	***4.6.9 CGI-AMS Deliverable: Performance Budget System Departmental Training Support***	***0 days***	***Wed 11/22/06***	***Wed 11/22/06***



Appendix C-4 - Business Requirements

Summary of Budget System Business Requirements

This inculdes all requirements with a vendor response and comments from CGI-AMS.

Module	Tab ID	# Requirements
Budget System	Budget	442

Functional Category: Financial - Budget System

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
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Reference Number	Business Requirements	Vendor Response	Comments
	GENERAL BUDGET REQUIREMENTS		
BU 1.00	Departments across the county can access budget information on-line for their unit. Central Departments can access budget information on-line for all budget units.	F	Security setup determines the information/data that user can access.
BU 2.00	Security features are robust to control the "views", "changes" and "approvals" by different organizational units (within department) of the county.	F	User Security in conjunction with Form Security controls the access and viewing of budget requests.
BU 3.00	Security features are robust to control the "views", by chart of account value.	F	Security uses Security Organizations to control access to Budget data by chart of account values
BU 4.00	Audit trails must track the identity of user who made changes made to specific cells.	F	The Audit trail includes the identity of the user as well as the time and date of the change, the change amount and reason for change, if entered.
BU 8.00	System displays information graphically (i.e. pie chart, bar chart, graph).	R	Cognos can produce graphs.
BU 11.00	System validates field values within the budget entry screen.	F	Entries are validated when the save button is activated within the form.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 12.00	System provides the following online queries by year and by period		
BU 12.01	Beginning Expenditure Balance	F	Data would need to be interfaced into PB
BU 12.02	Beginning Expenditure Budget	F	Data would need to be interfaced into PB
BU 12.03	Amended Expenditure Budget	F	Data would need to be interfaced into PB
BU 12.04	Pre-encumbrances	F	Data would need to be interfaced into PB
BU 12.05	Encumbrances	F	Data would need to be interfaced into PB
BU 12.06	Actuals Expenditures	F	Data would need to be interfaced into PB

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Reference Number	Business Requirements	Vendor Response	Comments
BU 12.07	Actuals Revenues	F	Data would need to be interfaced into PB
BU 12.08	Transfers (In and Out)	F	Data would need to be interfaced into PB
BU 12.09	Available Expenditure Budget Balance	F	Data is typically calculated in the system
BU 12.10	Balance Sheet Account (i.e. reserve and designated fund balance)	F	Data would need to be interfaced into PB
BU 12.11	Revenue Budget	F	Data would need to be interfaced into PB
BU 12.12	Amended Revenue Budget	F	Data would need to be interfaced into PB
BU 12.13	Accrued Revenue	F	Data would need to be interfaced into PB

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Reference Number	Business Requirements	Vendor Response	Comments
BU 12.14	Collected Revenue	F	Data would need to be interfaced into PB
BU 12.15	Revenue Surplus/Deficit	F	Data typically is calculated in the system.
BU 13.00	System provides an adhoc budget query tool.	F	Formatted System Queries
BU 14.00	System provides an adhoc budget reporting tool.	R	Business Objects is packaged with PB for reporting
BU 15.00	System generates a standard, customizable budget variance report	F	Formatted System Queries
BU 16.00	System provides reports/inquiries to review multiple versions of budget.	F	Formatted System Queries
BU 17.00	System must provide screens and tables to group organizations, account numbers, and any other budget element for internal and external reporting purposes.	F	Tables/screen are used to group chart of account codes and to define relationships for reporting

Functional Category: Financial - Budget System

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Reference Number	Business Requirements	Vendor Response	Comments
BU 18.00	System must provide summarized financial and statistical data on reports/inquiry by each element in the chart of accounts.	F	(F)Formatted System Queries (R) Cognos can use internal tables to summarize data
BU 19.00	System provides the ability to develop and save a standard set of reports and inquiries for end-users.	F	(F) Formatted system queries can be unique to a user or made available to other end users. (R) Cognos can have reports defined for an end users.
BU 20.00	System provides the ability to include other module data into budget reports (e.g., statistics, budgeted and actual positions).	F	PB has the ability to store and use different types of data in reports.
BU 21.00	System contains projects reports/inquiries by funding source and by project type.	R	(F) Formatted System Queries can be used to report by project, funding source and type. (R.) Reports can be written to produce the same information
BU 22.00	System produces standard consolidated and detailed revenue, expenditure, and personnel reports.	F	(F) Formatted System Quires can produce expenditure and revenue reports but not personnel reports. (R.) Reports can be used to provide this information.
BU 23.00	Standard reports include reports oriented to budget monitoring, including those that compare current month (i.e. 06/2001) to prior year month (06/2000), fiscal year-to-date actual to budget, and prior fiscal year-to-period actual to budget . Reports should be able to include up to 5 prior fiscal years for comparison.	F	(F) Formatted System Queries can produce this information. (R.) Reports can be written to provide this data

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Reference Number	Business Requirements	Vendor Response	Comments
BU 24.00	Provides standard reports by fund, organization, object code, and project code for budget preparation and control for fiscal year-to-date, monthly, quarterly and annual reports.	R	Cognos can provide this information
BU 25.00	System allows the generation of customized, ad-hoc reports via a reporting tool that is designed for use by non-technical end users.	F	Formatted System Quires is an end user tool to do ad-hoc reporting on selected types of data. (R.) Reports have a adhoc ability that is designed for end users.
BU 26.00	System can create ad-hoc government-wide reports by chart of accounts level or user-defined fields.	R	Cognos can report from user-defined fields as well as the chart of account fields.
BU 27.00	System performs query operations on data fields.	R	Cognos can perform query operation on any data field
BU 28.00	Reports are capable of including data for the prior year actual, current budget, current year-to-date actual, current year projections, and future year proposed. Reports should be able to include up to 5 years in the past and 5 years in the future.	F	(F) Formatted System Queries, (R) Cognos
BU 29.00	System produces year-to-date, monthly, quarterly and annual reports	F	(F) Formatted System Queries, (R) Cognos
BU 30.00	System can create a budget report of employee related costs	R	Cognos-Data is present in system

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Reference Number	Business Requirements	Vendor Response	Comments
BU 31.00	System provides report that separates original budget, budget adjustments and revised budget.	F	(F) Formatted System Queries, (R) Cognos
BU 32.00	System permits drill-down to determine originating transaction within the budget system.	F	(F) Formatted System Queries, (R) Cognos
BU 33.00	System permits view of standard, customized and ad-hoc reports on-line before printing.	R	(F) Formatted System Queries, (R) Cognos
BU 34.00	System allows limitations on access to data at the user level and at the database level.	F	(F) Formatted System Queries, (R) Cognos
BU 35.00	System accepts entry of budget requests at all organizational levels based on user authorization.	F	User and Form Security determines access to organizations on budget forms
BU 36.00	System restricts access to confidential data element, by user or user group	F	Access Control Lists are present that define access to screen within the system. ACL groups are defined by the client and assigned to users
BU 37.00	System prohibits multiple users from updating the same record simultaneously.	F	Optimistic and Pessimistic locks are present in the system to ensure data integrity.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 38.00	System prevents department level users from updating budget information after it has been submitted.	F	Budget Forms use staging to restrict budget entry
BU 39.00	Budget system uses the same baseline chart of account information (e.g., accounts, organizations, funds, etc.,) as the Finance module.	T	Chart of account information in PB uses the data from the Financial Module. PB needs to be configured separately to reflect the fields and setup in Financial. Certain data conversions may be necessary as the data in PB is not stored exactly in the manner as Financials.
BU 40.00	Users can review, modify and approve budget baseline and actuals (budget analyst).	F	Formatted System Queries, Budget Forms and staging are used in relation to the review, modification and approval of budget. Actuals are fed into PB from Financials.
BU 41.00	System can receive properly formatted spreadsheets that provide baseline information to be used for the preparation of the proposed budget, estimated actual, department request, recommend and project descriptions	F	(F) PB contains an import utility that can import the data into the system. However, the data needs to be in a very specific text format. (TP) Data Junction (provided as bundled Third-Party Products) can be used to created the format needed from spreadsheets or used to import the data directly into PB.
BU 42.00	System provides user-defined attributes such as budget roll-up codes which further qualify elements within the Chart of Accounts (additional levels within the organizational structure not contained in the accounting chart of accounts).	F	PB allows the creation of multiple consolidation tables that can be used for just Budget Purposes.
BU 44.00	System can receive data from and export data to spreadsheet (Excel, Lotus, etc.) and database application (Access, Oracle, etc.).	F	(F) PB contains an import utility that can import the data into the system. However, the data needs to be in a very specific text format. (TP) Data Junction (provided as bundled Third-Party Products) can be used to created the format needed from most any source or used to import the data directly into PB.

Functional Category: Financial - Budget System

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Reference Number	Business Requirements	Vendor Response	Comments
BU 45.00	Files (i.e., Lotus, WordPerfect, Word, Excel, Quattro Pro) can be attached to particular issues, revisions and line items within the system.	F	Attachment can be made in various places in the system. Those documents may be accesses and modified within the system-accessing the applications that created the documents. Can not attach a document to a line item. County is aware of multiple attachments and a justification field.
	BUDGET PREPARATION		
BU 46.00	System supports multi-year (i.e. biennial) budget preparation.	F	Forms and Time Periods are used in the system to track multi-year budgets.
BU 47.00	Allows central budget office (Los Angeles County's CAO) and departments to develop departmental worksheets extracting data from the budget, human resources, payroll, and financial systems.	F	(F) Data is loaded into PB from Financial. Hr and Payroll systems to used to prepare budgets. Budget forms only display certain types of data. (R) Reporting may be necessary to see all the HR and Payroll information.
BU 48.00	Allows CAO to "push" via workflow spreadsheets out to departments electronically for budget preparation.	F	Budget Forms use stages for budget entry. Once the forms are setup the data can be accessed in the system using security and the appropriate stage. PB collects the data and stores it in a central database there is not need to push out data. Users access the data within the application using forms.
BU 50.00	Budget preparation module creates department control budgets from budget versions.	TP	Department Control Budgets are sent to Financial with the use of third party software that creates the documents to be loaded into Financials - Data Junction (provided as bundled Third-Party Products)

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Reference Number	Business Requirements	Vendor Response	Comments
BU 51.00	Budget preparation module creates appropriation control budgets from budget versions.	TP	Department Control Budgets are sent to Financial with the use of third party software that creates the documents to be loaded into Financials - Data Junction (provided as bundled Third-Party Products)
BU 52.00	System can summarize or roll up bureau/division worksheets into department budgets.	F	Data is rollup in the manner defined by the client.
BU 53.00	System rolls up department worksheets into county-wide master budget	F	Data is rollup in the manner defined by the client.
BU 54.00	System provides for budget development through a Web Browser (Internet and Intranet).	F	PB requires the use of a Web Browser.
BU 55.00	CAO or central units have access to view progress by departments in budget preparation.	F	Security can be given to the CAO to monitor progress or restrict their monitoring abilities.
BU 56.00	Departments have access to view progress by sub-units such as bureaus and divisions.	F	Security can be given to the Departments to monitor progress or restrict their monitoring abilities.
BU 57.00	System provides ability to "lock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.	F	Security and stages are used to lock budgets.

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BU 58.00	System provides the ability to unlock a frozen budget with the appropriate security control at the department level unless it has already been submitted to the CAO.	F	Security and stages can be used to create special uses and stages to unlock and modify a frozen budget.
BU 59.00	Budget module is integrated (without interface) with major components of the new system such as General Ledger, Grant, Projects, Payroll, and Human Resources.	TP	PB requires the interfacing of data form the other major components - Data Junction (provided as bundled Third-Party Products)
BU 60.00	System provides data extraction from the financial system by general ledger account (i.e., real fund balance, nominal, statistical) for all line items.	TP	Third party tools are used to extract the data from the general ledger - Data Junction (provided as bundled Third-Party Products)
BU 61.00	Departments have the capability to develop both detail budgets, at any level of the chart of accounts (i.e. fund, organization, program, general ledger) and summary budgets in a distributed environment.	F	Budget Forms can be configured to collect information at the desired level.
BU 62.00	System provides for data entry into multiple budget versions during budget preparation.	F	Specific Forms or multiple entry columns in a form would need to be setup for each version.
BU 63.00	System allows users to attach narratives and justifications to budget worksheets.	F	Attachments can be made to Budget Forms.
BU 64.00	System allows documents (e.g., contracts, MS Word/Excel documents) to be attached to budget worksheets.	F	Attachments can be made to Budget Forms.

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BU 65.00	System provides the ability to record statistical and financial transactions against any combination of elements in the chart of accounts.	F	Entries can be made.
BU 66.00	System allows users to annotate cells/fields with narrative to maintain rationale for changes to cells/fields.	F	Budget Forms contain a justification field. In addition, when a form is saved a Reason for Change can be required that prompts for narrative information concerning the change.
BU 67.00	Provides the following information on budget worksheets:		
BU 67.01	Five year historical budget and actual data	F	Budget Forms can display up to 13 display Columns-Usually much of this information is not displayed on the form but in Formatted System Queries if needed
BU 67.02	Monthly and Year-to-date Actual	F	Budget Forms can display up to 13 display Columns-Usually much of this information is not displayed on the form but in Formatted System Queries if needed
BU 67.03	Current Year Budget	F	Budget Forms can display up to 13 display Columns-Usually much of this information is not displayed on the form but in Formatted System Queries if needed
BU 67.04	Current Year Projected	F	Budget Forms can display up to 13 display Columns-Usually much of this information is not displayed on the form but in Formatted System Queries if needed

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Reference Number	Business Requirements	Vendor Response	Comments
BU 67.05	Next Year Budgeted	F	Budget Forms can display up to 13 display Columns-Usually much of this information is not displayed on the form but in Formatted System Queries if needed
BU 67.06	Up to five years Projected	F	Budget Forms can display up to 13 display Columns-Usually much of this information is not displayed on the form but in Formatted System Queries if needed
BU 68.00	System provides for application of percentage increases or decrease to a budgeted category (e.g., travel).	F	The Projection tool provides this functionality.
BU 69.00	System provides for the development of expenditure and revenue forecasts at the beginning of the fiscal year based on prior year actuals and other information.	F	The Projection tool provides this functionality.
BU 70.00	System provides the ability to assemble multiple years of budgeting information for budget preparation.	F	Multiple years of budget data can be stored in the system.
BU 71.00	System creates an initial version of the budget using the following:		
BU 71.01	Zero balances in all accounts	F	Supports Zero Based Budgeting.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 71.02	Current year's original budget	F	Supports incremental budgeting using Current Years Budget as a starting point.
BU 71.03	Last year's budgeted total	F	Supports incremental budgeting using last years Budget as a starting point.
BU 71.04	Last year's actuals	F	Supports incremental budgeting using last years actuals as a starting point.
BU 71.05	Last year's statistics	F	Statistical inputs can be used to calculate an initial version the budget.
BU 71.06	Current year's budget or actual plus/minus a percentage	F	The Projection tool provides this functionality.
BU 71.07	Previous year's budget or actual plus/minus a percentage	F	The Projection tool provides this functionality.
BU 71.08	Straight line projection	F	The Projection tool provides this functionality.

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BU 71.09	Projection based on percentage of last year's actua	F	The Projection tool provides this functionality.
BU 71.10	Projection based on user defined formula	F	The Projection tool provides the ability to use simple formulas with the ability to do if-then calculations..
BU 71.11	Projection based on estimated actuals from current year	F	The Projection tool provides this functionality.
BU 71.12	Prior year performance data for use as prior year actuals	F	Depending on how performance data is setup in the system it can be used to formulate a budget.
BU 72.00	System provides a facility to conduct scenario and what-if analysis and financial and statistical data during budget preparation.	F	Tools are available to do what-if analysis.
BU 73.00	Scenario/what if budget versions (results) can be saved.	F	Tools are available to do what-if analysis.
BU 74.00	System is capable of performing and saving "what if" scenarios (parameters) at the Department and CAO levels.	F	Tools are available to do what-if analysis.

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BU 75.00	System allows the user to create individual formulas for each cell in the budget worksheet.	F	(F) Itemization allows the use of a price/quantity calculation in the Budget Forms. (C) Formulas can not be created for each cell within the Budget Form, this functionality exist in the Projection tool.Can be accomplish on another screen with the Projection tool.
BU 76.00	System allows the user to input actual numbers into each cell in the budget worksheet.	F	Data is allowed into the entry cells.
BU 77.00	System allows the user to copy formulas from one cell to many cells.	F	Formulas are not present in Budget Forms, this functionality exists in the Projection tool. Can be accomplish on another screen with the Projection tool.
BU 78.00	System allows the user to include other cell values in the formula (i.e. A1 * 1.1).	F	Formulas are not present in Budget Forms, this functionality exists in the Projection tool. Can be accomplish on another screen with the Projection tool.
BU 79.00	System allows for creating relationships between budgeted items (e.g., salary changes automatically adjust FICA).	F	(F) Position lines allow you to define relationships to budget for FICA, Retirements and any other identified calculations based on an amount. In addition, the Allocation tool allows you to input an amount and have it calculate an amount to other budgeted items.(N/A) Budget Lines do not allow an entry to map to another line per a calculations. Can be accomplish on another screen with the Projection tool.
BU 80.00	System provides audit trail of adjustments to the budget iteration or version	F	Audit trail exist for budget entry.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 81.00	System allows entering, storing, and reporting non-financial data, i.e. mission statements).	F	Performance module allows for creation of Strategic plans including missions and objectives, etc.
BU 82.00	System allows entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.	F	Performance data can be linked to requests in the budget forms and associated with financial data through the Performance Plan.
BU 83.00	System provides at least five (5) categories (i.e. input, result, demand, output and efficiency) and at least 10,000 user defined performance measures.	F	PB allows the users to define the performance categories and there is no set limit on the number of performance measures.
BU 84.00	System permits suspension of editing the budget for closed periods (phases).	F	Security can be setup to limit and control the editing of budgets.
BU 85.00	System stores and reports historical, proposed and forecasted budget and actual real and nominal data, for a minimum of 5 years.	F	Time Periods are setup to track the needed data and Formatted System Queries can report the information. (R) Cognos can report the information.
BU 86.00	System generates a 5 year forecast for expenditures and revenues (upcoming fiscal year plus four succeeding years).	F	The projection tool along with forms can produce a 5 year forecast.
BU 87.00	System produces "rolling" forecasts (using updated forecasts to project new forecasts).	F	Forecast years can roll into each other based on multiposting.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 89.00	System budgets both revenues and expenditures at any level within the hierarchical structure.	F	Budget Forms can be setup to budget the needed information
BU 90.00	System automatically rolls-up data to the highest level in the hierarchical structure or any intermediate level based on user definition.	F	Consolidation Tables rollup the data.
BU 91.00	System provides for adjusting the base budget by line item or in total, by dollar amount or by percent.	F	Budget Forms and the Projection tools are used to adjust data be line by dollar amount or by percent.
BU 92.00	System provides the capability to develop budgets at the program, service and line item levels and allow the aggregation of program/service/line item level budgets.	F	Budgets may be developed at any level and rolled up to a higher level based on the consolidation /multiposting information.
BU 93.00	System records budget credits (negative numbers).	F	Negative numbers are allowed.
BU 94.00	System produces budget requests as decision packages, with a base request plus "budget issues", supplemental requests above or below base	F	Budget Forms can be developed for all types of requests.
BU 95.00	System has the capability to indicate, by line item, one time expenditures in the budget issues.	F	Codes can be setup to define a one-time expenditure per itemization.

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BU 96.00	System provides for the creation of negative budgets.	F	Negative numbers are allowed.
BU 97.00	System allows user the option of including multiple line items (object codes/accounts) in one budget issue.	F	Budget Instances are typically defined as multiples line items addressing a budget issue.
BU 98.00	System allows user the option of including multi-line text in budget issues for justification purposes.	F	Budget Forms allow justification for each line.
BU 99.00	System allows user the option of listing budget issues at any level in the hierarchical structure.	F	Budget lines may be reported on at any level.
BU 100.00	System processes and maintains all budget iterations, from Department request to CAO to Board Adopted to Implementation Budget	F	Time Periods are setup to track the different iterations and are maintained.
BU 101.00	System compares budget versions to demonstrate cost changes that have been made between versions.	F	Changes between versions can be compared.
BU 102.00	System spreads a global cost reductions and increases across specific departments/organizations based on user-defined parameters.	F	The Allocation and Projection tool can accomplish this.

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BU 104.00	System provides for approval of budget issues within a decision package at an amount greater than, less than, or equal to the amount requested	F	Amounts can be adjusted within a decision package.
BU 105.00	System groups all decision packages together.	F	(F) Data from the decision packages are grouped together to formulate total requests.
BU 106.00	System provides for multiple budget phases.	F	The number of phases are user defined.
BU 107.00	System provides for multiple budget versions.	F	The number of budget versions is user defined.
BU 108.00	System provides for many budget versions within one phase.	F	Forms, Stages and Time Periods setup support this.
BU 109.00	System allows data to be referenced between phases and between versions.	F	Forms, Stages and Time Periods setup support this.
BU 110.00	System provides for multiple levels of approval within each phase.	F	Stages can be setup for needed approvals

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Reference Number	Business Requirements	Vendor Response	Comments
BU 111.00	System allows data to be carried forward from one version to the next version.	F	Time Periods can be setup to carry data over to the next version.
BU 113.00	System provides for approving line items within a budget issue. Line items could be approved multiple times.	F	Line items are approved as part of a budget instance.
BU 114.00	System provides narrative comments that specifically align with a budget issue line item approval or disapproval.	F	Narrative comments can be used for line items to designate an approval or disapproval. In addition when items are taken out or added to the request a Reason for change code can be used to indicate the amount is approved or disapproved.
BU 115.00	System provides for approval of budget issues based on prioritization of requests and fixed dollar approval level.	F	PB has a ranking module that allow the prioritization and approval based on the amount available.
BU 116.00	System creates the budget document automatically based upon the "approved" phase.	TP	Budget Documents are created using third party tools to send to Financial. There is not a flag that generates the documents automatically based on the approved phase - Data Junction (provided as bundled Third-Party Products)
BU 118.00	System forecasts real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.	F	The Projection Tool.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 119.00	System provides reports/inquiries, including graphs, to accommodate analysis of historical trends.	R	Cognos allows the creation the needed information
BU 120.00	System provides the ability to drill down to compare budgets to actuals from highest level to detail.	F	(F) Formatted system Queries allow drill down information (R) Cognos allows drill down abilities as well.
BU 121.00	System can summarize the budget at any level within the hierarchical structure.	F	Budgets can be summarized at any level.
BU 122.00	System provides the ability to develop and track amendments to the approved budget.	F	Amendments can be track through separate Budget Forms or separate Time Periods.
BU 123.00	Document Publishing Features including:		
BU 123.01	Producing high quality final budget document pages	TP	Patternstream (provided as bundled Third-Party Products) is our Document Publishing Tool for Budget Book Publication.
BU 123.02	Producing budget reports and documents in PDF format	TP	Cognos can produce documents in PDF (TP) Patternstream (provided as bundled Third-Party Products) use PDF as an output.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 123.03	Producing camera-ready output	R	Cognos and Patternstream (provided as bundled Third-Party Products) can produce the information.
BU 123.04	Producing the table of contents and index for the budget document	TP	Patternstream (provided as bundled Third-Party Products) generates the TOC.
BU 123.05	Providing the user a function to create or enter footnotes and comments for budget publications	TP	Patternstream (provided as bundled Third-Party Products) allows footnoting.
BU 123.06	Producing both the Budget and the Budget in Brief from a wide variety of source files, including system output from the database	TP	Patternstream (provided as bundled Third-Party Products) can pull data from multiple sources.
BU 123.07	Producing historical, current year projections and proposed budget data at any level of the hierarchical structure in a high quality printed form	TP	Reports can be produced from any level with the Cognos or Patternstream (provided as bundled Third-Party Products)
BU 123.08	Includes at a minimum department name, description, mission, programs and program purpose statements in the budget document	F	Fields are available for reporting within the application
BU 123.09	Includes performance measures and results in the budget document	F	Fields are available for reporting within the application

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Reference Number	Business Requirements	Vendor Response	Comments
BU 123.10	Incorporates charts, graphs, spreadsheets, etc. in the budget document	TP	Patternstream (provided as bundled Third-Party Products) can pull data from multiple sources, including the generation of graphs.
BU 123.11	Capability to automatically update charts, graphs, spreadsheets, etc. when data stored in budget system is altered	TP	Data used in Patternstream (provided as bundled Third-Party Products) is connected to the source information, when the data changes the documents produced by Patternstream (provided as bundled Third-Party Products) reflects those changes.
BU 123.12	Desktop publishing capabilities, i.e. flexibility in formatting, object placement, page layout	TP	Patternstream (provided as bundled Third-Party Products) is very flexible.
BU 123.13	Incorporates non-budget information into the budget document such as the glossary	TP	Patternstream (provided as bundled Third-Party Products) can generate a glossary.
BU 123.14	Capability to incorporate objects from various sources, including commercial clipart and photos	TP	Patternstream (provided as bundled Third-Party Products) can incorporate data from almost any source.
BU 123.15	Producing organizational chart	TP	Patternstream (provided as bundled Third-Party Products) can produce an organizational chart based on defined information in PB.

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BU 123.16	Producing budget in State Controller Approved Format	TP	Patternstream (provided as bundled Third-Party Products) has been used to conform to many different Government formats.
BU 123.17	Provides spell and grammar check	TP	Patternstream (provided as bundled Third-Party Products) through Frame Maker may provide spell and grammar checking
BU 123.18	Concurrent user access to budget document publisher for preparation and editing purposes	TP	Patternstream (provided as bundled Third-Party Products) may be used by concurrent users for publishing and editing.
BU 124.00	System serves as a data warehouse for performance data.	T	Depending on the data needs additional fields may be required that are added through the built-in Toolset.
BU 125.00	Supports grant, project and departmental budget preparation	F	PB has a full range of options and fields.
BU 126.00	System allows standard rates to be established and saved within the system.	F	Parameters, rates and amounts can be established in the system.
BU 127.00	Supports via report/inquiry estimating the annualized cost of requests in future years within budget issue request packages.	R	Cognos reports data associated with packages.

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BU 128.00	Detail files can be attached to any budget line such as a list of contracts, travel needs, or equipment, Excel spreadsheets, or Word documents.	F	Files may be attached to a Budget Instance but not to a budget line.
BU 129.00	Supports entry of multi-year budget requests and has them automatically carry forward to future years.	F	Time Periods can be setup to carry data over to the next years.
BU 130.00	Support multiple fiscal year measures in addition to the County's calendar fiscal year, i.e. July start and September start so that the County can report on County fiscal year and federal fiscal year	F	Measures can be designated by dates and Time Periods can be designated to represents certain months to conform to different fiscal years.
BU 131.00	Provide a budget tool that produces new budget year and baselines	NV	The rollover process in scheduled for release 1.6.
BU 132.00	Calculate prior year actual subproject fund balances, and if applicable, for the baseline.	F	Projections and allocations can be used to make the calculations if data for prior year is in PB.
BU 133.00	Provide a budget tool that allow users to examine, verify, and modify the budget baseline and actuals by account (CAO Finance, Auditor and department budget analysts).	F	Budget Forms can be used to alter budgets (and actuals if needed)
BU 134.00	System provides an on-line facility to input requests for S&S and Fixed Assets increases from appropriate departmental managers, which includes priority number, justification, justification category, revenue offset, position offset (e.g., to reflect off-set from position to contractor), savings, etc.	T	(F) Itemization allows the capture of the information (T) The itemization screen can be customized to capture all the needed information.

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BU 135.00	System provides an on-line facility to input requests for additional space/facility enhancements as required to support new positions, growing operations, expired leases, etc.; for some departments, space requests may be handled outside of budget request process, but net increase must	F	Separate forms can track requests and included in budget if needed.
BU 136.00	Provide capability to assess and update projection of actual financial activity (i.e., expenditure and revenue).	F	PB has ability to project and update actual financial information that has been interfaced into PB.
BU 137.00	Provide the ability to import actual expenditure monthly data from the financial module by any element or combination of elements in the chart of accounts structure including but not limited to fund, organization and account.	F	The import tool has the ability to import the information. (A third party tool may be necessary to extract the data and put it in the needed format.)
BU 138.00	Provide the ability to import current year final adopted and adjusted budget data.	F	The import tool has the ability to import the information. (A third party tool may be necessary to extract the data and put it in the needed format.)
BU 139.00	Provide a tool to facilitate reconciliation of adjusted budget data with approved budget adjustments.	F	The Formatted System Queries can provide reconciliation information.
BU 140.00	Provide a budget tool that calculates and stores projected year-end revenues and expenditures (including estimated actuals for S&EB, services, fixed assets, etc.) from G/L accounts.	F	The Projection Tool can project year end estimates based on G/L account information in PB.
BU 141.00	System provides a single screen that supports development of the current services budget (baseline) by evaluating prior year actuals, current year estimated actuals, current year budget, prior year budget to establish baseline service budget to maintain current operating needs.	F	13 display columns are available to represent different types of data on the Budget Form Screen.

Functional Category: Financial - Budget System

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Reference Number	Business Requirements	Vendor Response	Comments
BU 142.00	System provides an tool to estimate expenditures for S&S, FA, Other Charges, Other Financing Uses (Operating Transfers-out) based on prior year actuals and department specific factors, e.g., workloads, Average Daily Population (ADP) (jails), Average Daily Census (hospitals), voter.	F	The Allocations and Projection tools can be used to developed estimate expenditures based on stated factors.
BU 143.00	System provides tool to distribute baseline to appropriate departmental managers (bureau, division, section, unit, etc.); some departments do not distribute the baseline current services budget, so divisions use the prior year adopted budget.	F	The Allocation and Projection tools can distribute the baseline requests.
BU 144.00	System provides an on-line facility to input requests for additional and replacement vehicles; may be handled through central fleet or Accumulated Capital Outlay (ACO) fund.	T	Itemization may need to be configured for needed fields.
BU 145.00	System provides an on-line facility to input requests for IT equipment, software, services, assets, maintenance and future programs; may be handled through central IT coordinator, who also coordinates BAP process	T	Itemization may need to be configured for needed fields.
BU 146.00	System provides an on-line facility to input requests for Other Charges, including capital leases, Los Angeles County-Capital Asset Leasing (LAC-CAL), insurance, judgment and damages, equipment purchase via lease, and other specialized charges that vary by department.	T	Itemization may need to be configured for needed fields.
BU 147.00	System provides an on-line facility to input requests for Capital Projects; may be handled through central facility coordinator; should include priority number, capital project number, justification, justification category, financing sources, Board District, description, estimated cost.	T	Itemization and Budget Forms may need to be configured for needed fields.
BU 148.00	System links costs to facilities, including financing sources and associated NCC.	F	Itemization and Budget Forms may need to be configured for needed fields.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 149.00	System maintains stored cost rates for services provided to other departments.	F	Itemization can be defined with costs to be used by other departments.
BU 150.00	System provides for the creation and distribution of preliminary service request estimates; these will later form the basis for Departmental Service Orders (DSO); some departments use minor objects, while other use internal budget codes; may include current year budget, prior year actuals,	F	Can be accomplish with a self transfer balancing form.
BU 152.00	System provides the ability to distribute requested BA to organizations by account; distribute net County cost amounts to their component accounts and organizations for BSR, forecasts, budget adjustments, including budget phase (deliberations and supplemental changes).	F	Information can be distributed to the correct chart of account elements for review and entry.
BU 153.00	System identifies and categorizes interfund transaction detail.	F	Interfund budget transactions can be made through the use of a designated form.
BU 154.00	System synchronizes individual budget changes between the budget and the general ledger.	TP	Budget and GL information is interfaced between the two systems to keep the data in sync - Data Junction (provided as bundled Third-Party Products)
BU 155.00	System provides the ability to establish FY and carryover duration, e.g., October 1 adjustment is reflected as nine months in the current fiscal year and three months in the next fiscal year (carryover year) (Compensation/HR system).	F	Duration is achieved using Time Period information-transaction are not assigned a duration.
BU 156.00	System provides an automated interface to update the human resources and financial modules for budget information.	TP	Third Party tools are used to interface data between HR and Finance - Data Junction (provided as bundled Third-Party Products)

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BU 157.00	System distributes BOS deliberated budget changes to organizations by account; distributes net County cost amounts to its component accounts and organizations for BSR, forecasts, budget adjustments, including budget cycles (deliberations and supplemental changes).	F	Forms, Allocations and Projections are used to distribute and track changes and adjustments.
BU 158.00	System validates appropriation (budget unit), job (subproject) and fund budget information based on business rules (e.g., verify that requirements equal available financing, etc.).	F	Business rules can be established to validate chart of account information and available funding limits can be set via Budget Forms
BU 159.00	Provide flexible hierarchy for the review, modification and approval of detailed deliberation changes by authority or management level by ADC	F	Multiple Consolidations can be setup.
BU 160.00	System provides the ability to consolidate countywide requirements and resources for interfund revenue.	F	Multiple Consolidations can be setup.
BU 161.00	Provide an automated facility to post appropriation and revenue changes into the payroll system and general ledger.	TP	Changes made in PB can be send by a third party tool to HR and the GL - Data Junction (provided as bundled Third-Party Products)
BU 162.00	Provide the ability to change adopted budget information to support the human resources and financial systems.	F	Adopted Budget Information can be changed in PB.
BU 163.00	Provide the ability to balance budget by fund based on prior year ending available fund balance.	F	Fund Balance would need to be available in PB.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 164.00	Provide an automated interface to obtain ending available balance by general ledger account for each fund from the financial system and post selected account balances into final budget.	TP	Interfaces are handled by a Third Party Tool - Data Junction (provided as bundled Third-Party Products)
BU 165.00	Provide a facility for the review, update and approval of budget narrative for budget units and funds.	F	Budget narrative is typically part of a Budget Form Instance.
BU 166.00	Provide the ability to prevent any changes to the final budget unit sub-object expenditure, revenue category and balance sheet information.	F	Balance Sheet information is typically not in PB.
BU 167.00	Provide flexible hierarchy for the review, modify and approve final budget by analyst, ADC and above.	F	Multiple Stages and Consolidations can be setup.
	SALARY AND POSITION BUDGETING		
BU 169.00	Provide the ability to track positions at multiple levels of authorization:		
BU 169.01	- Ordinance	F	Codes can be setup for Tracking

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Reference Number	Business Requirements	Vendor Response	Comments
BU 169.02	- Budgeted	F	Codes can be setup for Tracking
BU 169.03	- Authorized	F	Codes can be setup for Tracking
BU 169.04	- Filled	F	Codes can be setup for Tracking
BU 169.05	- Vacant	F	Codes can be setup for Tracking
BU 169.06	- Underfill	F	Codes can be setup for Tracking
BU 169.07	- Overhires	F	Codes can be setup for Tracking
BU 171.00	Track positions by different by status: active, frozen, held, unfunded, etc.	F	Status Codes can be setup.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 172.00	System provides for multiple types of salary schedules, including but not limited to:		
BU 172.01	- Step and grade	F	Available
BU 172.02	- Salary ranges	F	Available
BU 172.03	- Salary ranges with user defined sub-ranges	F	Available
BU 172.04	- Fixed salary	F	Available
BU 172.05	- Hourly	F	Rates are stored as annual amounts. For hourly employees, the need to be defined as a percentage of the year.
BU 172.06	- Monthly	F	Rates are stored as annual amounts. For monthly employees, the need to be defined as a percentage of the year.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 172.07	- Out of class bonus	F	Supplemental Pay Calculations.
BU 172.08	- Call backs	F	Supplemental Pay Calculations.
BU 172.09	- Shift differential	F	Supplemental Pay Calculations.
BU 172.10	- Bilingual bonus	F	Supplemental Pay Calculations.
BU 172.11	- Additional assignment/responsibility bonus	F	Supplemental Pay Calculations.
BU 172.12	- Sick buy back	F	Supplemental Pay Calculations.
BU 172.13	- Overtime	F	Supplemental Pay Calculations.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 172.14	- Effective Start Date	F	Available
BU 172.15	- Effective End Date	F	Available
BU 173.00	System maintains multiple types of positions, including but not limited to		
BU 173.01	- Full-time	F	Available
BU 173.02	- Part-time	F	Available
BU 173.03	- Hourly	F	Rates are stored as annual amounts. For hourly employees, the need to be defined as a percentage of the year.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 173.04	- Seasonal (i.e. commissioner paid per session)	F	Available
BU 173.05	- Retiree Contractor (120 day)	F	Available
BU 173.06	- Temporary	F	Available
BU 174.00	System provides for calculation of a full-time equivalent for each position and accumulation by each segment of the Chart of Accounts.	F	FTEs-Entered and Calculated.
BU 175.00	System allows one or more funding sources to be identified to cover the cost of an individual position and allow to a user-defined allocation by each funding source.	F	Position Allocations
BU 176.00	System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e. organizational codes, programs, projects, grants, etc.).	F	Position Allocations
BU 177.00	System calculates the budget for cross charges to each segment of the Chart of Accounts where a department budgets for personnel that work and are paid from more than one location or program.	F	Position Allocations

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Reference Number	Business Requirements	Vendor Response	Comments
BU 178.00	System provides the ability to perform the following operations online with the proper security authorization:		
BU 178.01	- Add or delete the number of ordinance, authorized, or budgeted positions	F	Allowed
BU 178.03	- Modification of the salary, benefit and other information of a position	F	Allowed
BU 178.04	- Transfer of positions at a user specified time between organizational units, departments, projects, programs, grants, etc and maintains the historical information of the change	F	Allowed
BU 178.05	- Change in the number of ordinance, authorized, budgeted full time equivalents per position title	F	Allowed
BU 178.06	- Modify filled/vacant status	F	Allowed

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Reference Number	Business Requirements	Vendor Response	Comments
BU 179.00	Override controls for specific position types (e.g., public safety).	F	Allowed
BU 181.00	User-defined tables for:		
BU 181.01	- Unique Position numbers	F	Allowed
BU 181.02	- Position Titles	F	Allowed
BU 181.03	- Salary schedules by each type of schedule	F	Allowed
BU 183.00	System maintains position controls (summary and detail) by:		
BU 183.01	- Segment of the Chart of Accounts (i.e.. Appropriation, Department, Organizational Unit, Program, Project, etc.)	F	Allowed

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Reference Number	Business Requirements	Vendor Response	Comments
BU 183.02	- Full time equivalents by Position Title and segments of the Chart of Accounts	F	Allowed
BU 183.03	- Number of Positions (Headcount) by Position Title and segments of the Chart of Accounts	F	Allowed
BU 184.00	Provide the capability to update budget with salaries for current and next budget year; specific salary rates are determined by policy.	F	Allowed
BU 185.00	System provides the ability to retrieve/calculate salary rates for each item, using date, note and salary grid (Standard Salary Schedule, Physician Pay Plan, etc.) to populate budget max rate; the rate retrieved is for the highest rate within that FY (exceptions may apply).	F	Typically Salary calculations using a salary or grade-step are allowed. Step progression, salary table adjustments, and additional scheduled increases are allowed.
BU 186.00	System provides budget tool to create baselines for Compensation Policy (Comp baseline, EB baseline, NCC baseline) from prior fiscal year final budget by retrieving position and benefit information from Budget and Operations Management Branch (BOMB).	F	Baseline information can be based on prior year information by using tools within the system to copy/inflate/deflate information. (Assume that the BOMB information is in PB)
BU 187.00	System provides the capability to retrieve organization/budget unit, item, item year, item sub-letter, ordinance positions, months/days and budget max rate (computed by sub-letter, not item max rate) from prior fiscal year final budget data.	F	Information is available in the system
BU 188.00	System retrieves budgeted amounts from EB accounts for salary-driven benefits (OASDI, pension savings, flex, megaflex and savings plan) by organization/budget unit from prior fiscal year final budget data.	F	Initially data for prior year fiscal year will need to be interfaced into the system. After the first year this information will reside in the system,

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Reference Number	Business Requirements	Vendor Response	Comments
BU 193.00	System provides a tool to estimate projections for S&EB adjustments based on prior year trends, current year estimated actuals, organizational restructures, central guidance from CAO, DHR, MOU requirements, salary adjustments, etc.	F	A series of tools including the projection and SBFS projection tools would need to be used to accomplish this.
BU 194.00	System provides an on-line facility to input new positions and overtime requests which includes priority number, item number, classification, justification, justification category, revenue offset, position offset, existing or new program, organization.	T	Budget Form position lines is used to request new positions. (T) Additional fields may be necessary.
BU 195.00	System estimates costs for new, deleted and existing positions by evaluating salary adjustments, EB rate increase, new positions; additional costs related to changes in positions for space, equipment, supplies, etc.	F	Standard calculation are made.
BU 196.00	System estimates costs for new, deleted and existing IT positions as provided by internal IT divisions and incorporated these cost estimates into the BAP, which is approved by the CIO.	F	Standard calculation are made.
BU 197.00	System provides an automated interface to facilitate item maintenance (County Code 6.28.050 and 6.28.060) and associated tables in database with BOS approved changes by Compensation Policy; includes approval of deferred income and cafeteria plan benefits for the item.	TP	Third Party tools are used to interface data between HR/payroll - Data Junction (provided as bundled Third-Party Products)
BU 198.00	Provide flexible hierarchy for approval of S&EB budget recommendations by authority or management level, e.g., Assistant Division Chief (ADC) and above.	F	Budget Stages are used for Approval.
BU 199.00	System produces S&EB baselines from current year final adopted and/or adjusted budget from financial and payroll systems.	F	Baselines can be calculated from current year or budget information.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 200.00	System provides budget tool to create compensation baseline by item and organization (budget unit).	F	
BU 203.00	Provides a flexible budget tool to create and store Compensation EB baselines (benefit percentages) by benefit type/account and organization/budget unit.	F	Benefit percentages are created and stored. These may be attached to benefit codes to calculate needed amounts.
BU 206.00	Provide the ability to update item and salary information.	F	Available
BU 207.00	Provide the ability to allocate positions approved in BOS deliberations to appropriate items by DHR (linked HR system)	F	Allocations of Employees is available-By DHR?
BU 208.00	Provide a facility to update item and salary information.	F	Available
BU 209.00	System supports developing multiple scenarios/groups for non-represented, represented, and safety employees (Compensation/HR system).	F	Available

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BU 210.00	System provide the ability to project the cost of base and other adjustments over the life of the proposal distributing costs across the subsequent twelve months period, i.e., increment, e.g., October 1 increase is reflected as nine months in the current fiscal year and three months (Compensation/HR system).	F	Costs and cost changes can be effective dated.
BU 211.00	System stores and retrieves baseline data from budget and item data and scenario results computed from scenario variables (Compensation/HR system).	F	Different SBFS Projections can be made and saved based on Baseline information.
BU 212.00	System stores and retrieves scenario results from scenario variables, including base and other adjustments (base adj dates, base adj notes, base adj schedules, base adj min rates, base adj max rates, other adj dates, other adj notes, other adj schedules, other adj min rates (Compensation/HR system).	F	Different SBFS Projections can be made including making changes to the standard variables that affect cost.
BU 213.00	System provides a facility to establish start bases dollar amounts for Salary and EB (Compensation/HR system).	F	Salary and costs are effective dated and provide a starting point for increases that may occur during the fiscal year.
	SALARY PROJECTIONS		
BU 214.00	System must provide the ability to calculate salary requirements for positions by each segment of the Chart of Accounts (i.e. Department, Organizational Unit, Fund, Project, Grant, etc), for the following categories of positions:		

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Reference Number	Business Requirements	Vendor Response	Comments
BU 214.01	- Budgeted positions	F	Available
BU 214.02	- Filled positions	F	Available
BU 214.03	- Vacant positions	F	Available
BU 214.04	- Authorized positions	F	Available
BU 214.05	- New positions budgeted	F	Available
BU 214.06	- Positions to be deleted	F	Available
BU 215.00	Provide a salary projection tool based on user-defined start and end dates. Distinguish current year projection from budget year projection	F	Available

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Reference Number	Business Requirements	Vendor Response	Comments
BU 216.00	Ability to calculate a salary differential based on the following user defined items:		
BU 216.01	- user defined turnover rates	F	Turnover Rates would need to be defined in the system.
BU 216.02	- step differences	F	Step progression and changes are calculated.
BU 216.03	- budget versus actual	F	Multiple projections can be run and compared to get an actual v budget.
BU 216.04	- vacancies	F	Vacancies can be calculated separately or identified with filled and other positions for reporting.
BU 217.00	System provides the capability to create and save "what if" scenarios for projecting salaries by segments of the Chart of Accounts based on user defined parameters.	F	SBFS projections are defined by Chart of Account and user defined parameters.
BU 218.00	System provides the capability to save projections for future use and comparison in budget preparation.	F	Projections and their results may be saved.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 219.00	System allows the user to do comparisons between two salary projections each created in a different "what if" scenario.	F	Two projections can be created for comparison.
BU 220.00	System must have the ability to track other personnel costs (i.e.. shift differential, uniform allowances, etc) by each segment of the Chart of Accounts (i.e. Department, Organizational Unit, Fund, Project, Grant, etc).	F	Supplemental Pays and benefits are calculated by Chart of Account segments.
BU 221.00	System must have the ability to track and calculate other personnel costs like other savings and complement reductions by each segment of the Chart of Accounts (i.e. Department, Organizational Unit, Fund, Project, Grant, etc).	F	All personnel costs are tracked by chart of account element.
BU 222.00	System must provide the ability to calculate salary requirements on budget and actual payroll for positions by each different categories of positions, including but not limited to:		
BU 222.01	- Position type (Management, clerical, supervisory, etc)	F	Available
BU 222.02	- Union/Bargaining Unit	F	Available
BU 222.03	- Position Title	F	Available

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Reference Number	Business Requirements	Vendor Response	Comments
BU 223.00	Provide the ability to track vacancies for open (vacant) positions, including length of time a position is vacant.	F	Available using assignment dates.
	CALCULATIONS OF POSITION BENEFIT COSTS		
BU 224.00	Enter and track employee benefit types: General Class, Age 50 - A1 and Age 50-C and possibly more.	F	Benefit types are user defined
BU 225.00	System tracks unique benefit rates by year and uses the appropriate rate in benefit calculations.	F	Benefits are effective dated.
BU 226.00	System has the ability to recalculate personnel budget complement costs based on benefit rate changes.	F	Recalculations can be made.
BU 227.00	System has the ability to calculate employee benefit costs by position based on actual data provided by the County payroll application	F	Payroll information is interfaced into SBFS to provide the basis of the calculations.
	ANALYSIS AND FORECASTING		

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BU 228.00	System provides an analytical engine to "slice and dice" budget and actuals data via multidimensional views.	R	(F) Formatted System Queries and (R) Cognos
BU 229.00	System provides drill down features are present for budget and actual analysis.	F	Formatted System Queries provide drill down capabilities.
BU 230.00	System provides facility to conduct budget to actual analysis for any level of detail in the chart of account structure on a real-time basis (must include history).	F	Actual Data needs to be interfaced into PB. (Financial Data warehouse may be more appropriate)
BU 231.00	System forecasts the level of unused appropriations given current spending patterns (must include encumbrances).	F	Actual Data needs to be interfaced into PB. (Financial Data warehouse may be more appropriate)
BU 232.00	System calculates the costs of services, programs and activities, includes actual costs.	F	Formatted System Quires can calculate costs based on information in PB.
BU 233.00	System provides the ability to apply percentage increase to any line item category in the budget and assess impact on budget as a whole	F	Projection tool.
BU 234.00	System provides multiple calculation methodologies for salaries & benefits budget monitoring and "forecasting", including but not limited to		

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Reference Number	Business Requirements	Vendor Response	Comments
BU 234.01	Number of positions (by type including budgeted, ordinance, approved)	F	Available
BU 234.02	Current salary ranges	F	Available
BU 234.03	Scheduled salary increases, i.e., COLA	F	Available
BU 234.04	Bonuses and overtime	F	The appropriate tables needs to reflect the amounts and changes needed.
BU 234.05	Labor contracts/bargaining units	F	Typically done through salary tables and categories.
BU 234.06	Expected service levels for contracts	F	Projections and allocation can use different defined variables.
BU 234.07	Employee population	F	Projections and allocation can use different defined variables.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 234.08	Fringe benefit changes	F	Benefit changes are effective dated.
BU 234.09	Workload	F	Workload as defined as an amount that can be applied.
BU 234.10	Type of position	F	SBFS allows the designation of types of Employees to be used in projections.
BU 234.11	Organizational Unit	F	Organizational Units typically are a part of all projections/forecasts.
BU 234.12	Link between position salaries in HR modules	TP	Data is interfaced into PB from HR - Data Junction (provided as bundled Third-Party Products)
BU 234.13	Salary savings (unused appropriations) forecasts by department, division, etc.	F	Salary Saving can be calculated many different ways, depending on client needs.
BU 235.00	System provides multiple calculation methodologies for statistical, real, nominal (revenue and expenditure) account budget monitoring and "forecasting", including but not limited to:		

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Reference Number	Business Requirements	Vendor Response	Comments
BU 235.01	Trend analysis (based on previous months in the fiscal year or previous years comparable periods)	F	Projections can be setup to provide trend analysis information. (R) Cognos can provide the trend information.
BU 235.02	Forecast based on prior year actuals	F	Projections and Allocations can use multiple sources of data.
BU 235.03	Forecast revenues that have a seasonality component	F	Data that has a seasonal component will need to be saved in PB in the granularity that shows the seasonality.
BU 235.05	Report actual YTD expenditures against forecasted expenditures to year end.	F	Formatted System Queries
BU 235.06	Report actual YTD revenues against forecasted revenues to year end.	F	Formatted System Queries
BU 235.07	Allow user-defined levels of reporting for actual-to-budget comparisons (detail and roll-up).	F	Formatted System Queries
BU 235.08	Allow users to calculate estimated expenditures to year end for a particular supply or service at any time during the fiscal year.	F	Projections can be run by end users.

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BU 235.09	Automated expenditure analysis should include:		
BU 235.10	Expenditures and Revenues to date	TP	Data needs to be interfaced into PB - Data Junction (provided as bundled Third-Party Products)
BU 235.11	Pre-encumbrances	TP	Data needs to be interfaced into PB - Data Junction (provided as bundled Third-Party Products)
BU 235.12	Encumbrances	TP	Data needs to be interfaced into PB - Data Junction (provided as bundled Third-Party Products)
BU 235.16	Estimate of expenditures to year end	F	Projections can provide estimates.
BU 235.17	Expected total expenditures for the year	F	Projections can provide estimates.
BU 235.18	Any funds which will be released due to encumbrances being greater than estimated expenditures	R	Reports can be written to compare the encumbrances to the estimated expenditures to identify amounts.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 235.19	Any additional funds required if estimated expenditures exceed encumbrances	R	Reports can be written to compare the encumbrances to the estimated expenditures to identify amounts.
BU 235.20	Revenue Budget	TP	Data needs to be interfaced into PB - Data Junction (provided as bundled Third-Party Products)
BU 235.21	Accrued Revenue	TP	Data needs to be interfaced into PB - Data Junction (provided as bundled Third-Party Products)
BU 235.22	Collected Revenue	TP	Data needs to be interfaced into PB - Data Junction (provided as bundled Third-Party Products)
BU 236.00	Provide standard and user-defined calculations to forecast statistical, real, and nominal (expenditures and revenues) to year end. Calculation types should include:		
BU 236.01	Actual average (sum of actual amounts divided by the number of actual months)	F	Formatted System Queries and Projections.
BU 236.02	Straight-line (applying the current month actual amounts to each of the following months)	F	Formatted System Queries and Projections.

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BU 236.03	Back-end (sum of actual amounts minus total budget; average the difference based on the number of remaining months)	F	Formatted System Queries and Projections.
BU 236.04	Trend analysis (based on previous months in the fiscal year or previous years comparable periods or user specified period)	F	Formatted System Queries and Projections.
BU 236.05	User-defined methods, such as using the last month's actuals as if that will happen for the remaining months of the fiscal year	F	Formatted System Queries and Projections.
BU 237.00	System provides a report/inquiry to compare current year trend analysis with actual data from three to five years prior.	F	Formatted System Queries and Projections.
BU 238.00	System allows users to apply forecasting calculations to chart of account detail.	F	Formatted System Queries and Projections.
BU 239.00	System allows application of different forecasting calculations to the same line item (account) in different organizational units.	F	Formatted System Queries and Projections.
BU 240.00	System allows application of different forecasting calculations to different line items (accounts) in the same organizational unit.	F	Formatted System Queries and Projections.

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BU 241.00	System forecasts multiple times for the same line item using different forecasting techniques, displays the results, and allows the users to select most appropriate calculation.	F	Formatted System Queries and Projections.
BU 242.00	System allows users to manipulate results and add/change forecast calculations for a single or multiple accounts and organization codes across appropriations.	F	Formatted System Queries and Projections.
BU 243.00	System allows users to manipulate forecast results by percentage, dollar value, etc.	F	Formatted System Queries and Projections.
BU 244.00	System allows users to manipulate forecast results at a high level organizational unit; provide the ability for the manipulation to carry through to all organization units which are children of the manipulated unit	F	Formatted System Queries and Projections.
BU 245.00	System allows attaching a forecasting calculation or user manipulation to a line item, and maintaining the calculation through organizational changes	F	Formatted System Queries and Projections.
BU 246.00	System provides for calculate "what if" scenarios.	F	Formatted System Queries and Projections.
BU 247.00	System reports the impact of proposed operational and/or budgetary changes.	F	Formatted System Queries

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BU 248.00	System links results of reports to budget module.	F	Projections post to the Budget Module, Formatted System Queries do not.
BU 249.00	System provides variance analysis reports/inquires between actual and budgeted amounts for all iterations and levels of budgets.	F	Time Periods determine which iterations are used.
BU 250.00	System provides expenditure/revenue analysis tools, for example, inmate consumption by floor, cost per inmate, average cost of deputy training, etc	F	Performance information may be setup to determine costs
BU 251.00	System provides tools to analyze departmental business program changes for impact on other departmental programs and for countywide impact.	R	Reports may be written to provide needed information, assuming data is in the system.
BU 252.00	Provide a budget tool that forecasts the annual budget for at least the upcoming five fiscal year(s).	F	Projection tool.
BU 253.00	Provide a budget tool to obtain and store data components to prepare budget "forecast", e.g., negotiated salaries, legislative mandates, economic factors, administrative considerations, etc.	F	Various tables and tools are used to perform a forecast.
BU 254.00	Provide standard reports/inquiry that display the budget "forecast" summary by fund and organization (CAO budget analysts and department budget analysts).	F	Formatted System Queries.

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BU 255.00	Provide flexible hierarchy for review and approval of "forecast", i.e., Net County Cost (NCC), by authority or management level, e.g., ADC and above.	F	Stages can be setup for needed approvals.
BU 256.00	Provide a budget tool to distribute "forecast" amounts to organizations (budget units) by account and also distribute net County cost amounts to component accounts and organizations for BSR, "forecasts", budget adjustments, including budget phase.	F	Projections and Allocations.
BU 257.00	Provide flexible hierarchy for review and approval of "forecast" detail by authority or management level, e.g., ADC and above.	F	Stages can be setup for needed approvals.
BU 258.00	Provide a forecasting "what if" tool to analyze the impact of departmental restructuring by identifying additional positions, functions, costs, etc	F	Various tools are used to accomplish this task.
BU 259.00	System projects year-end revenues and expenditures using appropriate methodologies, e.g., straight-line, straight-line adjusted, moving average, economic indicators, etc.	F	Projections
	REPORTING / INQUIRY		Business Objects is the reporting tool that we typically sell with PB.
BU 260.00	System generates financing summary (e.g., BIS), including budget status for official request (unmet/critical needs) and target budget to summarize S&EB, Services and Supplies, Other Charges, Fixed Assets, Intrafund Transfer/Interfund Revenues, Revenues.	R	Reports will need to be developed.

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BU 261.00	System generates budget message summary, which includes mission statement, budget message, strategic plan statement and unmet/critical needs statement.	R	Reports will need to be developed.
BU 262.00	Provide standard, customizable, report/inquiry for analysis of budget vs. actual usage by item, organization and other user-defined fields	R	Reports will need to be developed-Reports on actuals in PB.
BU 263.00	Provide a report/inquiry that identifies total actual and projected revenue by revenue class and revenue source (accounts) within organization.	R	Reports will need to be developed.
BU 264.00	Provide a flexible report/inquiry that displays budget "forecast" by organization (budget unit) and account.	R	Reports will need to be developed.
BU 265.00	System generate budget baseline reports by fund and organization/budget unit.	R	Reports will need to be developed.
BU 266.00	System produces standard reports/inquiries that display fiscal forecast/projections by appropriation categories to determine unfunded requirements; Special Districts also calculate projected ending balance for the current year and for future years to determine viability of new programs	R	Reports will need to be developed.
BU 267.00	System provides a standard report/inquiry to analyze costs increases including S&S and Fixed Assets costs.	R	Reports will need to be developed-If data is in PB

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BU 268.00	Provides a facility to analyze IT expenditures as provided by internal IT divisions and ISD and incorporate the IT expenditures into the BAP, which is approved by the CIO.	R	Reports will need to be developed-If data is in PB
BU 269.00	Provides a facility to analyze requests for Other Charges, including capital leases, Los Angeles County-Capital Asset Leasing (LAC-CAL), insurance, judgment and damages, equipment purchase via lease, and other specialized charges that vary by departments.	R	Reports will need to be developed-If data is in PB
BU 270.00	Provides a facility to analyze requests for Capital Projects.	R	Reports will need to be developed-If data is in PB
BU 271.00	Provides a facility to analyze costs and service levels provided by other County departments and tracks type of service being provided.	R	Reports will need to be developed-If data is in PB
BU 272.00	System generates preliminary budget request incorporating CAO formats and reports (budget document submission requirements); some departments include both target budget and official budget (prioritized unmet needs/critical needs).	R	Reports will need to be developed-If data is in PB
BU 273.00	System provides S&S sub-object detail and detailed schedule of services received; Health Services includes services provided.	R	Reports will need to be developed-If data is in PB
BU 274.00	System provides S&S sub-object detail, which includes sub-account, description, current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance; Health Services includes two years of actuals.	R	Reports will need to be developed-If data is in PB

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BU 275.00	System produces schedule of services received, which identifies S&S charges from other departments for services received and includes name of department providing services and dollar amounts; some departments include "other charges".	R	Reports will need to be developed-If data is in PB
BU 276.00	System produces IFT/revenue summary reports.	R	Reports will need to be developed-If data is in PB
BU 277.00	System produces schedule of services rendered - IFT/revenue by budget unit, which includes budget unit name and org number for unit providing services, budget unit name and org number for unit receiving services, interfund revenue account and amount.	R	Reports will need to be developed-If data is in PB
BU 278.00	System produces revenue detail report by budget unit, which includes revenue source code, description, current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance; Health Services includes two years of actuals.	R	Reports will need to be developed-If data is in PB
BU 279.00	System produces fixed assets equipment detail report (for equipment valued at $5,000 or over) by budget unit, which includes quantity, unit price, description, dollar amount, including trade-in value, if any; some departments include date of purchase, department section.	R	Reports will need to be developed-If data is in PB
BU 280.00	System generates other charges detail report, which includes description, amount, amount for new LAC-CAL lease payments across six months, amount for prior LAC-CAL lease payments, capital lease payment, equipment lease payment, dollar financing, judgments, etc.	R	Reports will need to be developed-If data is in PB
BU 281.00	System generates bond and lease schedules, which includes description, amount, project, location (if applicable), departmental program and lease payment amount.	R	Reports will need to be developed-If data is in PB

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BU 282.00	System generates summary of new LAC-CAL financed equipment acquisitions, which includes equipment descriptions, purchased values, quantity, useful life, amount for new LAC-CAL lease payments across six months, departmental function/program and justification of need.	R	Reports will need to be developed-If data is in PB
BU 283.00	System generates other financing uses report, which includes current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance; Health Services includes two years of actuals.	R	Reports will need to be developed-If data is in PB
BU 284.00	System generates capital projects request as provided by CAO Capital Projects to report on existing projects or to request new projects as funded by either general fund, the special funds or special districts funds; the report includes new and existing project descriptions.	R	Reports will need to be developed-If data is in PB
BU 285.00	System generates budget summary for other budgetary funds (special funds), which includes current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance, financing uses and available financing with detail.	R	Reports will need to be developed-If data is in PB
BU 286.00	System generates report that includes budget write-up for other budgetary funds (special funds), which includes narratives describing the fund; this applies to ACO fund, special revenues fund, etc., to reflect department expenditures from these funds.	R	Reports will need to be developed-If data is in PB
BU 287.00	System generates information technology budget request associated with official and target budget requests (separate submission of all IT expenditures reflected in the budget requests).	R	Reports will need to be developed-If data is in PB
BU 288.00	System produces Health Center Location Detail report, which identifies budget summary detail by health center location and budget unit; includes current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance; Health Services includes	R	Reports will need to be developed-If data is in PB

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BU 289.00	System produces Countywide Children's budget, which identifies funding that provides children's programs; this report is a subset of the departmental budget request.	R	Reports will need to be developed-If data is in PB
BU 290.00	System produces an overtime analysis report by utilizing 4 to 5 Fiscal Years actuals and budgets.	R	Reports will need to be developed-If data is in PB
BU 291.00	System generates board report, which compares the estimated actual expenditures to adopted budget, compares balances in commitments and prior year expenditure accruals and reports on overtime; includes a list of each budget adjustments separately and provides explanations	R	Reports will need to be developed-If data is in PB
BU 292.00	System generates CAO departmental walk-through and S&EB walk-through reports.	R	Reports will need to be developed-If data is in PB
BU 293.00	System produces a capital projects summary report by supervisory districts.	R	Reports will need to be developed-If data is in PB
BU 294.00	System produces a capital projects summary report by department/program.	R	Reports will need to be developed-If data is in PB
BU 295.00	System produces a capital projects budget detail report by department/program.	R	Reports will need to be developed-If data is in PB

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BU 296.00	System generates comparative analysis reports that show prior, current and projected costs by account at the lowest account level, i.e., minor object	R	Reports will need to be developed-If data is in PB
BU 297.00	System generates proposed departmental sub-object expenditure and revenue report; some departments prepare the initial drafts.	R	Reports will need to be developed-If data is in PB
BU 298.00	System produces official Proposed Budget report.	TP	Budget Book Publication is done with Patternstream (provided as bundled Third-Party Products).
BU 299.00	Provide a report/inquiry that displays supplemental amount based on difference between ending fund balance minus prior estimated fund balance (e.g., proposed plus final changes plus adopted budget, etc.)	R	Reports will need to be developed-If data is in PB
BU 300.00	Provide a report/inquiry that displays the final current year-end cumulative balances of balance sheet accounts (e.g., reserves and designations, etc.)	R	Reports will need to be developed-If data is in PB
BU 301.00	System provides a report/inquiry that displays the final budget including capital projects addendum for submission to the Board of Supervisors and State Controller's Office.	R	Reports will need to be developed-If data is in PB
BU 302.00	System generates all auditor and budget schedules mandated by State Controller.	R	Data for Auditor schedules typically not in PB. Create using Patternstream (provided as bundled Third-Party Products).

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BU 303.00	System provides the capability to track original balance, budget increases, budget decreases, budget cancellations, and total budget (balance + increases - decreases) for balance sheet general ledger accounts without netting the increases and decreases.	F	There is an audit trail for 'budgeted' items.
BU 304.00	System provides a report/inquiry for the analysis of current year budget status (estimated actuals).	F	Financial Information. This requirement is met on GL side.
BU 305.00	System provides a report/inquiry that displays year-end revenues and expenditures.	R	Reports will need to be developed-If data is in PB
BU 306.00	System provides a report/inquiry that projects year-end revenues and expenditures.	R	Reports will need to be developed-If data is in PB
BU 307.00	System provides a report/inquiry to reconcile adjusted budget data with approved budget adjustments (budget analysts).	R	Financial Information. If budget adjustments are initiated on the financials side, a report can be created to check the figures.
BU 308.00	System produces a BSR by department/program level and by fund to reflect projection of actual financial activity (i.e., expenditure, revenue, balance sheet, commitments, accruals and overtime).	R	Reports will need to be developed-If data is in PB
BU 309.00	System generates performance measures reports, which include performance indicators (i.e., input, workloads/output, efficiency, effectiveness/outcome and objective); each department creates its own indicators that are relevant to the mission.	R	Reports will need to be developed-If data is in PB

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BU 310.00	System generates departmental detail summary report reflecting target and official budget request, which provides lower level account detail for informational purposes; columns include current budgeted FY, current estimated FY, proposed FY, change from budget.	R	Reports will need to be developed-If data is in PB
BU 311.00	System generates departmental program summary report reflecting target budget request, which includes columns for program description, gross appropriation, IFT/revenue, NCC, unavoidable fixed cost, NCC savings and budgeted positions.	R	Reports will need to be developed-If data is in PB
BU 312.00	Provide flexible tool to analyze and review budget and compensation information.	R	Reports will need to be developed-If data is in PB
BU 313.00	Provide report/inquiry that illustrates how positions are filled by organization, address and item and other user-defined fields, e.g., ordinance, budgeted, how-filled, vacant, etc.	R	Reports will need to be developed-If data is in PB
BU 316.00	Provide a standard, customizable, report that displays total positions by fund, organization, bargaining unit and item and other user-defined fields	R	Reports will need to be developed-If data is in PB
BU 319.00	Provide modeling capability to analyze Salary (S) and EB expenditure using various calculation methodologies.	F	Different modeling capabilities are available.
BU 320.00	Provide standard, customizable report that details S&EB expenditure information by account from financial system by item, organization and other user-defined fields.	R	Reports will need to be developed-If data is in PB

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BU 321.00	Provide a report/inquiry that identifies total salary amount by organization, item, bargaining unit, benchmark and other user-defined fields.	R	Reports will need to be developed-If data is in PB
BU 322.00	Provide a report/inquiry that identifies the percentage of total revenues applied to salaries by dividing total revenues by total salaries within organization.	R	Reports will need to be developed-If data is in PB
BU 323.00	Provide a standard, customizable, report/inquiry that identifies EB rates based on actuals from G/L EB accounts using historical percentages, moving averages, negotiated adjustments, etc., including fixed and salary driven EB.	R	Reports will need to be developed-If data is in PB
BU 324.00	Provide a report/inquiry that identifies estimated budget for each EB based on calculated rates as required by item and organization	R	Reports will need to be developed-If data is in PB
BU 325.00	Provide a report/inquiry that displays salary savings by item and organization.	R	Reports will need to be developed-If data is in PB
BU 326.00	Provide a report/inquiry that identifies step placement salary savings to estimate unused funds available using actual salary costs (employee step placement/rate) vs. budgeted salary amounts (highest step placement/max rate).	R	Reports will need to be developed-If data is in PB
BU 327.00	Provide a report/inquiry that displays salary savings from turnover to estimate how many budgeted positions may not be filled on average and estimate unused salary funds available.	R	Reports will need to be developed-If data is in PB

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BU 329.00	Provide a report/inquiry that displays percentage for Comp-NCC1 (cost to the County for S&EB) and Comp-NCC2 (incremental S&EB cost) by item and program/organization.	R	Reports will need to be developed-If data is in PB
BU 331.00	Provide a report/inquiry that displays revenue amounts by program associated with item from identified budget phase.	R	Reports will need to be developed-If data is in PB
BU 332.00	Provide a report/inquiry that displays S&EB Net by combining max/weighted salary amounts and benefit amounts by item and subtracting salary savings. This should display multiple items by organization.	R	Reports will need to be developed-If data is in PB
BU 333.00	Budget baseline reports/inquiries, including item number, item sub-letter, item, item year, ordinance position, months/days (total months/days budgeted for item by sub-letter).	R	Reports will need to be developed-If data is in PB
BU 334.00	System generates S&EB reports by fund and organization, i.e., budget unit	R	Reports will need to be developed-If data is in PB
BU 335.00	System generates departmental summary organization chart for budgeted positions, which reflects the budgeted positions for each section/level based on the budget request (target budget), summarizes new requested and existing positions; revised based on proposed budget and included in	R	Organizational Charts-Can provide position information and the organizations/other Dimension information that the positions are in.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 336.00	System generates position details report by budget unit, which include columns for current budget, item number and sub-letter, item description, bargaining unit, current budgeted positions, gross salary budget, ordinance positions, etc.; also include column to show conversions from months/days/hours/sessions/visits to FTEs (position count).	R	Reports will need to be developed-If data is in PB
BU 337.00	System generates other salaries and wages details report by budget unit, which include description, Chart of Account elements, current and proposed budgeted amounts and variance; includes overtime standby pay, call-back, sick leave, etc.	R	Reports will need to be developed-If data is in PB
BU 338.00	System generates EB details by budget unit report, which include description, current and proposed budgeted amounts and variance; includes retirement, workers' compensation, disability, etc.	R	Reports will need to be developed-If data is in PB
BU 339.00	System generates item control report, which includes budgeted item number, sub-letter, year adjustment code (if applicable), description, operating program and unit (fund/org), vacant positions, incumbent's name, employee number, actual payroll item number, filled or overhired	R	Reports will need to be developed-If data is in PB
BU 340.00	System generates salary savings report/inquiry to estimate unused funds available using actual salary costs (employee step placement/rate) vs. budgeted salary amounts (highest step placement/max rate).	R	Reports will need to be developed-If data is in PB
BU 343.00	System generates departmental target and official appropriation, revenue, employee benefit amount, ordinance and budgeted positions report	R	SBFS projections will need to be run and Reports will need to be developed-If data is in PB

Functional Category: Financial - Budget System

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Reference Number	Business Requirements	Vendor Response	Comments
BU 344.00	Provide the capability to allocate positions approved in BOS deliberations to appropriate items by DHR (linked HR system).	F	Allocations are possible-Link to HR
BU 345.00	System provides a report/inquiry that displays salary rates that will act as item baseline for creating salary adjustments; baseline is generally the highest known salary adjustment (calc date, calc note, calc schedule, calc min rate, calc max rate) approved by the BOS (Compensation/HR system).	R	Reports will need to be developed-If data is in PB
BU 346.00	System provides a report/inquiry to calculate the incremental cost of base and other adjustments across the duration of scenarios distributing costs across the subsequent twelve months period, i.e., increment (Compensation/HR system).	R	Reports will need to be developed-If data is in PB
	ADDITIONAL REQUIREMENTS		
BU 347.00	Integration with Chart of Accounts elements used in the AMS Advantage Financial Suite.	TP	CGI-AMS has addressed integration by using integration products, such as Data Junction, to share data between Financials and Performance Budgeting.
BU 348.00	Provide capabilities to budget at various COA elements and according to the non-hierarchical structure provided in the COA.	TP	CGI-AMS has addressed integration by using integration products, such as Data Junction, to share data between Financials and Performance Budgeting.
BU 349.00	Establishing and preparing budgets in the Performance Budgeting module according to the Budget Structures used for monitoring and control in the General Ledger.	TP	CGI-AMS has addressed integration by using integration products, such as Data Junction, to share data between Financials and Performance Budgeting.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 350.00	Establishing Performance Budgeting segment in the Reporting Data Warehouse for long term analysis and comparison of budgets at multiple stages.	NV	Building Data Warehouse for Performance Budgeting is under consideration for Release 3.6/1.6 or 3.7/1.7.
BU 351.00	Improve linkage to the Human Resources modules (i.e. position control, payroll, and timekeeping) for improved budgeting and forecasting capabilities.	TP	CGI-AMS has addressed integration by using integration products, such as Data Junction, to share data between HRM and Performance Budgeting.
BU 352.00	Provide for workflow capabilities on budget documents for review and approval purposes.	NV	Workflow has been identified as an enhancement to be considered in Release 3.6/1.6 or 3.7/1.7.

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Reference Number	Business Requirements	Vendor Response	Comments
	GENERAL BUDGET REQUIREMENTS		
BU 5.00	Must provide drill down from budget to GL actuals and transactional detail	NA	(F) Drill down abilities are available using the Formatted System Query. Transactional detail for budget preparation is available and is available from the at GL at the level the information is brought into PB from the GL. (R) Reports can be developed that use both PB and GL data if the required transactional detail from the GL is not being brought into PB.
BU 6.00	Must provide drill down from budget to HR database.	NA	(NA)HR data is brought into PB based on the frequency the client identifies. The HR data can be accessed within PB- the drill down ability within PB does not take you to an external system. (R.) Reports probably could be written to provide information from both PB and the HR system.
BU 7.00	Must provide drill down from budget to Payroll data.	NA	(NA)Payroll data is brought into PB based on the frequency the client identifies. The HR data can be accessed within PB- the drill down ability within PB does not take you to an external system. (R.) Reports could be written to provide information from both PB and the Payroll system if an appropriate data warehouse is developed.
BU 9.00	Must provide drill down from budget to all system information by clicking on area of the graphic presentation.	NA	Business Object may allow the drill from graphs. County uses Cognos reporting tool.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 10.00	Must provide drill down from any field within the budget entry screen.	NA	(F) Drill down abilities exist for budget entries on the budget form that allow the "drilling" to detail entry information. (NA) Other fields on the form are not available for drill down- The Formatted System Query provides this functionality.
BU ~~43.00~~	~~System provides short cuts to ease cell data entry (e.g., 1K=1000)~~	~~NA~~	~~Requirement deleted.~~
BU 49.00	Departments can return budgets back to the CAO electronically via workflow.	NA	Workflow has been identified as an enhancement to be considered in release 1.6
BU 88.00	System's budget structure mirrors the accounting system chart of accounts (i.e. fund, appropriation, organization).	NA	Budget Structures are setup in PB from information provided from the financial system.
BU 103.00	System provides an "approved" or "not approved" flag to mark budget issues within a decision package by line item or by total.	NA	Decision Packages contain a text field that can be used to make notes on approvals, however, if a line item is not approved it must be "zeroed out", there is not a check box or a flag.
BU 112.00	System separately tracks project expenditure categories and provides a drill down that lists the detailed purchasing documents supporting the summary encumbrance total.	NA	Drill down to purchasing documents not supported.
BU 117.00	System allows users to enter budget requests at a low level with the budget summarized and approved at either the low level or at a higher level.	NA	Budget Requests are entered at low level can be viewed at a high level, approval by stage is by Budget Instance. Workflow has been identified as an enhancement to be considered in release 1.6

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Reference Number	Business Requirements	Vendor Response	Comments
BU 151.00	System contains an on-line message system to send and receive departmental budget adjustment change request from departments	NA	No online messaging system
BU 168.00	Provides for budget entry requests with various fiscal years and have the balances automatically carry forward into the next County fiscal year	NA	Fund Balances do not automatically get carried forward. An allocation or projection would need to be setup to accomplish this.
BU 170.00	Automated interface with the County's payroll system to periodically update position control information based on actual employee / payroll data	NA	PB does not contain Position Control. That is an HR function.
BU 178.02	- Reclassification of positions at a user-defined point in time and maintains the historical information of the change	NA	No audit trail on changes to position information
BU 180.00	Workflow that routes position change requests to various staff members for approval.	NA	Workflow has been identified as an enhancement to be considered in release 1.6
BU 182.00	Access to position history.	NA	Position history is not available in PB.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 189.00	System computes and stores benefit percentages for OASDI and pension savings by dividing benefit budgeted amount by total budgeted salary amount.	NA	System can calculate the percentages using a projection. However percentages are most often put into the system to calculate the dollars.
BU 190.00	System computes and stores benefit percentages for flex, megaflex and savings plan by dividing benefit budgeted amount by total budgeted salary amount for items eligible for these benefits.	NA	System can calculate the percentages using a projection. However percentages are most often put into the system to calculate the dollars.
BU 191.00	System retrieves actual retirement contributions by retirement plan, item and organization.	NA	Actual retirement contributions are not typically stored in PB.
BU 192.00	System computes and stores retirement percentages based upon the weighted average of actuals by item and organization; weighted average is calculated by dividing the total amount contributed by number of employees contributing.	NA	Rates are typically entered into the system to determine dollars. Projections can be used to calculate percentages.
BU 201.00	System calculates and stores maximum amounts for item by multiplying the months/days by the budget max rate; total all sub-letter amounts by item and by organization/budget unit.	NA	The system will calculate based on the part of the year projected.
BU 202.00	System calculates and stores Compensation's FTEs by the item and organization/budget unit by dividing max amount (annual) by 12 (monthly) and by the item max rate and then by the conversion factor.	NA	FTEs are either an entered value or a calculated value that takes into consideration factors such as funding dates, projection period and salary percentage.
BU 204.00	System generates salary and EB spreadsheets associated with target budget request, including duty statements to justify need for new and transferring positions and departmental organization chart reflecting target and official budget request and associated budget.	NA	Reporting tools may not be able to generate all the information designated-Org Charts? Can attach forms to new positions. PB does not generate duty statements or produce org charts.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 205.00	System updates payroll information to support the proposed budget	NA	PB typically does not update payroll. Typically HR people need to review the information and make the appropriate changes in the system.
BU 235.04	Permit multivariate analysis for forecasting (e.g., regression, time-series)	NA	Only simple calculations are available in PB.
BU 235.13	Outstanding invoices	NA	Data not typically interfaced into PB
BU 235.14	Outstanding payments	NA	Data not typically interfaced into PB
BU 235.15	Balance available to spend	NA	Data not typically interfaced into PB
BU 235.23	Revenue Surplus/Deficit	NA	Data not typically calculated into PB
BU 314.00	Provide a report/inquiry to analyze actual salaries within ranges and/or steps by reviewing actuals, MAPP actuals, weighted averages, etc.	NA	HR/Payroll Report Take actuals out of Payroll and projected out of PB to create a single report.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 315.00	Provide standard, customizable, report/inquiry for review of new hires, promotions, out-of-service and transfers (in's and out's) by item, organization and other user-defined fields.	NA	HR/Payroll Report
BU 317.00	Provide a standard report that displays item salaries of benchmark and other "hot" classes to determine comparability of salary and benefits with public and private agencies.	NA	HR/Payroll Report
BU 318.00	Provide a standard report to analyze how employee benefits (EB's) are distributed. The report should include EB payroll rates (County benefit contributions) from Payroll EB accounts using payroll deduction reference tables (budget analysts).	NA	HR/Payroll Report
BU 328.00	Produce a report/inquiry to show salary savings by item and organization from vacancies/frozen items and over/under-hires to determine how many budgeted positions may not be filled to estimate unused salary funds available.	NA	HR/Payroll Report
BU 330.00	Provide a report/inquiry that displays actual salary and benefit amounts by item from the payroll system.	NA	HR/Payroll Report
BU 341.00	System generates salary savings report/inquiry from turnover and estimates how many budgeted positions may not be filled on average to estimate unused salary funds available.	NA	HR/Payroll Report

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Reference Number	Business Requirements	Vendor Response	Comments
BU 342.00	System provides a salary savings report/inquiry that utilizes vacancies/frozen items and over/under-hires to determine how many budgeted positions may not be filled to estimate unused salary funds available; "frozen items" refers to items not allowed to be filled; "over/under-hires" refers to items filled at levels other than budgeted.	NA	HR/Payroll Report

Appendix D-4 Interfaces

The interfaces can be categorized into three (3) types; Permanent interface, Vendor interface and Temporary interface. **Permanent** interfaces (P) are interfaces currently between a source system and legacy system that is being replaced by eCAPS or to or from a legacy system that is not being replaced. The latter interfaces will continue to exist, are unique to the County and are related to internal County systems. **Vendor** interfaces (V) are interfaces currently between a legacy system that is being replaced by eCAPS and an external source or CAPS and an external source and come standard with AMS Advantage. These interfaces will replace an existing interface, are not unique to the County and are related to external County systems. **Temporary** interfaces (T) are interfaces currently between a legacy system that will be replaced by eCAPS during a later phase of implementation and will continue to exist until then. They are scheduled to become obsolete sometime during the life of the project.

For Inputs, the Destination System ID is the system that will be replaced and will change to eCAPS.
For Outputs, the Source System ID is the system that will be replaced and will change to eCAPS.

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
Performance Budgeting Interfaces							
S&EB	CAO	S&EB	Salary and benefit information	eCAPS	Input	Loads S&EB approp totals and budgeted position totals.	T
Compensation	CAO	Compensation	Classification information	COMP	Output	Provides costing info to Compensation for analysis. HR?	T
Compensation	CAO	Compensation	Classification information	eCAPS	Input	Loads effective salary info.	T
CWTAPPS	A/C	CWTAPPS	Position control employee information and changes	eCAPS	Input	Auditor HR & Timekeeping system	T

Current Processing System	Source Dept	Source System ID	Data Type	Destination System ID	Input / Output	Comments	Type
CWPAY	A/C	CWPAY	Employee detail pay information and Countywide summary benefit information	eCAPS	Input	Payroll system	T
new	CAO+A/C	Pattern Stream	Budget information for publication	Pattern Stream	Output		P
DHR Class Spec System	DHR	DHR Class Spec System	Ordiance and budgeted totals by department	DHR-Spec	Output	Annual.	P
Department Txn Upload	CAO/ Depts	Various	Load budget input transactions from various departments	eCAPS	Input		P

Appendix E-4 – Conversions

The County has a variety of systems that contain data that will need to be brought into Performance Budgeting (PB). The data will fall into one of two categories, Financial or Human Resource. The volume of data to be brought over will determine in large part, if the data is converted or manually entered into PB. CGI-AMS will be responsible for converting/interfacing all defined data.

As the implementation analysis has yet to be completed, this document outlines the data typically converted/interfaced into PB. As part of the implementation analysis all needed data conversions and interfaces will be defined.

Data from the Financial system that is brought into PB is grouped into the following categories:

- Chart of Accounts
- Actuals and Budget

Data from the Human Resource system that is brought into PB is grouped into the following categories:

- Reference Tables
- Employees
- Position

Financial

Chart of Accounts

The Chart of Account codes in Financial will need to be brought into PB. Mappings of the elements will need to occur. For example, Fund in Financial may map to Fund in PB, Reporting Code in Financial to User Defined Dimension 1 and so forth. Conversions/interfaces will need to be created to pull each of the Dimension codes and related information fields from Financial to be loaded into PB, including rollup information.

Actuals and Budget

Data from the financial application is typically loaded into PB for Prior Year Actuals, Adopted Budget, Modified Budget, Encumbrances and Pre-encumbrances. Conversions/Interfaces will need to be created to load this data.

Human Resources

Reference Tables

PB has a series of tables that need to be populated from information contained in Human Resources to complete the salary and benefits projections. The following is a list of the reference information needed for integration from Human Resources to PB

1. **Grade**
   Grade information consists of the grades used in HRM along with some descriptive information.

2. **Step**
   Step information consists of the step codes used in HRM along with some descriptive information.

3. **Job Class (Job Title)**
   Job Class information consists of the Job Title information in HRM along with certain defaults that the user will need to input based on their needs.

4. **Salary Table Information**
   Salary table information including effective dates

5. **Fixed Cost**
   Fixed Cost amounts are used typically used for benefits and supplemental pays.

6. **Percent Cost**
   Percent Cost amounts are used typically used for benefits and supplemental pays.

7. **Benefit/Supplemental Pay Type**
   The different Types of Benefits and Supplemental Pays

8. **Benefit/Supplemental Pay Group**
   The different Groups of Benefits and Supplemental Pays

9. **Benefit Definition**
   Benefit Codes-Codes with Basic Information

10. **Category**
    Categories can be unions or represent the different Benefit Categories within a Union.

Employee Information

1. **Base Employee Data**
2. **Employee Supplemental Information**
3. **Employee Benefit Information**

Position Information

1. **Base Position Information**
2. **Position Allocation**

Appendix F-4 - Reports

Summary of Budget System Reports

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

Module	Tab ID	# Requirements
Budget	Report	89

Functional Category: Financial - Budget System

Vendor Response Codes:

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Reference Number	Business Requirements	Vendor Response	Comments
	GENERAL BUDGET REQUIREMENTS		
BU 8.00	System displays information graphically (i.e. pie chart, bar chart, graph).	R	Cognos can produce graphs.
BU 14.00	System provides an adhoc budget reporting tool.	R	Business Objects is packaged with PB for reporting
BU 21.00	System contains projects reports/inquiries by funding source and by project type.	R	(F) Formatted System Queries can be used to report by project, funding source and type. (R.) Reports can be written to produce the same information
BU 24.00	Provides standard reports by fund, organization, object code, and project code for budget preparation and control for fiscal year-to-date, monthly, quarterly and annual reports.	R	Cognos can provide this information
BU 26.00	System can create ad-hoc government-wide reports by chart of accounts level or user-defined fields.	R	Cognos can report from user-defined fields as well as the chart of account fields.
BU 27.00	System performs query operations on data fields.	R	Cognos can perform query operation on any data field
BU 30.00	System can create a budget report of employee related costs.	R	Cognos-Data is present in system

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Reference Number	Business Requirements	Vendor Response	Comments
BU 33.00	System permits view of standard, customized and ad-hoc reports on-line before printing.	R	(F) Formatted System Queries, (R) Cognos
	BUDGET PREPARATION		
BU 119.00	System provides reports/inquiries, including graphs, to accommodate analysis of historical trends.	R	Cognos allows the creation the needed information
BU 123.00	Document Publishing Features including:		
BU 123.03	Producing camera-ready output	R	Cognos and Patternstream (provided as bundled Third Party Products) can produce the information.
BU 127.00	Supports via report/inquiry estimating the annualized cost of requests in future years within budget issue request packages.	R	Cognos reports data associated with packages.
	ANALYSIS AND FORECASTING		
BU 228.00	System provides an analytical engine to "slice and dice" budget and actuals data via multidimensional views.	R	(F) Formatted System Queries and (R.) Cognos

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Reference Number	Business Requirements	Vendor Response	Comments
BU 235.18	Any funds which will be released due to encumbrances being greater than estimated expenditures	R	Reports can be written to compare the encumbrances to the estimated expenditures to identify amounts.
BU 235.19	Any additional funds required if estimated expenditures exceed encumbrances	R	Reports can be written to compare the encumbrances to the estimated expenditures to identify amounts.
BU 251.00	System provides tools to analyze departmental business program changes for impact on other departmental programs and for countywide impact.	R	Reports may be written to provide needed information, assuming data is in the system.
	REPORTING / INQUIRY		Business Objects is the reporting tool that we typically sell with PB.
BU 260.00	System generates financing summary (e.g., BIS), including budget status for official request (unmet/critical needs) and target budget to summarize S&EB, Services and Supplies, Other Charges, Fixed Assets, Intrafund Transfer/Interfund Revenues, Revenues.	R	Reports will need to be developed.
BU 261.00	System generates budget message summary, which includes mission statement, budget message, strategic plan statement and unmet/critical needs statement.	R	Reports will need to be developed.
BU 262.00	Provide standard, customizable, report/inquiry for analysis of budget vs. actual usage by item, organization and other user-defined fields.	R	Reports will need to be developed-Reports on actuals in PB.
BU 263.00	Provide a report/inquiry that identifies total actual and projected revenue by revenue class and revenue source (accounts) within organization.	R	Reports will need to be developed.

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Reference Number	Business Requirements	Vendor Response	Comments
BU 264.00	Provide a flexible report/inquiry that displays budget "forecast" by organization (budget unit) and account.	R	Reports will need to be developed.
BU 265.00	System generate budget baseline reports by fund and organization/budget unit.	R	Reports will need to be developed.
BU 266.00	System produces standard reports/inquiries that display fiscal forecast/projections by appropriation categories to determine unfunded requirements; Special Districts also calculate projected ending balance for the current year and for future years to determine viability of new	R	Reports will need to be developed.
BU 267.00	System provides a standard report/inquiry to analyze costs increases including S&S and Fixed Assets costs.	R	Reports will need to be developed-If data is in PB
BU 268.00	Provides a facility to analyze IT expenditures as provided by internal IT divisions and ISD and incorporate the IT expenditures into the BAP, which is approved by the CIO.	R	Reports will need to be developed-If data is in PB
BU 269.00	Provides a facility to analyze requests for Other Charges, including capital leases, Los Angeles County-Capital Asset Leasing (LAC-CAL), insurance, judgment and damages, equipment purchase via lease, and other specialized charges that vary by departments.	R	Reports will need to be developed-If data is in PB
BU 270.00	Provides a facility to analyze requests for Capital Projects.	R	Reports will need to be developed-If data is in PB
BU 271.00	Provides a facility to analyze costs and service levels provided by other County departments and tracks type of service being provided.	R	Reports will need to be developed-If data is in PB

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Reference Number	Business Requirements	Vendor Response	Comments
BU 272.00	System generates preliminary budget request incorporating CAO formats and reports (budget document submission requirements); some departments include both target budget and official budget (prioritized unmet needs/critical needs).	R	Reports will need to be developed-If data is in PB
BU 273.00	System provides S&S sub-object detail and detailed schedule of services received; Health Services includes services provided.	R	Reports will need to be developed-If data is in PB
BU 274.00	System provides S&S sub-object detail, which includes sub-account, description, current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance; Health Services includes two years of actuals.	R	Reports will need to be developed-If data is in PB
BU 275.00	System produces schedule of services received, which identifies S&S charges from other departments for services received and includes name of department providing services and dollar amounts; some departments include "other charges".	R	Reports will need to be developed-If data is in PB
BU 276.00	System produces IFT/revenue summary reports.	R	Reports will need to be developed-If data is in PB
BU 277.00	System produces schedule of services rendered - IFT/revenue by budget unit, which includes budget unit name and org number for unit providing services, budget unit name and org number for unit receiving services, interfund revenue account and amount.	R	Reports will need to be developed-If data is in PB
BU 278.00	System produces revenue detail report by budget unit, which includes revenue source code, description, current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance; Health Services includes two years of actuals.	R	Reports will need to be developed-If data is in PB
BU 279.00	System produces fixed assets equipment detail report (for equipment valued at $5,000 or over) by budget unit, which includes quantity, unit price, description, dollar amount, including trade-in value, if any; some departments include date of purchase, department section.	R	Reports will need to be developed-If data is in PB

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Reference Number	Business Requirements	Vendor Response	Comments
BU 280.00	System generates other charges detail report, which includes description, amount, amount for new LAC-CAL lease payments across six months, amount for prior LAC-CAL lease payments, capital lease payment, equipment lease payment, dollar financing, judgments, etc.	R	Reports will need to be developed-If data is in PB
BU 281.00	System generates bond and lease schedules, which includes description, amount, project, location (if applicable), departmental program and lease payment amount.	R	Reports will need to be developed-If data is in PB
BU 282.00	System generates summary of new LAC-CAL financed equipment acquisitions, which includes equipment descriptions, purchased values, quantity, useful life, amount for new LAC-CAL lease payments across six months, departmental function/program and justification of need.	R	Reports will need to be developed-If data is in PB
BU 283.00	System generates other financing uses report, which includes current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance; Health Services includes two years of actuals.	R	Reports will need to be developed-If data is in PB
BU 284.00	System generates capital projects request as provided by CAO Capital Projects to report on existing projects or to request new projects as funded by either general fund, the special funds or special districts funds; the report includes new and existing project descriptions.	R	Reports will need to be developed-If data is in PB
BU 285.00	System generates budget summary for other budgetary funds (special funds), which includes current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance, financing uses and available financing with detail.	R	Reports will need to be developed-If data is in PB
BU 286.00	System generates report that includes budget write-up for other budgetary funds (special funds), which includes narratives describing the fund; this applies to ACO fund, special revenues fund, etc., to reflect department expenditures from these funds.	R	Reports will need to be developed-If data is in PB
BU 287.00	System generates information technology budget request associated with official and target budget requests (separate submission of all IT expenditures reflected in the budget requests).	R	Reports will need to be developed-If data is in PB

Functional Category: Financial - Budget System

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Configuration (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
BU 288.00	System produces Health Center Location Detail report, which identifies budget summary detail by health center location and budget unit; includes current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance; Health Services	R	Reports will need to be developed-If data is in PB
BU 289.00	System produces Countywide Children's budget, which identifies funding that provides children's programs; this report is a subset of the departmental budget request.	R	Reports will need to be developed-If data is in PB
BU 290.00	System produces an overtime analysis report by utilizing 4 to 5 Fiscal Years actuals and budgets.	R	Reports will need to be developed-If data is in PB
BU 291.00	System generates board report, which compares the estimated actual expenditures to adopted budget, compares balances in commitments and prior year expenditure accruals and reports on overtime; includes a list of each budget adjustments separately and provides explanations.	R	Reports will need to be developed-If data is in PB
BU 292.00	System generates CAO departmental walk-through and S&EB walk-through reports.	R	Reports will need to be developed-If data is in PB
BU 293.00	System produces a capital projects summary report by supervisory districts.	R	Reports will need to be developed-If data is in PB
BU 294.00	System produces a capital projects summary report by department/program.	R	Reports will need to be developed-If data is in PB
BU 295.00	System produces a capital projects budget detail report by department/program.	R	Reports will need to be developed-If data is in PB

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Reference Number	Business Requirements	Vendor Response	Comments
BU 296.00	System generates comparative analysis reports that show prior, current and projected costs by account at the lowest account level, i.e., minor object.	R	Reports will need to be developed-If data is in PB
BU 297.00	System generates proposed departmental sub-object expenditure and revenue report; some departments prepare the initial drafts.	R	Reports will need to be developed-If data is in PB
BU 299.00	Provide a report/inquiry that displays supplemental amount based on difference between ending fund balance minus prior estimated fund balance (e.g., proposed plus final changes plus adopted budget, etc.).	R	Reports will need to be developed-If data is in PB
BU 300.00	Provide a report/inquiry that displays the final current year-end cumulative balances of balance sheet accounts (e.g., reserves and designations, etc.).	R	Reports will need to be developed-If data is in PB
BU 301.00	System provides a report/inquiry that displays the final budget including capital projects addendum for submission to the Board of Supervisors and State Controller's Office.	R	Reports will need to be developed-If data is in PB
BU 302.00	System generates all auditor and budget schedules mandated by State Controller.	R	Data for Auditor schedules typically not in PB. Create using Pattern Stream.
BU 305.00	System provides a report/inquiry that displays year-end revenues and expenditures.	R	Reports will need to be developed-If data is in PB
BU 306.00	System provides a report/inquiry that projects year-end revenues and expenditures.	R	Reports will need to be developed-If data is in PB

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Reference Number	Business Requirements	Vendor Response	Comments
BU 307.00	System provides a report/inquiry to reconcile adjusted budget data with approved budget adjustments (budget analysts).	R	Financial Information. If budget adjustments are initiated on the financials side, a report can be created to check the figures.
BU 308.00	System produces a BSR by department/program level and by fund to reflect projection of actual financial activity (i.e., expenditure, revenue, balance sheet, commitments, accruals and overtime).	R	Reports will need to be developed-If data is in PB
BU 309.00	System generates performance measures reports, which include performance indicators (i.e., input, workloads/output, efficiency, effectiveness/outcome and objective); each department creates its own indicators that are relevant to the mission.	R	Reports will need to be developed-If data is in PB
BU 310.00	System generates departmental detail summary report reflecting target and official budget request, which provides lower level account detail for informational purposes; columns include current budgeted FY, current estimated FY, proposed FY, change from budget.	R	Reports will need to be developed-If data is in PB
BU 311.00	System generates departmental program summary report reflecting target budget request, which includes columns for program description, gross appropriation, IFT/revenue, NCC, unavoidable fixed cost, NCC savings and budgeted positions.	R	Reports will need to be developed-If data is in PB
BU 312.00	Provide flexible tool to analyze and review budget and compensation information.	R	Reports will need to be developed-If data is in PB
BU 313.00	Provide report/inquiry that illustrates how positions are filled by organization, address and item and other user-defined fields, e.g., ordinance, budgeted, how-filled, vacant, etc.	R	Reports will need to be developed-If data is in PB
BU 316.00	Provide a standard, customizable, report that displays total positions by fund, organization, bargaining unit and item and other user-defined fields.	R	Reports will need to be developed-If data is in PB

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NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
BU 320.00	Provide standard, customizable report that details S&EB expenditure information by account from financial system by item, organization and other user-defined fields.	R	Reports will need to be developed-If data is in PB
BU 321.00	Provide a report/inquiry that identifies total salary amount by organization, item, bargaining unit, benchmark and other user-defined fields.	R	Reports will need to be developed-If data is in PB
BU 322.00	Provide a report/inquiry that identifies the percentage of total revenues applied to salaries by dividing total revenues by total salaries within organization.	R	Reports will need to be developed-If data is in PB
BU 323.00	Provide a standard, customizable, report/inquiry that identifies EB rates based on actuals from G/L EB accounts using historical percentages, moving averages, negotiated adjustments, etc., including fixed and salary driven EB.	R	Reports will need to be developed-If data is in PB
BU 324.00	Provide a report/inquiry that identifies estimated budget for each EB based on calculated rates as required by item and organization.	R	Reports will need to be developed-If data is in PB
BU 325.00	Provide a report/inquiry that displays salary savings by item and organization.	R	Reports will need to be developed-If data is in PB
BU 326.00	Provide a report/inquiry that identifies step placement salary savings to estimate unused funds available using actual salary costs (employee step placement/rate) vs. budgeted salary amounts (highest step placement/max rate).	R	Reports will need to be developed-If data is in PB
BU 327.00	Provide a report/inquiry that displays salary savings from turnover to estimate how many budgeted positions may not be filled on average and estimate unused salary funds available.	R	Reports will need to be developed-If data is in PB

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Reference Number	Business Requirements	Vendor Response	Comments
BU 329.00	Provide a report/inquiry that displays percentage for Comp-NCC1 (cost to the County for S&EB) and Comp-NCC2 (incremental S&EB cost) by item and program/organization.	R	Reports will need to be developed-If data is in PB
BU 331.00	Provide a report/inquiry that displays revenue amounts by program associated with item from identified budget phase.	R	Reports will need to be developed-If data is in PB
BU 332.00	Provide a report/inquiry that displays S&EB Net by combining max/weighted salary amounts and benefit amounts by item and subtracting salary savings. This should display multiple items by organization.	R	Reports will need to be developed-If data is in PB
BU 333.00	Budget baseline reports/inquiries, including item number, item sub-letter, item, item year, ordinance position, months/days (total months/days budgeted for item by sub-letter).	R	Reports will need to be developed-If data is in PB
BU 334.00	System generates S&EB reports by fund and organization, i.e., budget unit.	R	Reports will need to be developed-If data is in PB
BU 335.00	System generates departmental summary organization chart for budgeted positions, which reflects the budgeted positions for each section/level based on the budget request (target budget), summarizes new requested and existing positions; revised based on proposed budget and included in	R	Organizational Charts-Can provide position information and the organizations/other Dimension information that the positions are in.
BU 336.00	System generates position details report by budget unit, which include columns for current budget, item number and sub-letter, item description, bargaining unit, current budgeted positions, gross salary budget, ordinance positions, etc.; also include column to show conversions from months/days/hours/sessions/visits to FTEs (position count).	R	Reports will need to be developed-If data is in PB
BU 337.00	System generates other salaries and wages details report by budget unit, which include description, Chart of Account elements, current and proposed budgeted amounts and variance; includes overtime standby pay, call-back, sick leave, etc.	R	Reports will need to be developed-If data is in PB

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Reference Number	Business Requirements	Vendor Response	Comments
BU 338.00	System generates EB details by budget unit report, which include description, current and proposed budgeted amounts and variance; includes retirement, workers' compensation, disability, etc.	R	Reports will need to be developed-If data is in PB
BU 339.00	System generates item control report, which includes budgeted item number, sub-letter, year adjustment code (if applicable), description, operating program and unit (fund/org), vacant positions, incumbent's name, employee number, actual payroll item number, filled or overhired	R	Reports will need to be developed-If data is in PB
BU 340.00	System generates salary savings report/inquiry to estimate unused funds available using actual salary costs (employee step placement/rate) vs. budgeted salary amounts (highest step placement/max rate).	R	Reports will need to be developed-If data is in PB
BU 343.00	System generates departmental target and official appropriation, revenue, employee benefit amount, ordinance and budgeted positions report.	R	SBFS projections will need to be run and Reports will need to be developed-If data is in PB
BU 345.00	System provides a report/inquiry that displays salary rates that will act as item baseline for creating salary adjustments; baseline is generally the highest known salary adjustment (calc date, calc note, calc schedule, calc min rate, calc max rate) approved by the BOS (Compensation/HR	R	Reports will need to be developed-If data is in PB
BU 346.00	System provides a report/inquiry to calculate the incremental cost of base and other adjustments across the duration of scenarios distributing costs across the subsequent twelve months period, i.e., increment (Compensation/HR system).	R	Reports will need to be developed-If data is in PB

Appendix G-4 – Business Processes (Application Functionality)

Business Module / Area	Business Function
Performance Budgeting	
	Budget Chart of Accounts
	Budget Stages
	Budget Forms
	Salary and Benefits Forecasting (SBFS)
	Projections and Allocations
	Import/Export

Appendix H-4 – System Performance

No changes required to this appendix for eCAPS Phase II.

Please refer to Appendix H of eCAPS Project Contract 74797.

Appendix I-4 – Subproject Architecture and Schematic

Background

The County is currently undertaking an upgrade of CAPS. CAPS is based on the older AMS Government Financial System (GFS). CAPS will be upgraded to the Release 3 version of AMS Advantage® Financial Management, the current version and successor to GFS. The upgraded system will become eCAPS and represents Phase I. The County is planning an eCAPS Phase II that will include the implementation of the Performance Budgeting functionality of AMS Advantage. As part of Phase II, the AMS Advantage Performance Budgeting module will be introduced into eCAPS to support the performance budgeting functionality.

The Performance Budgeting module is part of the AMS Advantage solution family and follows the same technical architecture implementation used in Phase I: IBM AIX application servers using Oracle 9i and Microsoft Windows platforms. This appendix outlines the incremental hardware resource requirements needed to support the eCAPS Phase II Performance Budgeting implementation.

Technical Architecture 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, CGI-AMS defines additional assumptions:

- There will be a total of 500 additional eCAPS users that will be added for Performance Budgeting. CGI-AMS assumes that there will be no more than 200 additional concurrent users for performance budgeting functions; 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)
- The activity of an average user will consist of 4 complex query requests per hour, such as budget totals calculations
- There are currently 7,000 budget lines for the CAO
- There will be approximately 3,000 positions
- The eCAPS chart of accounts and budget structures will be used
- Business Intelligence (reporting): The County has elected to use the Cognos products for business intelligence including query and reporting functions. This appendix does not address any incremental hardware/software requirements to support BI for eCAPS Phase II. Accordingly, the performance budgeting impact on the data warehouse is unknown until a firmer understanding is obtained during the

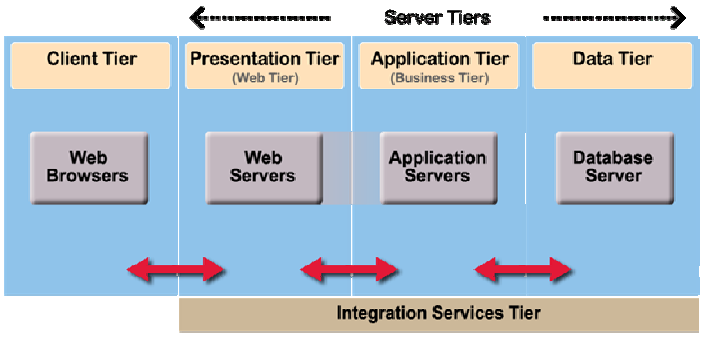
implementation analysis of the Phase II Subproject 4. For the purposes of this appendix, we assume that there may be upwards of a 25% increase in activity.

Consistent with the eCAPS Phase I technical environment, the County must ensure 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 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
- High speed peripherals such as printers and tape backup systems

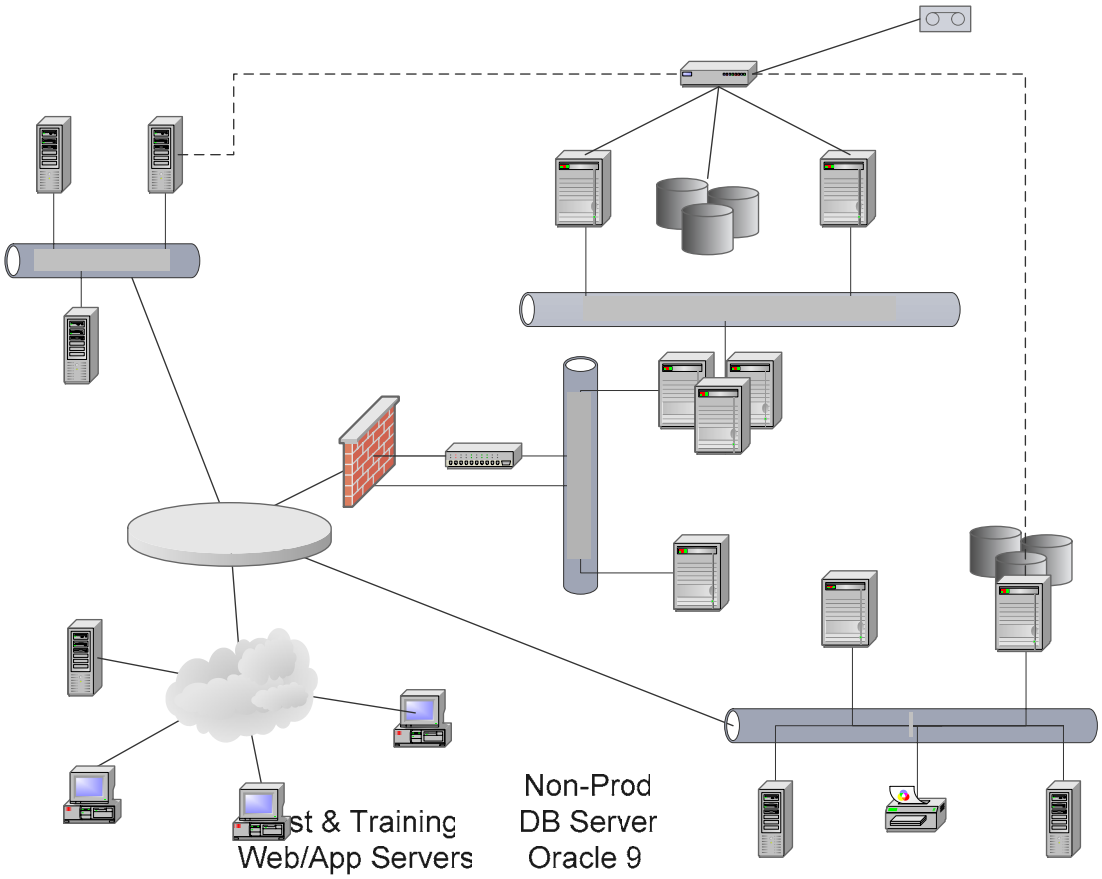
Target Platform

The eCAPS technical architecture consists of different logical tiers with four major logical tiers: client tier, presentation tier, application tier, and data tier. There are other tiers, such as integration services that provide additional support services for interface processing.



eCAPS Phase II (performance budgeting) will operate in the same eCAPS target platform: IBM AIX for the web, application, and database servers. This appendix addresses the server hardware requirements to support eCAPS Phase II performance budgeting processing, assuming that the Phase I technical architecture is in place. AMS Advantage is implemented as a J2EE standard application. IBM WebSphere Application Server is the J2EE application server used by the eCAPS technical architecture. The database server will be Oracle 9i (standard and RAC), the same as the eCAPS database implementation.

The following diagram defines a high level logical technical architecture for eCAPS Phase II for illustration purposes only. Since Phase II is based on the AMS Advantage solution, this diagram is nearly identical to the one depicted for eCAPS Phase I; Phase II for performance budgeting now includes the addition of a portal server to support single sign-on (SSO). For SSO support, CGI-AMS has adopted the approach of using portals as the authenticating front-end. AMS Advantage supports the JSR168 Portlet standard and has developed a Portlet that allows SSO integration with a Portal-based SSO solution using the SAML-based token SSO approach. SSO implementation requires that the County acquire and implement a JSR168 compliant portal server.



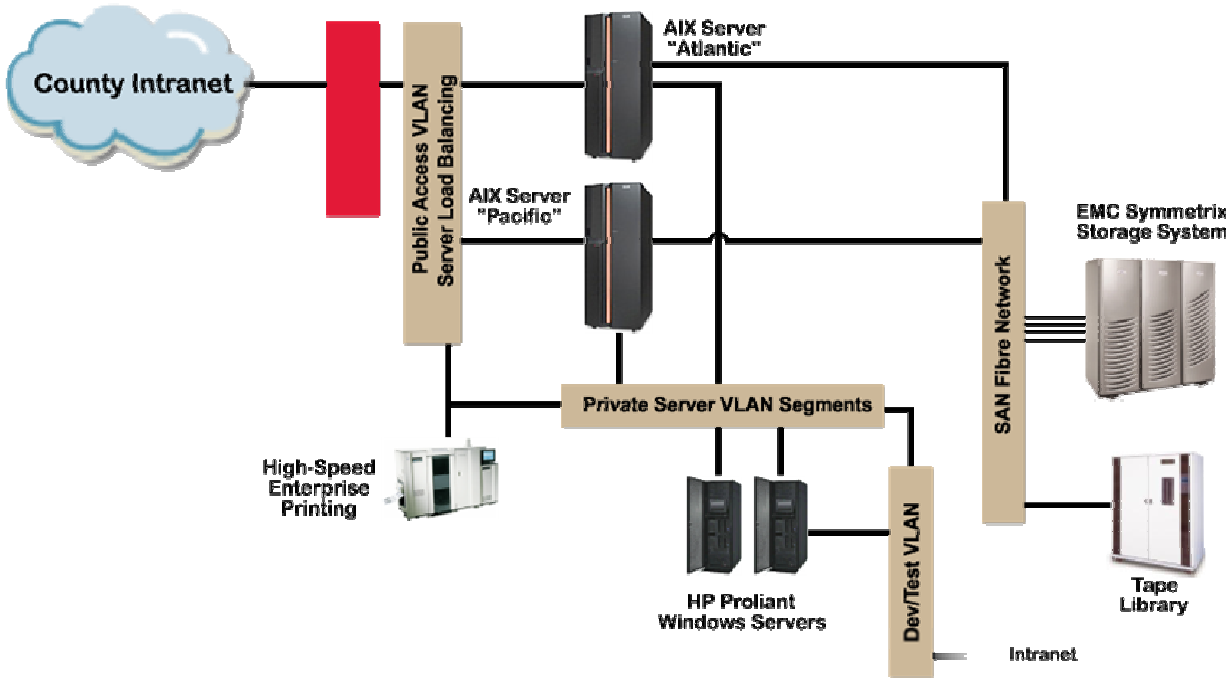
As a further illustration of the of the technical architecture platform for eCAPS Phase II, the following diagram illustrates physical server topology. The actual network connectivity may be different and is used only to show logical connections between the physical servers. Based on the currently planned eCAPS Phase I technical architecture, there are two IBM pSeries 690 (AIX) servers that are configured with multiple logical partitions (LPARs). The LPARs are defined to support various logical server functions, such as Intranet Web servers, portal servers, application servers, database servers,

Production DB Server
Oracle 9i on AIX

Development
Test

Application

reporting servers, and more for production and non-production environments. As part of the hardware topology, there are Windows servers (HP ProLiant servers) to support other functions, such as ETL processes (unless the County elects to use AIX). Phase II incremental hardware requirements would require the allocation of additional processing capacity and potentially additional LPARs within the existing AIX servers or the addition of more physical servers, depending upon the County's approach to addressing the Phase II processing needs.



Raw Capacity Requirements

The chosen platform and agreed upon configuration must support the following minimum raw capacity requirements 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.

Processor and Memory Capacity – The target platform will be an AIX implementation using the Power4+ 1.9GHz processors, consistent with the current eCAPS technical architecture which includes IBM pSeries 690 servers. The minimum number of processors for the Intranet web servers and the application servers is 4-6 processors. For flexibility and full utilization of the processor capacity, a minimum of 16GB to 24GB of memory is required. The upper range of processors represents a higher degree of support for failover and peak processing. The lower range represents more modest redundancy. The County should allocate this capacity across redundant physical servers in order to support a minimum level of physical fail over services. The County is currently implementing this approach with eCAPS using two IBM pSeries 690 servers.

The County should adjust the processor requirements to reflect any additional failover standards required by the County.

The database server requires 4 additional processor and 16GB of memory. This capacity includes contingency for database failover support. Database failover is achieved through the County's implementations of HACMP when configuring an IBM AIX installation. Additionally, the implementation of Oracle 9i RAC may be necessary for database failover support.

As stated earlier in this section, a JSR168 compliant portal server is required to support SSO. CGI-AMS has tested the IBM WebSphere Portal solution. IBM WebSphere portal requires a minimum a single processor with 2GB of memory with an additional processor and 2GB for 100% failover. CGI-AMS has categorized the IBM WebSphere Portal as an AIX implementation. IBM WebSphere Portal can also be supported under Windows in order to reduce the overall price point for both software and hardware. This is at the discretion of the County.

The County must consider allocating more resources to the existing pSeries 690 servers to accommodate the requirements for eCAPS Phase II or introducing new servers. For example, the long range plans for eCAPS expansion may exceed the expansion capabilities of the current servers. At the time of this writing, the new processor standard for the AIX-based servers is the POWER5, introduced in the IBM eServer p5 server series. The County should consider the new servers, if the County decides to acquire new servers.

The report server is a separate database server used for business intelligence processing (e.g., reports) that is separate from the operational database used by eCAPS. Due to the lack of information pertaining to future data warehouse usage patterns, it is unclear what the impact performance budgeting will have on the eCAPS data warehouse.

The County will need a technical environment to support other production services. For price/performance, AMS Advantage will require the following Windows/Intel capacity support (using the Intel Pentium Xeon 3.0GHz processor or better:

- Conversion/ETL services: 2 processors and 6GB of memory
- Configuration management and deployment: 2 processors and 4GB of memory

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 conversion/ETL services solution leverages the Data Integrator ETL product. Data Integrator supports multiple platforms, including Windows and AIX. However, the non-Windows version of Data Integrator represents a higher cost.

The County has selected the Cognos products as their Business Intelligence (BI) tools and will be responsible for any Cognos implementation requirements for eCAPS Phase II. Additionally, the County will be responsible for addressing any query and reporting (Q&R) needs that are beyond the delivered base AMS Advantage Q&R capabilities or

defined in the Phase II statement of work (SOW). Hardware resource requirements for Cognos and other BI areas are beyond the scope of this appendix.

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. Additionally, the County will need a technical environment to support a non-production environment in support of the eCAPS Subproject 4 and ongoing maintenance:

- 4 processors and 24GB of memory for the non-production web, application, and database server support
- This capacity can support 5-8 application environments, assuming that there will not be more than 12 concurrent users connected to each non-production application environment. Non-production environments consist of application environments to support testing (e.g., user acceptance testing) and training (e.g., in support of instructor led training) environments. Additional processors may be required if the County desires full physical separation of application environments. However, if the County upgrades or supplements the current IBM pSeries 690 servers to the IBM eServer p5 servers using the Power5 processors, micro-partitioning can also be used to support “physical” separation of application environments

Each application developer or advanced IT system/application administrator will require a Windows 2000 Workstation or Windows XP Professional PC workstation with a minimum of a single Intel Pentium 3.0GHz processor or better and 1GB of memory or better. This assumes that each developer will use the shared non-production database server for their development/unit test database.

Disk Storage

Each physical server and logical partition (LPAR) should be configured with a minimum of 3 (three) 36GB 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 much lower amount of disk storage than the 3x36GB RAID5 local storage requirement. The additional disk storage capacity will allow for establishing different application versions within the same LPAR. If the County eventually adopts the eServer p5 servers, then the County has the option to 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. The exception to this guidance is the business intelligence servers. For these servers, 3 (three) 73GB 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 II. The estimated number of cached reports should be validated during implementation analysis.

To support high volume Phase II 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 135GB of additional usable disk space for production database storage, with assumption of 3 years of data (1 current year, 2 previous years).

The initial implementation of eCAPS Phase II may not fully use the incremental eCAPS disk space defined above, depending upon final implementation decisions (e.g., historical conversion needs). Additionally, the County must adjust this amount if RAID1 is chosen (disk mirroring) and to accommodate BCV processing. For example, if the County elects to use RAID1, then the 244GB (3 years of data) becomes 488GB. This becomes 293GB for RAID5 storage. Each BCV split also requires the same amount of storage: 488GB RAID1 or 293GG RAID5 for each BCV Split.

Until additional information is gathered during the implementation analysis “envision” phase of the Phase II Subproject 4, the County should reserve a minimum of 500GB of additional usable disk storage (independent of RAID configuration and BCV implementation) to support the data warehouse, test databases, training databases, and other non-production database need. CGI-AMS assumes that minimal data will be used to support the non-production databases (less than 20GB for each non-production application environment and less than 5GB for each developer). We assume one full production-sized test database. Storage needs must be further defined during the eCAPS Phase II Subproject 4.

Summary

The primary production eCAPS Phase II servers for performance budgeting will be based on IBM Power4+ 1.9GHz or better processors, consistent with the current eCAPS technical architecture configuration. Considering price/performance, some supporting services will be implemented on Microsoft Windows Servers using the Intel Xeon 3.0GHz or better processor. The total capacity requirements, based on the assumptions and requirements outlined in this appendix are summarized in the table below. When amounts are specified as a range, the lower number represents the recommended minimum amount. The upper end of the range simply represents additional capacity for failover or peak processing that should be considered by the County. The lower number of the range already includes some nominal failover capacity.

Additionally, the physical configuration of the processing capacity may require additional processors due to server configuration constraints; another reason for specifying a range. A logical partition, or LPAR, can not use fractional processing capacity of a physical processor unless the newer POWER5 based servers are used. The latest IBM eServer p5 Servers support Server Virtualization through micro-partitioning and virtual I/O. Using Server Virtualization, the CPU granularity is no longer physical processors.

	Number of Processors	**Amount of Memory**
IBM Power4+ Environment		
eCAPS Production Portal, Web, Application, and Database servers with failover capacity	9-12	34-46GB
Non-production environments	4	24GB
Data Warehouse	1	4GB
Total IBM Power4+	14-17	54-66GB
Intel Xeon Environment		
Other production services (3-5 servers, depending upon physical redundancy required)	4	10GB
Total Intel Xeon Environment	4	10GB

The above processing capacity is to be used by the County for planning purposes, and represents the expected maximum resource requirement based on the usages and assumptions defined in Appendix H and Appendix I of the Phase I SOW and this Appendix I-4 for Phase II. Given the phased implementation approach for eCAPS, some of the processing capacity may be redundant; no assumptions were made for the reuse of existing eCAPS processing capacity. For example, the Windows server supporting the ETL processing for Phase II could potentially use some of the processing capacity from the eCAPS Phase I implementation, thus reducing the Microsoft Windows needs.

Disk storage requirements and assumptions are outlined in the preceding section. Operational database needs is summarized as 135GB of usable storage for three years. The County should use this base amount to determine total needs, such as additional production sized databases for non-production usage (e.g., volume or conversion testing) as well as smaller databases to support testing, training, and development.

Appendix J-4 - Configurations and Customizations

Summary of Budget System Business Requirements with Configurations, Customizations, or Provided in Next Version.

This inculdes all requirements with a vendor response of 'C', 'T', or 'NV'.

Module	Tab ID	# Requirements
Budget System	CTNV	11

Vendor Response Code Definitions:

C = Configuration (requiring changes to underlying source code)
T = Configuration Using Built-In Toolset (survives software upgrades)
NV = Provided in the Very Next Version

Functional Category: Financial - Budget System

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Configuration (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
	GENERAL BUDGET REQUIREMENTS		
BU 39.00	Budget system uses the same baseline chart of account information (e.g., accounts, organizations, funds, etc.,) as the Finance module.	T	Chart of account information in PB uses the data from the Financial Module. PB needs to be configured separately to reflect the fields and setup in Financial. Certain data conversions may be necessary as the data in PB is not stored exactly in the manner as Financials.
	BUDGET PREPARATION		
BU 124.00	System serves as a data warehouse for performance data.	T	Depending on the data needs additional fields may be required that are added through the built-in Toolset.
BU 131.00	Provide a budget tool that produces new budget year and baselines	NV	The rollover process in scheduled for release 1.6.
BU 134.00	System provides an on-line facility to input requests for S&S and Fixed Assets increases from appropriate departmental managers, which includes priority number, justification, justification category, revenue offset, position offset (e.g., to reflect off-set from position to contractor), savings, etc.	T	(F) Itemization allows the capture of the information (T) The itemization screen can be customized to capture all the needed information.
BU 144.00	System provides an on-line facility to input requests for additional and replacement vehicles; may be handled through central fleet or Accumulated Capital Outlay (ACO) fund.	T	Itemization may need to be configured for needed fields.

Functional Category: Financial - Budget System

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Configuration (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
BU 145.00	System provides an on-line facility to input requests for IT equipment, software, services, assets, maintenance and future programs; may be handled through central IT coordinator, who also coordinates BAP process	T	Itemization may need to be configured for needed fields.
BU 146.00	System provides an on-line facility to input requests for Other Charges, including capital leases, Los Angeles County-Capital Asset Leasing (LAC-CAL), insurance, judgment and damages, equipment purchase via lease, and other specialized charges that vary by department.	T	Itemization may need to be configured for needed fields.
BU 147.00	System provides an on-line facility to input requests for Capital Projects; may be handled through central facility coordinator; should include priority number, capital project number, justification, justification category, financing sources, Board District, description, estimated cost.	T	Itemization and Budget Forms may need to be configured for needed fields.
	SALARY AND POSITION BUDGETING		
BU 194.00	System provides an on-line facility to input new positions and overtime requests which includes priority number, item number, classification, justification, justification category, revenue offset, position offset, existing or new program, organization.	T	Budget Form position lines is used to request new positions. (T) Additional fields may be necessary.
	ADDITIONAL REQUIREMENTS		
BU 350.00	Establishing Performance Budgeting segment in the Reporting Data Warehouse for long term analysis and comparison of budgets at multiple stages.	NV	Building Data Warehouse for Performance Budgeting is under consideration for Release 3.6/1.6 or 3.7/1.7.

Functional Category: Financial - Budget System

Vendor Response Codes:

F = Fully Provided "Out-of-the-Box"
R = Provided with Reporting Tool
T = Configuration Using Built-In Toolset (survives software upgrades)
TP = Third Party Software Required
NV = Provided in the Very Next Version
C = Configuration (requiring changes to underlying source code)
NA = Not Available

Reference Number	Business Requirements	Vendor Response	Comments
BU 352.00	Provide for workflow capabilities on budget documents for review and approval purposes.	NV	Workflow has been identified as an enhancement to be considered in Release 3.6/1.6 or 3.7/1.7.

Appendix K-4 - Training Volumes

eCAPS Training Areas	Session Duration Hrs	Number of Users	Number of Sessions
End User Training			
Budget System			
Functional Training (Trainers)	8	115	6
System Administration	16	10	1
Departmental Rollout	8	500	25
End User Training Totals	32	625	32
Project Team Training			
Functional	4	20	1
Subject Matter Expert Orientation	2	20	1
Technical Training			
AMS Advantage 3 Application Programming	20	10	1
AMS Advantage 3 Utilities	6	10	1
Project Team Training Totals	32	60	4
TRAINING TOTALS	64	685	36

Notes:
(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) Initial Trainer training is for 115 CAO staff and Departmental training is for 500 end-users.

Appendix L-4: Legacy Reports

CAO Reports

Rpt ID	Report Title	Dist
BCPPS001	CP: PROJECT DETAIL BY DEPARTMENT.	
BCPPS002	CP: SUMMARY OF AVAIL FIN FOR PROP BUDG BOOK - PROP COL ONLY	
BCPPS003	CP: SUMMARY OF APPROP & AVAIL FIN BY FUND FOR PROP BUDG BOOK	
BCPPS004	CP: PROJ DTL BY DEPT FOR PROP BUDG BOOK (PROP COL ONLY)	
BCPPS005	CP: SUBPROJ DTL BY DEPT (1 COL ONLY)	
BCPPS006	CP: SUBPROJ DTL BY SUP DISTRICT	
BCPPS007	CP: TABLE OF CONT FOR THE PROP BUDG BOOK	
BCPPS008	CP: SUMMARY OF AVAILABLE FINANCING	
BCPPS009	CP: SUMMARY OF APPROP & AVAIL FIN BY FUND	
BCPPS010	CP: SUBPROJ DTL BY DEPT WALKTHRU	
BCPPS011	CP: SUBPROJ DTL BY SUP DISTRICT WALKTHRU	
BCPPS012	CP: PROJ DTL BY DEPT (BCPPS001 W/ PG NOS)	
BCPPS013	CP: SUBPROJ DTL BY DEPT W/O TITLE (SAME AS 001)	
BCPPS014	CP: LISTING OF NEGATIVE FUND BALANCE	
BCPPS015	CP: COMP OF CAP_PROJ FUND BAL VS CAO_BUDG_WORK FUND BAL TOTAL	
BCPPS016	CP: LISTING OF NEGATIVE FUND BALANCE	
BCPPS017	CP: COMP OF CAP_PROJ FUND BAL VS CAO_BUDG_WORK FUND BAL TOTAL	
BCPPS018	CP: LISTING OF NEGATIVE FUND BALANCE	
BCPPS019	CP: COMP OF CAP_PROJ FUND BAL VS CAO_BUDG_WORK FUND BAL TOTAL	
BCPPS026	CP: BCPPS001 GRAND TOTAL-PROJECT DETAIL BY DEPT.	
BCPPS027	CP: BCPPS010 G TOTAL - SUBPROJ DTL BY DEPT WALTHRU	
BCPPS028	CP: BCPPS012 GRAND TOTAL-PROJ. DETAIL BY DEPT.	
BCPPS029	CP: BCPPS013 GRAND TOTAL-SUBPROJ. DETAIL BY DEPT.	
BCPPS030	CP: FACILITY SUMMARY OF CAPITAL PROJECTS/REFURBISHMENTS	
BCPPS031	CP: SUP. DIST. SUMMARY OF CAPITAL PROJECTS/REFURBISHMENTS	
BCPPS032	CP: LISTING OF NEGATIVE FUND BALANCE	
BCPPS033	CP: COMPARISON OF CAP_PROJ FUND BAL. VS. CAO_BUDG_WORK FUND BAL. TOTAL	
BCPPS10B	CP: SUBPROJ DTL BY BUDGET UNIT WALKTHRU	
BCPPS30A	CP: FUNCTION SUMMARY OF CAPITAL PROJECTS/REFURBISHMENTS	
BDOPS001	DSO: INTRAFUND TRANSFER LISTING FOR CAO.	
BDOPS002	DSO: REVENUE LISTING FOR CAO.	
BDOPS003	DSO: MASTER INTRAFUND TRANSFER LISTING FOR ALL	

Rpt ID	Report Title	Dist
	DEPARTMENTS.	
BDOPS004	DSO: MASTER REVENUE LISTING FOR ALL DEPARTMENTS.	
BDOPS005	DSO: VS BUDGET VERIFICATION REPORT FOR IFT LISTING FOR DEPTS.	
BDOPS006	DSO: VS BUDGET VERIFICATION REPORT FOR REV LISTING FOR DEPTS.	
BDOPS007	DSO: DATA INPUT LISTING - IFT	
BDOPS008	DSO: DATA INPUT LISTING - REVENUE.	
BDOPS009	SUMMARY OF SERVICES RENDERED	
BDOPS010	SUMMARY OF SERVICES RECEIVED	
BFRPS001	BIS:FINANCING USES/REVENUE BY FUNCTION GROUP	
BFRPS002	BIS:NET TOTAL BY DEPARTMENT WITHIN FUNCTION BY LEVEL 1 ORG	
BFRPS003	BIS:NET COUNTY COST BY DEPARTMENT WITHIN FUNCTION	
BFRPS004	BIS: NET TOTAL, REV, & NET CO COST BY LEVEL 1 ORGS	
BFRPS005	BIS: NET TOTAL, REV, & NET CO COST BY FUNCTION GROUP	
BFRPS006	BIS: NET TOTAL BY DEPARTMENT	
BFRPS007	BIS: COMPARATIVE REVENUE	
BFRPS008	BIS: FINANCING USE/DETAIL REV BY ORG (USE FOR LEV 1&2 ORGS)	
BFRPS009	BIS:FINANCING USE/DETAIL REVENUE BY SUMCODE	
BFRPS010	BIS: ROLL UP OF FIN REQ & AVAIL FIN BY GF.	
BFRPS011	BIS: CONTRIBUTIONS TO HOSPITAL ENTERPRISE FUNDS	
BFRPS012	BIS: HOSPITAL ENTERPRISE FUND OP EXP/DETAIL OP REV REPORT	
BFRPS013	BIS: SUMMARY OF ENTERPRISE HOSPITALS	
BFRPS014	BIS: HEALTH SRV GF DEPARTMENTAL SUMMARY INCL HOSP ENTR FUNDS	
BFRPS015	BIS: FIN USE/DETAIL REVENUE BY ORG	
BFRPS016	BIS: FINANCING USE/DETAIL REVENUE BY SUMCODE	
BFRPS017	BIS: FINANCING REQUIREMENTS COMPARISON	
BFRPS018	BIS: FINANCING REQUIREMENTS COMPARISON	
BFRPS019	BIS: FINANCING USE/DETAIL REVENUE BY ORG	
BFRPS020	BIS: FINANCING USE/DETAIL REVENUE BY SUMCODE	
BFRPS021	BIS: COUNTY FACT SHEET INCLUDING CHANGE FROM ADJ ALLOWANCE	
BFRPS022	BIS: COUNTY FACT SHEET INCLUDES % CHANGE	
BFRPS023	BIS: FINANCING REQ AND AVAIL FIN COMPARISON SUMM BY FUND	
BFRPS024	BIS: NET TOTAL, REV, & NET CO COST BY SUMCODE	
BFRPS025	BIS: NET TOTAL, REV, & NET CO COST BY SUMCOE & CAO DIVISIONS	
BFRPS027	BIS: FIN REQ & AVAIL FIN COMPARISON SUMMARIES BY FUND	
BFRPS036	GF DELIB WALKTHRU BY ORG (LEV 1 & 2)	
BFRPS037	TOTAL GF DELIB WALKTHRU	
BFRPS038	HOSP DELIB WALKTHRU BY HOSP	

Rpt ID	Report Title	Dist
BFRPS039	TOTAL HOSP DELIB WALKTHRU	
BFRPS040	DELIB WALKTHRU BY ORG (LEV 1 & 2)	
BFRPS041	DELIB WALKTHRU BY ORG (LEV 1 & 2)	
BFRPS042	TOTAL OTHER PROP DELIB WALKTHRU	
BFRPS043	TOTAL DELIB WALKTHRU	
BFRPS046	BIS: COUNTY FACT SHEET INCLUDES % CHANGE	
BFRPS047	PUBLIC WORKS SUMMARY FOR ALL FUNDS (FINAL CHGS AND ADOPT).	
BFRPS049	FUND TOTALS (PHASE DRIVEN)	
BFRPS050	FUND TOTALS (ADJUSTED ALLOWANCE)	
BFRPS051	BIS: PUBLIC WORKS SUMMARY FOR ALL FUNDS	
BFRPS054	GANN REPORT	
BFRPS056	INTERFUND REVENUE REPORT	
BFRPS058	INTERFUND REVENUE REPORT	
BFRPS08B	BIS:FINANCING USE/DETAIL BY ADC	
BFRPS15B	BIS: FIN USE/DETAIL REVENUE BY ADC	
BFRPS19B	BIS: FIN USE/DETAIL REVENUE BY ADC	
BFRPS21A	BIS: COUNTY FACT SHEET INCL TRIAL COURTS	
BFRPS37A	TOTAL GF DELIB WALKTHRU	
BFRPS37B	TOTAL GF DELIB WALKTHRU	
BFRPS49A	FUND TOTALS - GENERAL COUNTY ONLY	
BFRPS49B	FUND TOTALS (FY - 1 ACTUALS)	
BFRPS49C	FUND TOTALS (FY -2 ACTUALS)	
BFRPS50A	FUND TOTALS - ADJ ALLOW WITH TRIAL CRTS	
BFRPS55A	DISC. REVENUE - FIN REQ.(ADJ ALLOW)	
BFRPS55B	DISC. REVENUE - FIN REQMT	
BFRPS57A	DISC. REVENUE - AVAIL FIN (ADJ ALLOW)	
BFRPS57B	DISC. REVENUE - AVAIL FINANCE	
BFRPS57C	DISC. REVENUE - AVAIL FINANCE W/O DC(ADJ_ALLOW)	
BFRPS57D	DISC. REVENUE - AVAIL FINANCE W/O DC	
BPBPS001	PROP BUDGET:FINANCING USES/REV BY DEPT FOR ANY ORG LEVEL	
BPBPS002	PROP BUDGET:FINANCING USES/REVENUE BY SUMCODE	
BPBPS003	PROP BUDGET: ROLL UP OF FIN REQ AND AVAILABLE FIN BY GF	
BPBPS004	PROP BUDGET: ANALYSIS OF FIN SOURCES BY SOURCE BY FUND - S 5	
BPBPS005	PROP BUDGET: CONTRIBUTIONS TO HOSPITAL ENTERPRISE FUNDS	
BPBPS006	PROP BUDGET: HOSPITAL ENTRPRS FUND OP EXP/DET OP REV REPORT	
BPBPS007	PROP BUDGET: SUMMARY OF ENTERPRISE HOSPITALS	
BPBPS008	PROP BUDGET: HEALTH SRV GF DEPT SUM INCLUDE ENTPRS FUNDS	
BPBPS009	PROP BUDGET: GENERAL COUNTY FIN REQUIREMENTS	

Rpt ID	Report Title	Dist
	COMPARISON	
BPBPS010	PROP BUDGET: GENERAL CO ANALYSIS OF FIN SRC BY SRC BY FUND	
BPBPS011	PROP BUDGET: FIN REQ AND AVAIL FIN COMPARISON BY ORG	
BPBPS012	PROP BUDGET: FIN REQ & AVAIL FIN COMPARISON SUMMAR BY SUMCODE	
BPBPS013	PROP BUDGET: FIN REQ & AVAIL FIN COMPARISON SUMMARY BY FUND	
BPBPS014	PROP BUDGET: FIN REQ COMPARISON BY SUMCODE	
BPBPS015	PROP BUDGET: FIN REQ COMPARISON BY SUMCODE	
BPBPS016	PROP BUDGET: FIN REQ & AVAIL FIN COMPARISON BY ORG	
BPBPS017	PROP BUDGET: FIN REQ & AVAIL FIN COMPARISON BY FUND	
BPBPS018	PROP BUDGET: DEPT REPORTS WITH DETAIL BY LEVEL 2	
BPBPS019	PROP BUDGET: FINANCING ELEMENTS	
BPBPS01B	PROP BUDGET:FINANCING USES/REV BY DEPT FOR ANY ORG LEVEL	
BPBPS020	PROP BUDGET: ANALYSIS OF FIN SOURCES BY SOURCE BY FUND - S 5	
BPBPS021	PROP BUDGET: FIN REQ COMPARISON BY SUMCODE	
BPBPS022	PROP BUDGET: NONDEPARTMENTAL REVENUE SUMMARY	
BPBPS023	PROP BUDGET: PUBLIC WORKS SUMMARY FOR ALL FUNDS.	
BPBPS024	SD Financing Sources	
BPBPS02B	PROP BUDGET:FINANCING USES/REVENUE BY SUMCODE	
BPBPS11A	PROP BUDGET: FIN REQ AND AVAIL FIN COMPARISON BY NAME	
BPBPS11B	PROP BUDGET: FIN REQ AND AVAIL FIN COMPARISON BY ORG	
BPBPS12B	PROP BUDGET: FIN REQ & AVAIL FIN COMPARISON SUMMAR BY SUMCODE	
BPBPS16A	PROP BUDGET: FIN REQ & AVAIL FIN COMPARISON BY NAME	
BPBPS16B	PROP BUDGET: FIN REQ & AVAIL FIN COMPARISON BY ORG	
BPBPS17B	PROP BUDGET: FIN REQ & AVAIL FIN COMPARISON BY FUND	
BPBPS18B	PROP BUDGET: DEPT REPORTS WITH DETAIL BY LEVEL 2	
BPBPS23B	PROP BUDGET: PUBLIC WORKS SUMMARY FOR ALL FUNDS.	
BPBPS25B	PROP BUDGET: DEPT REPORTS WITH DETAIL BY LEVEL 1	
BSSPS001	S & EB SPREADSHEETS (file available for import to Excel)	
BSSPS002	COUNTYWIDE SUMMARY - S & EBS	
BSSPS003	EMPLOYEE BENEFITS BY ORG	
BSSPS004	BUDGETED AND ORDINANCED POSITIONS	
BSSPS005	NET BUDGETED SALARIES BY ORG	
BSSPS006	ORG - SALARIES and EBS BY BARGAIN UNIT	
BSSPS007	COUNTYWIDE SALARY/EB TOTALS BY BARGAIN UNIT/DEPT NO	
BSSPS008	COUNTYWIDE SALARY GRID	
BSSPS009	AVERAGE PERCENT INCREASE BY BARGAIN UNIT	

Rpt ID	Report Title	Dist
BSSPS14A	BUDGETED POSITION-GENERAL COUNRT W/TRAIL CRTS	
BSSPS14B	BUDGETED POSITION-OLD FORMAT	

Auditor Reports

PROPOSED BDGT SCH - AC PROGRAMS (SHARED PROPOSED/FINAL BUDGET PGM'S)

Rpt ID	Report Title	Dist
SAP0000	Consolidated Budget Summary FY xxxx-xx	
S1P0000	Summary of County Budget by funds	
S2P0000	Analysis of Fund Balance Unreserved/Undesignated	
S3P0000	Detail of Provisions for Reserves/Designations	
S4P0000	Summary of Estimated Additional Financing Source	
S4AP0000	Analysis of Revenue by Fund	
S7P0000	Summ of County Financing Requirements by Function & Fund	
S8P0000	Summary of County Financing Requirements	
S8AP0000	Sched of Co. Specific Financing Uses by Budget Unit by Function and Activity	
S10AP000	Summary of Internal Service Funds	
S10BP000	Analysis of Fund Balance Unreserved/Undesignated - Internal Services Fund	
S10CP000	Detail of Provisions for Reserves/Designations – Internal Services Fund	
S11P0000	Waterworks District Operating Plan	
S11AP000	Summary of Hospital and Other Enterprise Funds	
S11BP000	Analysis of Fund Balance Unreserved/Undesignated - Hosp & Other Enterprise Fund	
S11CP000	Detail of Provisions for Reserves/Designations - Hosp & Other Enterprise Fund	
S13P0000	Summary of Special District Budgets	
S14P0000	Analysis of Fund Balance Unreserved/Undesignated - Special Districts	
S15P0000	Detail of Provisions for Reserves/Designations - Special Districts	
S16PD000/S16P3005	Special District Detail	
S16P0000/S16P3000	Special District Summary	
S16PS000/S16P3010	Special District Special Summary	
S16PR000/S16PR300	Special Districts Revenue Detail - Summary	
S16PSR00/S16PSR30	Special Districts Revenue Detail - Special Summary	
S16PSD00	Special Districts - Fire Dept by Level 2	
SBP0000	Summary Special District Budget Financing Requirements	

BUDGET RESOLUTION - PROPOSED BUDGET

Rpt ID	Report Title	Dist
BR10000P	Summary of Approriations + Appropriation for Contingencies	
BR20000P	General Fund - Detail B.U.	
BR30000P	Special Funds - Detail B.U.	
BR3A000P	Debt Service Funds - Detail B.U.	
BR40000P	Captial Projects - Detail	
BR5A000P	Hospital Enterprise Funds - Detail	
BR50000P	Other Enterprise Funds - Detail	
BR60000P	Hospital & Other Enterprise Funds - Summary	
BR6A000P	Summary of Internal Service Funds	
BR70000P	Special Districts - Detail	
BR80000P	Summary of County Budget by Funds/Summary of Special Districts	
BR90000P	Cancellation of Prior Year Reserves/Designations/Detail of Provisions for Reserves/Designations	

BUDGET RESOLUTION - FINAL CHANGES

Rpt ID	Report Title	Dist
BR10000P	Summary of Approriations + Appropriation for Contingencies	
BR20000P	General Fund - Detail B.U.	
BR30000P	Special Funds - Detail B.U.	
BR3A000P	Debt Service Funds - Detail B.U.	
BR40000P	Captial Projects - Detail	
BR5A000P	Hospital Enterprise Funds - Detail	
BR50000P	Other Enterprise Funds - Detail	
BR60000P	Hospital & Other Enterprise Funds - Summary	
BR6A000P	Summary of Internal Service Funds	
BR70000P	Special Districts - Detail	
BR80000P	Summary of County Budget by Funds/Summary of Special Districts	
BR90000P	Cancellation of Prior Year Reserves/Designations/Detail of Provisions for Reserves/Designations	

BUDGET RESOLUTION - ADOPTED BUDGET

Rpt ID	Report Title	Dist
BR10000A	Summary of Approriations + Appropriation for Contingencies	
BR20000A	General Fund - Detail B.U.	
BR30000A	Special Funds - Detail B.U.	
BR3A000A	Debt Service Funds - Detail B.U.	

BR40000A	Captial Projects - Detail	
BR5A000A	Hospital Enterprise Funds - Detail	
BR50000A	Other Enterprise Funds - Detail	
BR60000A	Hospital & Other Enterprise Funds - Summary	
BR6A000A	Summary of Internal Service Funds	
BR70000A	Special Districts - Detail	
BR80000A	Summary of County Budget by Funds/Summary of Special Districts	
BR90000A	Cancellation of Prior Year Reserves/Designations/Detail of Provisions for Reserves/Designations	

SUPPLEMENTAL BUDGET RESOLUTION

Rpt ID	Report Title	Dist
BR10000S	Summary of Approriations + Appropriation for Contingencies	
BR20000S	General Fund - Detail B.U.	
BR30000S	Special Funds - Detail B.U.	
BR3A000S	Debt Service Funds - Detail B.U.	
BR40000S	Captial Projects - Detail	
BR5A000S	Hospital Enterprise Funds - Detail	
BR50000S	Other Enterprise Funds - Detail	
BR60000S	Hospital & Other Enterprise Funds - Summary	
BR6A000S	Summary of Internal Service Funds	
BR70000S	Special Districts - Detail	
BR80000S	Summary of County Budget by Funds/Summary of Special Districts	
BR90000S	Cancellation of Prior Year Reserves/Designations/Detail of Provisions for Reserves/Designations	
SR10000	Schedule of Changes from Initial Budget Resolutions for FY xxxx-xx	

FINAL BUDGET SCHEDULES

Rpt ID	Report Title	Dist
FB5A0000/FB5A3000	HE - Detail & Summary	
FBCHE000	Contribution to Hospital Enterprise Funds - GF	

- AC PROGRAMS (SHARED PROPOSED/FINAL BUDGET PGM'S)

Rpt ID	Report Title	Dist
SAF0000	Consolidated Budget Summary FY xxxx-xx - Sch A	
S1F0000	Summary of County Budget by funds	
S2F0000	Analysis of Fund Balance Unreserved/Undesignated	

S3F0000	Detail of Provisions for Reserves/Designations	
S4F0000	Summary of Estimated Additional Financing Source	
S4AF0000	Analysis of Revenue by Fund	
S7F0000	Summ of County Financing Requirements by Function & Fund	
S8F0000	Summary of County Financing Requirements	
S8AF0000	Sched of Co. Specific Financing Uses by Budget Unit by Function and Activity	
S10AF000	Summary of Internal Service Funds	
S10BF000	Analysis of Fund Balance Unreserved/Undesignated - Internal Services Fund	
S10CF000	Detail of Provisions for Reserves/Designations - Internal Services Fund	
S11F0000/S11F3000	Waterworks District Operating Plan	
S11AF000	Summary of Hospital and Other Enterprise Funds	
S11BF000	Analysis of Fund Balance Unreserved/Undesignated - Hosp & Other Enterprise Fund	
S11CF000	Detail of Provisions for Reserves/Designations - Hosp & Other Enterprise Fund	
S13F0000	Summary of Special District Budgets	
S14F0000	Analysis of Fund Balance Unreserved/Undesignated - Special Districts	
S15F0000	Detail of Provisions for Reserves/Designations - Special Districts	
S16FD000/S16F3005	Special District Detail	
S16F000/S16F3000	Special District Summary	
S16FS000/S16F3010	Special District Special Summary	
S16FR000/S16FR300	Special Districts Revenue Detail - Summary	
S16FSR00/S16FSR30	Special Districts Revenue Detail - Special Summary	
S16FSD00	Special Districts - Fire Dept by Level 2	
SBF0000	Summary Special District Budget Financing Requirements	

Other Reports

Rpt ID	Report Title	Dist
ACBPS004	SHC 5 Analysis of financing fund	
ACBPY16b	SHC 10 Internal Service Fund (includes 2 types of funds)	
ACBPS01b	GF - BU @ Lev1	
ACBPS18b	GF - BU @ Lev1/Lev2	
ACBPSX1b	GF - BU @ Lev2	
ACBPS02b	GF - Summaries	
ACGFSUMM	General Fund Summary - All Budget Units	
ACBPY11b	Debt Service - BU @ Lev1	
ACBPS11b	SF - BU @ Lev1	
ACBPX11b	SF - BU @ Lev2	

ACBSMB	SF - BU @ Lev2 (special - Meas B/LAC-ACO)	
ACBPS12b	SF - Summaries	
ACBPZ11b	Other Funds - BU @ Lev1	
ACBPS019	Financing Elements	
SCF0000	Capital Projects - Summary	
ACPPS004	Capital Projects - Detail	
ACBPS16b	Other Ent Fds - BU @ Lev1	
ACBPX16b	Other Ent Fds - BU @ Lev2	
ACBPS022	Non-Dept Rev - Detail	
ACBPS008	HS/GF Dept Summary including HE	
ACBPS23b	PW - Summary	
ACBPS024	Analysis of Financing sources by Source by Fund - Sch 16 (Spec Dist)	

Appendix M-4 – Subproject 4 Assumptions

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 II – Budget System Subproject 4. For purposes of this appendix, the Budget System means the AMS Advantage Performance Budgeting application.

The assumptions represent and provide further clarification of CGI-AMS's Statement of Work (SOW) Narrative (Exhibit A-4), Deliverables Definition (Appendix A-4) and Subproject Plan (Appendix B-4). These assumptions are intended to establish a clear understanding between the County and CGI-AMS; thereby, avoiding unwanted surprises during Subproject 4 execution.

The SOW Narrative (Exhibit A-4) and Deliverables Definition (Appendix A-4) describe the Tasks, Work Products, and Deliverables to be completed by CGI-AMS for the eCAPS Phase II Budget System Subproject 4. In order for the Subproject 4 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 II Budget System Subproject plan.

Organization

The eCAPS Phase II – Budget System Subproject 4 assumptions provided in this appendix are aligned with the SOW sections, as follows:

- Section I - Implementation Methodology
- Section II – Project Management
- Section III – Software Application
- Section IV – Business Requirements and Reporting
- Section V – Technical
- Section VI – Change Management
- Section VII – Maintenance and Support.

Appendix M-4 – Budget System Subproject 4

Section I – Implementation Methodology

This section of the SOW provides an overview of the CGI-AMS standard implementation methodology that CGI-AMS will use to implement the County's Budget System. It describes in narrative fashion the Tasks, Work Products, and Deliverables to be completed by CGI-AMS within each of the three implementation phases (i.e., Envision, Create, and Achieve). CGI-AMS's assumptions for the County's responsibilities are provided below. Additional implementation-related assumptions are provided under Section VI – Change Management.

Envision Phase

I.1 Prototyping of County budgeting business process will be based upon the business requirements outlined in Appendix C-4. The prototyping environment will be created by the County and will require an installed system environment of the AMS Advantage Performance Budgeting module.

I.2 Product training during the envision phase will be limited to maximum of 25 team members and other County subject matter experts.

I.3 The initial roll-out of the Budget System will be centralized within the CAO's office. CGI-AMS has included County-wide training as part of this contract when the application is rolled out to departments.

I.4 The County shall review, provide feedback, and approve deliverables on a timely basis.

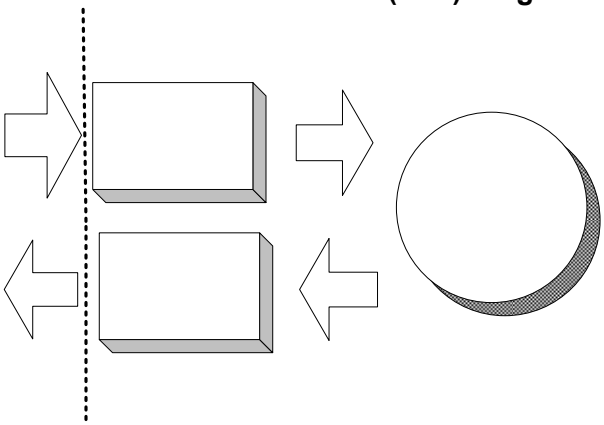
Create Phase

I.5 For the inbound system interfaces, the County will extract data from the external systems and provide it in the file format prescribed by CGI-AMS. CGI-AMS will transform this data into the AMS Advantage format and load the inbound system interface files into eCAPS. If necessary, the County will be responsible for the analysis, planning, designing and developing of modifications to the external systems software to support the inbound interfaces.

I.6 Outbound system interfaces shall be created by CGI-AMS by extracting data from eCAPS and transforming this data into the file formats defined by the County as prescribed by external entities, if necessary. County staff or the staff of the external systems accepting the eCAPS-generated files will load the files into their respective systems. If necessary, the County will be responsible for the analysis, planning, designing and developing of modifications to the external systems software to support the outbound interfaces.

I.7 A diagram illustrating the extract, transform, and load activities referenced in assumptions I.5 and I.6 is provided as Exhibit M-1 below.

Exhibit M-1 – Extract-Transform-Load (ETL) Diagram



I.8 eCAPS software construction activities will be a shared responsibility between County and CGI-AMS staff as described in the following responsibility matrix (Exhibit M-2). Additional assumptions associated with the development of software for data conversion, system interfaces, and reports are provided in Appendix M-4 sub-sections: IV – Business Requirements & Reporting and V – Technical.

Exhibit M-2 – 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
User Interface Configurations	County	Design, develop, and test configurations to Performance Budgeting screen labels, errors messages, and field-level edits for the Performance Budgeting implementation
Application Customizations	CGI-AMS	Design, develop, and test software customizations to the AMS Advantage application in response to the County's business requirements as stated in Appendix C-4 and as refined and prioritized during the Fit-Gap Analysis
Departmental / Legacy Data	County	Design, develop, and test data conversion software to support the

Task	Lead	Description
Conversion		County's requirements for converting data residing in departmental / legacy systems (as identified in Appendix E-4)
Data Cleansing	County	Design, develop, and test procedures and software for cleansing and correcting all data to be used as input to the Performance Budgeting conversion process and in the application databases after execution of the conversion
Inbound System Interfaces	CGI-AMS	Design, develop, and test coordination of interfacing files to be submitted to and processed by Performance Budgeting from other department systems or external entities
Outbound System Interfaces	CGI-AMS	Design, develop, and test coordination of interfacing files to be transmitted by Performance Budgeting to other department systems or external entities. CGI-AMS staff will create these files based on the formats and specifications provided by the County
Inbound System Interfaces	County	Coordinate and extract data for the inbound interfaces and software updates to the external systems
Outbound System Interfaces (Testing Coordination)	County	Coordinate the testing of the outbound interfaces with staff responsible for supporting the external systems and software updates to the external systems

I.9 The number of interfaces to be developed by CGI-AMS for this Subproject 4 is identified in Appendix D-4. The County may request the development of additional interfaces through the Change Control Process of the SLA.

Achieve Phase

I.10 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 setup
- Verify converted data
- Verify software migration
- Backup production data prior to cutover

I.11 The County will be responsible for determining the parameters for reports distribution to facilitate the viewing, printing, and routing of Budget System operational reports.

I.12 The County will be responsible for any manual data conversion as identified in the Implementation Analysis Document which will be approved by the County.

I.13 The County will be responsible for legacy system updates, if required.

I.14 The County will be responsible for providing the data to create the budget book and reviewing the budget book for completeness.

Section II – 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 Budget System Subproject 4. CGI-AMS's assumptions for the County's responsibilities and other project management-related activities are provided below.

II.1 The County and CGI-AMS will follow a closely coordinated and collaborative approach to project management.

II.2 The County will supply the project infrastructure necessary to support the co-location of the County-CGI-AMS team and completion of project tasks. The County will also provide off-hours building access to CGI-AMS staff and VPN connections to CGI-AMS corporate databases, as needed.

II.3 The County and CGI-AMS Team Leads will jointly maintain the Budget System Subproject plan and provide status reporting on project progress to County and CGI-AMS eCAPS Project Management Team.

Section III – Software Application

This section of the SOW narrative presents an overview of the AMS Advantage Performance Budgeting application and third-party software products that CGI-AMS will install in the Budget System technical environments. It also describes how CGI-AMS will confirm and document the proper installation of these software products. CGI-AMS's assumptions for the County's responsibilities to facilitate the installation of these components are provided below:

III.1 The County will perform the Tasks necessary to establish the technical environments to support the Budget System Subproject 4 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, and establishment of network and Internet access.

Section IV – Business Requirements and Reporting

This section of the SOW narrative presents an overview of the CGI-AMS approach for conducting the Functional Analysis (i.e., prototyping and Fit-Gap Analysis) of the County's business requirements and developing the eCAPS reporting strategy. In this section, CGI-AMS has provided a list of key assumptions related to reporting as the assumptions related to the Functional Analysis have been provided under Section I – Implementation Methodology.

IV.1 The SOW narrative and Subproject plan were prepared with the understanding that the CGI-AMS infoAdvantage reporting tool will not be used to support the County's reporting requirements, instead the County and CGI-AMS will use Cognos.

IV.2 Wherever possible, the County will leverage the use of AMS Advantage Performance Budgeting online inquiry windows and ad hoc queries/reports using Cognos in lieu of creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

IV.3 The County will assign functional and technical staff with sufficient knowledge of departmental systems to participate in a review of the information provided in the reports listed in Appendix L-4 –Legacy Reports Inventory. CGI-AMS shall provide assistance in confirming the AMS Advantage Performance Budgeting data sources and Performance Budgeting reports providing the information for the legacy reports are included in Appendix L-4.

IV.4 The County will develop business scenarios; CGI-AMS will develop prototyping scripts. CGI-AMS will be responsible for selecting the options for addressing County's business requirements during the prototyping sessions.

Section V – 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. The following assumptions describe the County's responsibilities in these areas.

Technical Assumptions

V.1 The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI-AMS's warranty and maintenance provisions.

Data Conversion Assumptions

V.2 Data Junction (provided as bundled Third-Party Products) will be the primary tool used for data conversion. Custom (non-Data Junction based) data conversion will be limited to the extent possible.

V.3 In accordance with Appendix E-4, 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.

V.4 The County will provide subject matter experts (SME) and legacy system staff to work with CGI-AMS.

System Interface Assumptions

V.5 Data Junction and SysManUtil will be the primary tools used for system interface development. Custom system interfaces will be limited to the extent possible.

V.6 The County will be responsible for the coordination and execution of interface testing with any entities external to the County and the County departments interfacing data to and from the Budget System.

Section VI – Change Management

This section of the SOW narrative presents an overview of CGI-AMS's Tasks for change management and training. In this section, CGI-AMS has provided a list of the County's responsibilities in this area.

VI.1 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 on-going basis upon the implementation of the Budget System.

VI.2 The County will be primarily responsible for developing the departmental roll-out plan for the Budget System.

VI.3 The County will be primarily responsible for updating the operations and implementation readiness assessment checklists for central Budget System processes, distributing the checklists to the departments, collecting the responses, evaluating the responses, addressing the change management issues, and implementing the change management plan.

VI.4 The County will be responsible for creating and updating fiscal policies and procedures and any department-specific procedures and manuals. CGI-AMS will provide an AMS Advantage Performance Budgeting procedures manual that can serve as a reference guide to assist the County's end user community in entering data into the Budget System tables and documents.

Section VII – Maintenance and Support

This section of the SOW narrative presents an overview of CGI-AMS's Tasks for AMS Advantage Performance Budgeting maintenance and support. In this section, CGI-AMS has provided a list of the County's responsibilities in this area.

VII.1 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.

Payment Milestone	Deliverables	Due Date	*Deliverable Amount*	*Hold Back (15%)*	***Invoice Amount***
1.1.7	Budget System Project Control Document	5/3/05	$ 9,000	$ 1,350	$ 7,650
1.2.6	Budget System Kick-off	5/3/05	$ 15,000	$ 2,250	$ 12,750
1.3.4	Project Management Deliverables including Monthly Status Reports (billed monthly @ $40,357)	7/14/05	$ 565,000	$ 84,750	$ 480,250
2.1.4	Establish Budget System Prototyping Environment	5/10/05	$ 35,000	$ 5,250	$ 29,750
2.2.1.4	Budget System Product Training	5/25/05	$ 35,000	$ 5,250	$ 29,750
2.2.2.7	Budget System Prototype Scripts	5/19/05	$ 25,000	$ 3,750	$ 21,250
2.2.4.8	Budget System Fit-Gap Analysis Report	7/29/05	$ 211,000	$ 31,650	$ 179,350
2.2.5.8	Technical Specifications Document	6/30/05	$ 50,000	$ 7,500	$ 42,500
2.2.8.6	Budget System Implementation Analysis Document	8/17/05	$ 150,000	$ 22,500	$ 127,500
3.1.7	Budget System Software Installation	5/27/05	$ 60,000	$ 9,000	$ 51,000
3.2.1.4	Budget System Inbound Interface Design	8/19/05	$ 108,750	$ 16,313	$ 92,438
3.2.1.7	Budget System Inbound Interface Software	9/9/05	$ 163,125	$ 24,469	$ 138,656
3.2.2.4	Budget System Outbound Interface Design	9/9/05	$ 65,250	$ 9,788	$ 55,463
3.2.2.7	Budget System Outbound Interface Software	9/30/05	$ 97,875	$ 14,681	$ 83,194
3.2.3.3	Budget System Report Designs (75)	8/26/05	$ 287,100	$ 43,065	$ 244,035
3.2.3.5	Budget System Reports/Forms Software (75)	10/28/05	$ 582,900	$ 87,435	$ 495,465
3.2.5.6	Budget System Control Tables Set-up	9/7/05	$ 70,000	$ 10,500	$ 59,500
3.2.5.12	Budget System Salary Budget Forecast Table Set-up	9/30/05	$ 70,000	$ 10,500	$ 59,500
3.2.6.6	Security Set-up for Budget System Support	11/9/05	$ 38,140	$ 5,721	$ 32,419
3.2.7.10	Budget System Data Conversion Software	10/26/05	$ 215,000	$ 32,250	$ 182,750
3.2.8.7	Support for Data Cleansing Preparation for Budget System	11/9/05	$ 25,000	$ 3,750	$ 21,250
3.3.4.7	Completed Test Support for Budgeting (integrated, acceptance, performance, and regression testing)	11/23/05	$ 651,100	$ 97,665	$ 553,435
3.4.1.1.3	Training Environment Software Installation and Set-up for Budget System	5/27/05	$ 35,000	$ 5,250	$ 29,750
3.4.1.2.5	Training Plan for Budget System	9/28/05	$ 10,000	$ 1,500	$ 8,500
3.4.1.3.5	Training Materials for Budget System	11/23/05	$ 25,000	$ 3,750	$ 21,250
3.4.1.4.4	System Administration Training for Budget System	12/2/05	$ 20,000	$ 3,000	$ 17,000
3.4.1.5.5	Train Trainers for Budget System	12/23/05	$ 30,000	$ 4,500	$ 25,500
3.4.1.6.6	End User Training Support for Budget System	1/24/05	$ 35,000	$ 5,250	$ 29,750
3.4.2.6	User Documentation for Budget System	10/26/05	$ 32,000	$ 4,800	$ 27,200
3.4.3.1.7	Operational Readiness Assessment Support	12/16/05	$ 15,000	$ 2,250	$ 12,750
3.4.3.2.7	Implementation Readiness Assessment Support	1/12/06	$ 10,000	$ 1,500	$ 8,500
4.1.3	Production Environment Software Installation and Set-up for Budget System	12/9/05	$ 35,000	$ 5,250	$ 29,750
4.2.3	Mock Conversion Results for Budget System	12/23/05	$ 33,000	$ 4,950	$ 28,050
4.3.1.5	Production Cutover Script for Budget System	1/17/06	$ 32,260	$ 4,839	$ 27,421
4.3.9	Support for Budget System Production Cutover	1/31/06	$ 65,000	$ 9,750	$ 55,250
4.4.4	Post Implementation Support 1	2/1/06	$ 61,625	$ 9,244	$ 52,381
4.4.5	Post Implementation Support 2	3/1/06	$ 61,625	$ 9,244	$ 52,381
4.4.6	Post Implementation Support 3	4/3/06	$ 61,625	$ 9,244	$ 52,381
4.4.7	Post Implementation Support 4	5/1/06	$ 61,625	$ 9,244	$ 52,381
4.4.8	Post Implementation Support 5	6/1/06	$ 31,250	$ 4,688	$ 26,563
4.4.9	Post Implementation Support 6	7/3/06	$ 31,250	$ 4,688	$ 26,563
4.4.10	Post Implementation Support 7	8/1/06	$ 31,250	$ 4,688	$ 26,563
4.4.11	Post Implementation Support 8	9/1/06	$ 31,250	$ 4,688	$ 26,563
4.5.3	Budget Book Design	3/28/06	$ 25,000	$ 3,750	$ 21,250
4.5.5	Support for Publishing Proposed Budget	5/23/06	$ 87,000	$ 13,050	$ 73,950
4.5.7	Support for Publishing Final Budget	7/4/06	$ 20,000	$ 3,000	$ 17,000
4.6.5	Departmental Roll-out Training Plan	5/19/2006	$ 15,000	$ 2,250	$ 12,750
4.6.7	Co-trainer Refresher Course	8/9/2006	$ 15,000	$ 2,250	$ 12,750
4.6.9	Roll-out Departmental Support	11/22/2006	$ 155,000	$ 23,250	$ 131,750
	3rd party payment	5/15/2005	$ 35,440		$ 35,440
	Release with hold (33%)	7/1/2006			$ 227,453
	Release with hold (67%)	1/25/2007			$ 461,798
	Total Payments and Holdbacks.		**$ 4,630,440**	**$ 689,250**	**$ 4,630,440**

This payment schedule assumes CGI-AMS will be engaged on all five eCAPS Phase II Statements of Work
The payment schedule presented above is based upon all exhibits and appendices for the eCAPS Phase II amendment
The payment dates and ability to deliver on key milestone dates presented above assume a project start date no later than April 20, 2005

Exhibit C-4 – Rates

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit C of eCAPS Project Contract 74797.

County of Los Angeles
eCAPS Phase II - Budget System
CGI-AMS
Exhibit D-4 - Project Schedule
March 31, 2005

ID	Task Name	Duration	Start	Finish
0	**eCAPS Budget System Subproject**	**413 days**	**Mon 4/18/05**	**Wed 11/22/06**
1	**1 PLANNING & MANAGEMENT**	**320 days**	**Mon 4/18/05**	**Fri 7/14/06**
2	**1.1 Update eCAPS Project Control Document for Budget System (incl. plan, PM strategies, etc.)**	**12 days**	**Mon 4/18/05**	**Tue 5/3/05**
10	**1.2 Budget System Kick-off**	**12 days**	**Mon 4/18/05**	**Tue 5/3/05**
17	**1.3 On-Going Project Management**	**320 days**	**Mon 4/18/05**	**Fri 7/14/06**
22				
23	**2 ENVISION PHASE**	**87 days**	**Mon 4/18/05**	**Wed 8/17/05**
24	**2.1 Establish Budget System Prototype Environment & Install 3rd Party Software**	**17 days**	**Mon 4/18/05**	**Tue 5/10/05**
29	**2.2 Budget System Functional Analysis**	**87 days**	**Mon 4/18/05**	**Wed 8/17/05**
84				
85	**3 CREATE PHASE**	**197 days**	**Mon 4/18/05**	**Tue 1/24/06**
86	**3.1 Technical Environment Set-up**	**30 days**	**Mon 4/18/05**	**Fri 5/27/05**
94	**3.2 Budget System Software Construction and Configuration**	**80 days**	**Thu 7/21/05**	**Wed 11/9/05**
161	**3.3 Budget System Testing**	**73 days**	**Mon 8/22/05**	**Fri 12/2/05**
189	**3.4 Preparations for Implementation - Budget System**	**177 days**	**Mon 5/16/05**	**Tue 1/24/06**
249				
250	**4 ACHIEVE PHASE**	**261 days**	**Thu 11/17/05**	**Wed 11/22/06**
251	**4.1 Production Environment Setup**	**15 days**	**Thu 11/17/05**	**Fri 12/9/05**
255	**4.2 Data Conversion Preparation**	**20 days**	**Mon 12/12/05**	**Tue 1/10/06**
260	**4.3 Production Cutover**	**37 days**	**Thu 12/8/05**	**Tue 1/31/06**
276	**4.4 Budget System Post Implementation Support**	**174 days**	**Wed 2/1/06**	**Mon 10/2/06**
288	**4.5 Technical Support for FY 2006-2007 Budget Development**	**110 days**	**Wed 2/1/06**	**Tue 7/4/06**
296	**4.6 Department Roll-out Support**	**166 days**	**Wed 4/5/06**	**Wed 11/22/06**

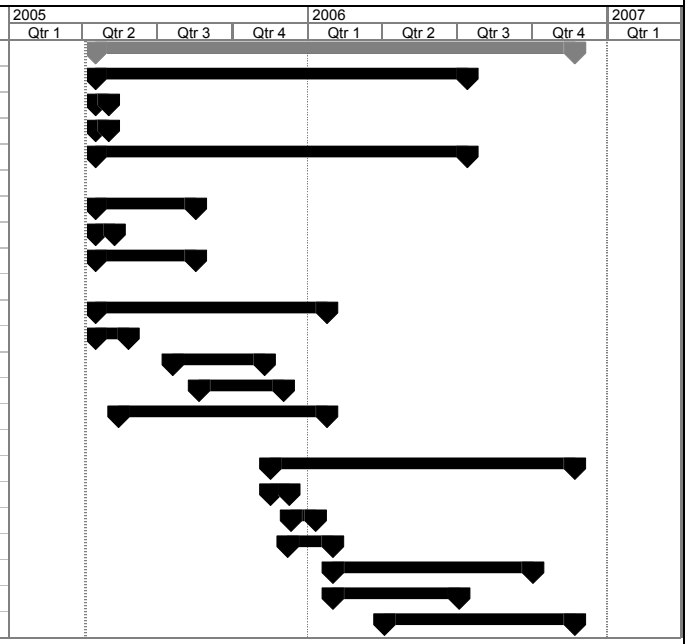


Exhibit E-4 – Maintenance Provisions

Please refer to Appendix A which is an addendum to Exhibit E as amended.

Exhibit F-4 – Confidentiality Agreement

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit F of eCAPS Project Contract 74797.

Exhibit G-4 – EEO Certification

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit G of eCAPS Project Contract 74797.

Exhibit H-4 – License Provisions

Please refer to Appendix A which is an addendum to Exhibit H as amended.

Exhibit I-4 – County Mandated Provisions

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit I of eCAPS Project Contract 74797.

TABLE OF CONTENTS

Introduction

Section I – Implementation Methodology

1. Overview of Implementation Methodology
2. Project Work Products

Section II – Project Management

1. Project Management
2. Planning
3. Project Site
4. Communications
5. Staffing

Section III – Software Application

1. Software Description
2. Software Application Installed
3. Third Party Products

Section IV – Business Requirements

1. Business Requirements

Appendices

A-5. Deliverables Definition
B-5. Subproject Plan
M-5. Subproject Assumptions

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI-AMS (formerly American Management Systems, Inc.) to deliver services for the eCAPS Phase II – Legacy Systems Analysis Subproject 5 described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eCAPS Phase II – Legacy Systems Analysis Subproject 5 engages CGI-AMS to work with the County to analyze the County's Interest Allocation, FAS, and develop an implementation plan for the replacement of these systems with AMS Advantage software. This project also includes an analysis to interface the County's MRO system with eCAPS application software and an analysis to support the CAFR reports creation with eCAPS data. The terms County's Legacy Systems and Legacy Systems in this SOW will mean the County's current Interest Allocation, FAS systems. The following County systems will be analyzed under this SOW:

System	Current Primary Owner Department
FAS	Department of Public Works (DPW)
MRO	Department of Public Works (DPW)
Interest Allocation	Auditor-Controller Department (A-C)
CAFR Reporting	Auditor-Controller Department (A-C)
eCAPS (AMS Advantage)	Auditor-Controller Department (A-C)

The goals of the eCAPS Phase II – Legacy Systems Analysis project are:

- Develop, review, and/or verify the business requirements, conduct fit-gap analysis and create an implementation plan for replacing the County's legacy system with AMS Advantage software
- Identify the system interface requirements between the County's MRO system and eCAPS application software
- Identify the options to support the CAFR report creation with eCAPS data.

This SOW specifies the obligations for CGI-AMS to support the goals of this Subproject 5. A description of the County's obligations for this Subproject 5 and other key Subproject 5 assumptions is provided in Appendix M-5 of this SOW.

CGI-AMS shall follow a deliverables-based project management approach to document the County's business requirements, work with the County to establish the To-Be Business

Processes, and develop a plan configure or customize the eCAPS application software to support the County's business requirements for the Legacy Systems.

The eCAPS Phase II – Legacy Systems Analysis Subproject 5 will begin in July 2005 following the Subproject Plan outlined in this SOW (Appendix B-5) to provide for:

- Software installation
- Project team training
- Development and verification of business requirements for the Legacy Systems, MRO interfaces, and CAFR reporting
- Fit-Gap Analysis to confirm the approach for supporting the business requirements
- Create an implementation plan for replacing the Legacy Systems.

Section I – Implementation Methodology

This section of the Statement of Work (SOW) provides a general description of the planned activities for the eCAPS Phase II – Legacy Systems Analysis Subproject 5, including:

- An overview of the proposed implementation methodology for the project
- A high-level description of the major tasks proposed for the eCAPS Phase II – Legacy Systems Analysis Subproject 5.

1. Overview of Implementation Methodology

CGI-AMS shall use sound project management principles based on prior experience in large-scale implementation projects for the eCAPS Phase II - Legacy Systems Analysis project. CGI-AMS's methodology for the implementation of AMS Advantage software is comprised of three phases (Envision, Create, and Achieve). This methodology takes into account elements that impact the Subproject 5 schedule internally, such as the analysis and design, and the external dependencies and success factors that can impact the overall progress and effectiveness of the project. 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 project work products CGI-AMS shall complete under this SOW.

During this project, only the Envision phase of CGI-AMS's methodology will be completed. The results of the Envision phase will be included in the eCAPS Phase II – Legacy Systems Analysis Document which will serve as the basis for the system implementation activities to be completed under a separate SOW.

2. Project Work Products

The remainder of this section explains the approach that will be used to analyze the eCAPS application 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-5: Deliverables Definition and in the remaining sections of this SOW.

2.1 Planning & Management (Subproject Plan Task 1)

Project management represents ongoing tasks that will span the life of this project. CGI-AMS shall update the Project Control Document (PCD) (Subproject 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 II – Legacy Systems Analysis Subproject 5. 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 II – Legacy Systems Analysis Subproject 5 management strategies for the following areas:

Project Planning

- Detailed Subproject Plan
- Project Governance and Structure
- Communication
- Staffing and Team Management
- Software Estimation and Metrics

Scope Management

- Deliverables Management
- Change Control Process Management
- Requirements Management

Issue and Risk Management

- Issue Management (including issue escalation processes)
- Project Risk Management

Quality

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

CGI-AMS shall provide on-site, full-time project management services for the project. The CGI-AMS ongoing project management tasks include (Project Plan Task 1.3):

- 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 weekly 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
- Coordinating project deliverables among all CGI-AMS resources.

2.2 Envision Phase (Subproject Plan Task 2)

The objective of the Envision phase is to create the blueprint that guides the system implementation tasks and evaluates the current business processes in order to identify the "To-Be" County business processes by utilizing the eCAPS application software. CGI-AMS shall be primarily responsible for the completion of the following tasks/deliverables during the Envision phase:

- Requirements Development
- Establish Prototype Environment
- Functional Analysis
- Technical Assessment
- Implementation Assessment
- Develop eCAPS Phase II - Legacy Systems Analysis Document.

2.2.1 Requirements Development (Subproject Plan Task 2.2.2)

CGI-AMS shall meet with the County's project team and subject matter experts to develop, review, and/or verify the business requirements for the Legacy systems. CGI-AMS will develop the responses to support the business requirements that will be used as the basis for conducting the prototyping and fit-gap analysis activities of the Envision phase. The CGI-AMS responses will be one of the following:

- **F** = Fully Provided "Out of the Box"
- **R** = Provided with Reporting Tool
- **T** = Configuration Using Built-In Toolset (survives software upgrades)
- **TP** = Third Party Software Required
- **NV** = Provided in the very Next Version
- **C** = Customization (requiring changes to the underlying source code)
- **NA** = Not Available

CGI-AMS will identify the "To-Be Business Processes" in eCAPS that will support the County's requirements for the Legacy Systems.

2.2.2 Establish Prototype Environment (Subproject Plan Task 2.1)

The eCAPS application software includes a set of enhancements to the baseline AMS Advantage software. These enhancements supplement the functionality of AMS Advantage software to support the County's business requirements for General Ledger, Accounts Payable, Accounts Receivable and Cost/Project/Grants management. The eCAPS application software will be used for conducting the analysis for replacing the County's Legacy Systems. CGI-AMS shall install the eCAPS application software and bundled third-party products on the hardware components provided by the County and perform the installation tests necessary to confirm that these software components can be accessed and executed by the project team. CGI-AMS shall also configure the software components for the purpose of prototyping the functionality of the eCAPS software and conducting product training for the County project team.

2.2.3 Functional Analysis (Subproject Plan Task 2.2)

The Functional Analysis is comprised of three key tasks: product training, prototyping sessions, and the Fit-Gap Analysis.

Product Training (Subproject Plan Task 2.2.1)

CGI-AMS shall provide product training to the County project team and subject matter experts. The purpose of this training is for CGI-AMS to provide the County team with a general overview of eCAPS (AMS Advantage) application software functionality. This overview is intended to help facilitate the County's participation in the prototyping sessions and subsequent implementation planning tasks.

Prototyping Sessions (Subproject Plan Task 2.2.4)

Prototyping sessions are application design sessions directed by CGI-AMS to demonstrate the capabilities of the eCAPS application software to support the Legacy systems business requirements using representative County data. In preparation for these sessions, CGI-AMS shall map the County's business requirements for each of the Legacy Systems to the To-Be Business Processes and develop scripts for prototyping how the eCAPS application will support the To-Be processes and the corresponding business requirements.

By conducting the prototyping sessions, CGI-AMS shall provide a process which allows County managers and end users from the representative County departments to participate in the design of the To-Be system. The County will identify the appropriate County staff that will participate in these sessions and facilitate their participation.

Fit-Gap Analysis (Subproject Plan Task 2.2.5)

As the prototyping scripts are executed, CGI-AMS shall identify the options and alternatives for supporting the County's requirements for each of the Legacy Systems

and conduct a Fit-Gap Analysis to assess the fit between eCAPS application software and the Legacy Systems business requirements. Where appropriate, CGI-AMS shall identify the table-driven setups, user interface configurations, application customizations, and business process changes required to close the gaps in functionality between the County's business requirements and the eCAPS application software.

CGI-AMS's primary work products from the completed prototyping sessions and Fit-Gap Analysis include: (a) Requirements Traceability Matrix (RTM), which will be a cross-reference of County business requirements and the alternatives adopted by the County to support these requirements for each of the Legacy Systems, (b) prioritized list of potential software configurations and customizations for each of the Legacy Systems, and (c) recommendations for potential changes to County business processes. These components shall be included in the Fit-Gap Analysis Report. Subsequent to the publication of this report, the County retains the right to request additional software customizations through the Change Control Process.

2.2.4 Technical Assessment (Subproject Plan Task 2.2.6)

CGI-AMS shall work with County staff to assess the infrastructure requirements and transaction volumes to support the business requirements of the Legacy Systems. This assessment will be based on the County's current usage information, transaction volumes, archival requirements, and growth projections. CGI-AMS shall summarize the results of the Technical Assessment in the Technical Specifications Document.

2.2.5 Implementation Assessment (Subproject Plan Task 2.2.8)

During the Implementation Assessment activity, CGI-AMS shall work with the County to identify the requirements for Interfaces, Conversions, Reports, and Training. CGI-AMS will document these requirements in the work products for Interfaces, Conversion, Reports and Training. The interface list will include the requirements for the system interfaces between the County's MRO system and eCAPS application software.

CGI-AMS shall work with the County to review the CAFR reporting approach developed by the County, the eCAPS application table setup for CAFR reporting, and provide recommendation for the usage of the baseline AMS Advantage functionality to support the County's CAFR reporting requirements.

CGI-AMS will update the following strategies developed during eCAPS Phase I to support the implementation activities of the Legacy Systems replacement project:

- Data Conversion Strategy (Project Plan Tasks 2.2.8.1.1, 2.2.8.2.1, 2.2.8.3.1)
- System Interface Strategy (Project Plan Tasks 2.2.8.1.2, 2.2.8.2.2, 2.2.8.3.2)
- Training Strategy (Project Plan Tasks 2.2.8.1.3, 2.2.8.2.3, 2.2.8.3.3)

- Transition Strategy (Project Plan Tasks 2.2.8.1.4, 2.2.8.2.4, 2.2.8.3.4)
- Reporting Strategy (Project Plan Tasks 2.2.8.1.5, 2.2.8.2.5, 2.2.8.3.5).

In these strategies, CGI-AMS shall verify and update the approaches, software tools, and testing methodologies that will govern the design and development of the associated system implementation project work products and deliverables. The reporting strategy will include the setup and usage of the eCAPS application tables to support the CAFR reporting requirements of the County.

CGI-AMS shall compile these work products and strategies in the eCAPS Phase II - Legacy Systems Analysis Document.

2.2.6 eCAPS Phase II – Legacy Systems Analysis Document (Subproject Plan Task 2.2.9)

Upon completion of the Functional Analysis, Technical Assessment, and Implementation Assessment, CGI-AMS shall summarize these analyses, produce the detailed estimates for the work products identified in these analyses, and incorporate the results into a formal scope definition document (eCAPS Phase II – Legacy Systems Analysis Document) and develop the project plan for the implementation activities to replace the County's Legacy Systems. These documents will be presented to the County for feedback, review, and approval.

2.2.7 Envision Phase: Summary of CGI-AMS Deliverables

A summary list of the deliverables and interim work products to be produced by CGI-AMS during the Envision phase is provided in Appendix A-5: Deliverables Definition.

Section II – Project Management

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

- Provide direction and oversight to the Subproject 5
- Establish an approach to communicating the status of Subproject 5 activities and deliverables
- Establish the staffing requirements and staffing projections for the implementation
- Establish the eCAPS Phase II – Legacy Systems Analysis Subproject 5 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-5: Subproject Assumptions.

The purpose of these activities is to establish the protocols for managing the project, 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
- Conduct kickoff meetings.

1.1 Project Team Operations (Subproject Plan Task 1.3)

The on-going 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 weekly and monthly status reports and presentations to the eCAPS Advisory Committee

- Identifying, tracking, and helping to resolve project issues
- Providing review and guidance to the CGI-AMS team in addressing tasks/deliverables
- Coordinating project deliverables among all CGI-AMS resources.

1.2 Change Control Strategy (Subproject 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) (Project Plan Task 1.1.4) 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:

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

The County desires to minimize any modifications to the AMS Advantage application software 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 response times for analysis of costs, workload, impact on County departments and timeframe needed to implement requested change
- Flow chart of Change Control process, including decision tree
- Recommended solution to track and monitor changes.

1.3 Status Reports (Subproject Plan Task 1.3.3)

CGI-AMS shall submit weekly and monthly status reports to County Management that include:

- Project status against the project timetable
- Status of deliverables
- Project Issues

- Review of the Subproject Plans (as necessary)
- 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 eCAPS Advisory Committee. The CGI-AMS Project Manager will attend the eCAPS 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 (Subproject Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase II – Legacy Systems Analysis Subproject 5, 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 Subproject 5 will be critical for the successful completion of the eCAPS Phase II – Legacy Systems Analysis Subproject 5. The project 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 (Subproject Plan Task 1.1) within the first month of the Subproject 5 and update the plan as necessary during the Subproject 5.

3. Project Site

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

- Installing the eCAPS Phase I application software and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments (Subproject Plan Task 2.1)

- Updating the project management tools/templates adopted by CGI-AMS and County (Subproject Plan Task 1.1.2)

- Providing and installing training software / equipment necessary for training County Project Team members (Subproject Plan Task 2.2.1).

4. Communications

The eCAPS Phase II – Legacy Systems Analysis Subproject 5 is a component of the countywide ERP implementation initiative that requires complete support and understanding of all County departments. 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
- 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 (Subproject 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
- 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 (Subproject Plan Task 1.2.7). The informational meetings will primarily consist of eCAPS Phase II – Legacy Systems Analysis Subproject 5 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 (Advantage Financial and Cost Accounting) and present these overview materials at the start of

the Design / Prototyping Sessions for each area. 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 a website as part of the Communication Plan with input and assistance from CGI-AMS. This website will be used to:

- Maintain project materials on the Subproject 5
- Communicate the status of the Subproject 5
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.)
- Distribute Subproject 5 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 & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase II – Legacy Systems Analysis Subproject 5 (Subproject Plan Task 1.1.1). These roles and responsibilities may be modified at any time during the Subproject 5 through mutual agreement between the County and CGI-AMS.

Key personnel will be, unless identified as otherwise, dedicated full-time to the Subproject 5 during the specific times indicated by the Subproject Plan. These staff members will be assigned to the Subproject in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

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 5:

	Title	Name
1.	Project Director / Engagement Manager	TBD
2.	Project Manager	James Colbert

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 5 are provided in Appendix M-5: Subproject Assumptions.

5.1 Project Management

CGI-AMS Project Manager

The CGI-AMS Project Manager shall:

- Have direct responsibility for and supervise the overall performance of the eCAPS Phase II – Legacy Systems Analysis Subproject 5 in conjunction with the County Project Manager
- Serve as principal 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 project 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
- Develop weekly and monthly progress reports to County Management and participate in status meetings and project advisory committee briefings (Subproject Plan Task 1.3.3)

5.2 Functional Teams

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.

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
- Design "To-Be" business processes
- Identify potential software configurations, customizations, and business process changes during the Fit-Gap Analysis.

5.3 Technical Resources

CGI-AMS Technical Team Lead

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

- Coordinate CGI-AMS technical resources
- Forecast the work requirements for software development and testing.

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
- System administration support
- Reporting architecture definition.

Section III – Software Application

1. Software Description

It is the County's intent to conduct an analysis and develop the Legacy Systems Analysis Document to provide a roadmap for implementing the replacement of the County's legacy systems under a separate SOW. The eCAPS software application will be used for the analysis.

2. Software Application Installed

The eCAPS application software comprises of the baseline AMS Advantage functionality and the custom application software modifications developed for supporting the County's requirements for eCAPS. The eCAPS software will be installed for the analysis of the Legacy Systems requirements under this SOW. The actual functionality implemented to replace the Legacy Systems shall be in accordance with the business requirements documented during this project and the design decisions made by the County during the Design / Prototyping Sessions and Fit-Gap Analysis activities of this project.

The eCAPS application software shall be installed by CGI-AMS in a separate prototyping environment. Based on feedback and input from the County, CGI-AMS shall perform tasks to install the software and review the County's set-up of the technical environment, including but not limited to the following:

- Install and test eCAPS application software in the prototyping environment (Subproject Plan Task 2.1)
- Review County network infrastructure (Subproject Plan Task 2.2.5.2)
- Analyze transaction volumes (current and future) (Subproject Plan Task 2.2.5.3)
- Develop Technical Specifications Document (Subproject Plan Task 2.2.5.4)

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

- Conducting prototyping sessions and product training (Subproject Plan Tasks 2.2.1 and 2.2.3)
- Conducting technical training (Subproject Plan Tasks 2.2.7.1.3, 2.2.7.2.3, and 2.2.7.3.3).

The installation and installation testing process shall include the CGI-AMS delivery of a written certification (verification memorandum) that the application can be accessed in the prototyping environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment).

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 (Services and License Agreement).

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

- Conducting prototyping sessions and product training (Subproject Plan Tasks 2.2.1 and 2.2.3)
- Conducting technical project team training (Subproject Plan Tasks 2.2.7.1.3, 2.2.7.2.3, and 2.2.7.3.3).

The installation and installation testing process shall include the CGI-AMS delivery of a written certification (verification memorandum) that the third-party tools can be accessed in the prototyping environment and the environment can be used for its stated purpose (e.g., the software installation in the prototyping environment is complete after a prototyping session can be conducted using the environment).

Section IV – Business Requirements

1. Business Requirements

CGI-AMS and County will jointly develop the business requirements for replacing the County's FAS system (Subproject Plan Tasks 2.2.2.1, 2.2.2.2, and 2.2.2.3).

CGI-AMS shall review and verify the business requirements for the Interest Allocation systems, the lists of current system interfaces, the areas/groups of data to be converted, and the lists of current Interest Allocation reports provided by the County.

CGI-AMS shall present options and alternatives available for meeting these requirements during the following activities:

- Functional Analysis (i.e., Design / Prototyping Sessions (Subproject Plan Task 2.2.2) and Fit-Gap Analysis (Subproject Plan Task 2.2.4)) and

- Implementation Assessment (Subproject Plan Task 2.2.7) wherein the reporting strategy for the replacement of the Legacy Systems will be developed.

The County will select the approach to achieve the functionality for supporting each business requirement. This selection process will be accommodated through the County's participation in the Functional Analysis and Implementation Assessment.

1.1 The CGI-AMS Approach

CGI-AMS shall perform a Functional Analysis of the County's business requirements by conducting Design / Prototyping Sessions and a Fit-Gap Analysis. Based on the results of these activities, CGI-AMS shall develop the overall strategy for supporting the County's business requirements during the system implementation activities for the replacement of the Legacy Systems.

The results of the Functional Analysis will identify the software customizations and reports to be developed for supporting the requirements of the County. The results of the Functional Analysis and Implementation Assessment shall demonstrate, in the Requirement Traceability Matrix (RTM), how the eCAPS application software:

- Meets the Fully Provided "Out-of-the Box" requirements
- Will be configured with the CGI-AMS built-in toolset
- Supports the County's reporting requirements.

The final version of the RTM shall be incorporated in the Legacy Systems Analysis Document (Subproject Plan Task 2.2.2.6).

1.2 Functional Analysis (Subproject Plan Task 2.2)

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

1) Analyze and confirm the County's business requirements
2) Present how the requirements can best be met through the eCAPS software application as is 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
4) Prioritize the software modifications identified in the Design / Prototyping Sessions necessary to meet the County's business requirements.

CGI-AMS shall complete the Functional Analysis by conducting Design / Prototyping Sessions and a Fit-Gap Analysis as described below.

1.2.1 Design / Prototyping Sessions (Project Plan Task 2.2.3, 2.2.4.)

The Design / Prototyping Sessions shall be conducted by CGI-AMS with participation from the County and shall provide an opportunity for the County project team to observe the proposed process for utilizing the CGI-AMS application to meet the County's business requirements.

These sessions shall address the functional business requirements which can be supported by the eCAPS (AMS Advantage) application and reporting requirements which can be supported by inquiry features in the eCAPS application software, standard reports in the eCAPS application and ad hoc/reports development capabilities provided by the County's selected Business Intelligence toolset, Cognos. A description of the prototyping processes is described below.

<u>Functional Requirements</u>

CGI-AMS shall develop and execute the prototyping scripts for these sessions based on the key business processes identified in the To-Be Business Processes. For those requirements that require Customization, CGI-AMS shall identify alternatives for consideration which will minimize the impact on the County for future upgrades, avoid software customizations and not interfere with the County's ability to maintain the application software through future upgrades.

<u>Reporting Requirements</u>

CGI-AMS shall develop and execute prototyping scripts to prototype how each of the reporting requirements will be supported by one of the following:

- Online AMS Advantage inquiry page
- Standard AMS Advantage reports
- Ad-hoc reports

The County will develop an inventory of the current Legacy Systems Reports. CGI-AMS will identify the AMS Advantage data sources to get information provided in these reports in order to create a cross-walk between the current legacy reports and the reports in the replacement system.

1.2.2 Fit-Gap Analysis (Subproject Plan Task 2.2.5)

Concurrent with the Design / Prototyping Sessions, CGI-AMS shall perform a Fit-Gap Analysis to identify the table-driven application set-ups, user interface configurations, application customizations, and business process changes that must be implemented to close the gaps between the County's business requirements and the eCAPS application software.

Additionally, CGI-AMS and the County shall identify the reports to be developed during the implementation of the Legacy Systems replacement Subproject 5. During the Fit-Gap Analysis, the County and CGI-AMS will group related requirements together in order for the project team to determine how many separate custom reports must be developed during the implementation project and how the remaining reporting requirements can be supported by the eCAPS inquiry functionality and ad hoc queries using the reporting tool.

CGI-AMS shall update the RTM such that the solution for supporting each requirement can be documented. Upon completion of the Fit-Gap Analysis, CGI-AMS shall produce a summary Fit-Gap Analysis report for the County's review.

1.3 Implementation Assessment (Subproject Plan Task 2.2.7)

Another key activity to be conducted during the Envision phase is the Implementation Assessment. During this activity, CGI-AMS and the County shall:

- Identify the system interfaces requirements
- Identify the data conversion requirements
- Identify the reporting requirements
- Identify the AMS Advantage data sources corresponding to the County's existing legacy reports.

The system interface requirements will include the list of interfaces between eCAPS and the County's MRO system. The reporting requirements will include the requirements for

the setup of tables in the eCAPS databases to support the CAFR reporting requirements of the County.

Upon completion of this review and analysis, CGI-AMS shall develop strategies for supporting the County's data conversion, system interfaces, and reporting requirements. Among other items, these strategies shall describe the development tools and methodologies and testing approaches to be used by the project team.

1.4 eCAPS Phase II – Legacy Systems Analysis Document (Subproject Plan Task 2.2.8)

Along with the results of the Technical Assessment, CGI-AMS shall summarize the results of the Functional Analysis and Implementation Assessment in the eCAPS Phase II – Legacy Systems Analysis Document.

The following work products will be incorporated into this document:

- Requirements Traceability Matrix (RTM) identifying how each of the business requirements will be met
- To-Be Business Processes for the legacy system functionality being replaced
- Fit-Gap Analysis Report summarizing the user interface configurations, customizations, and business process changes necessary to support the County's business requirements
- Data Conversion requirements and data conversion strategy
- System Interfaces requirements and system interface strategy
- Training volumes and training strategy
- Reporting requirements and reporting strategy
- Implementation project plan.

The County's contribution and level of participation in the creation of these work products and Implementation Analysis Document deliverable are described in Appendix M-5: Subproject Assumptions.

Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	Legacy System Analysis Subproject 5 Control Document (Update of the eCAPS PCD to include Legacy Systems Work Products.)	• Subproject 5 Charter and Roadmap describing project objectives, scope, assumptions, and overall timelines for project phases and deliverables.	1.1.2	1.1.7
		• Detailed Subproject 5 Plan for the Envision Phase describing Subproject 5 schedule, milestones, resource assignments and task dependencies.	1.1.1	
		• Subproject 5 Organization describing roles and responsibilities of Subproject 5 teams, including relationship to the base project for project management and oversight.	1.1.1	
		• Identifies any necessary changes for the Subproject 5 to the Project Governance to accommodate the Legacy System Subproject 5 that describes necessary changes in the process, tools and standards for: ○ Communication ○ Status reporting ○ Scope management ○ Risk and issue management ○ Project documentation standards	1.1.3	
2.	Legacy System Analysis Kick-off	• Kick-off presentation materials	1.2.1	1.2.6
		• Kick-off presentations to Legacy System Analysis Subproject 5 team	1.2.5	
		• Kick-off presentations to County departments involved in the Subproject 5.	1.2.5	
3.	Information Briefings	• Prepare and conduct up to three information briefings with County Department representatives.	1.2.7	1.2.8
4.	Input to the Project Weekly / Monthly Status Reports	• Provide input to the Project Monthly Status Report that is comprised of a compilation of weekly status reports for the month with an executive summary describing: ○ Subproject 5 deliverables completed ○ Subproject 5 risks and issues ○ Key Subproject 5 accomplishments ○ Subproject 5 Tasks for Next Period ○ Updated Subproject 5 plan ○ Updated matrix of Subproject 5 work products/deliverables and their progress	1.3.3	1.3.4
		• Provide input to the Project Weekly Status Report that includes: ○ Subproject 5 tasks, work products, and	1.3.3	

	deliverables completed ○ Subproject 5 tasks, work products, and deliverables in progress ○ Subproject 5 tasks, work products, and deliverables scheduled but not completed ○ Subproject 5 issue log		

Envision Phase

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
5.	Establish Legacy System Analysis Prototyping Environment	• Install and test the eCAPS software application in the Legacy System Analysis Prototype Environment provided by the County.	2.1.2	2.1.4
		• Review installed eCAPS software in the Legacy System Analysis Prototype Environment.	2.1.3	
6.	Product Training	• Product training materials for eCAPS functions in preparation for prototyping sessions including: ○ General Ledger ○ Interest Allocation functionality ○ CAFR Functionality ○ Accounts Payable ○ Accounts Receivable ○ Project and Grants Management	2.2.1.1	2.2.1.4
		• Conduct product training sessions for prototype participants for each of the following Legacy Systems: ○ FAS (including MRO) ○ Interest Allocation ○ CAFR Reporting The purpose of the product training session is to review eCAPS (AMS Advantage) functionality that will be used for the prototype sessions.	2.2.1.2	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
7.	FAS System & MRO Interface Requirements	• Develop FAS & MRO Business, Interface, Conversion and Reporting Requirements	2.2.2.1.1, 2.2.2.1.2, 2.2.2.1.3, 2.2.2.1.4, and 2.2.2.1.5	2.2.2.1.6
8.	Interest Allocation System	• Review and verify Interest Allocation Business, Interface, Conversion, Reporting and CAFR Requirements	2.2.2.2.1, 2.2.2.2.2, 2.2.2.2.3, 2.2.2.2.4, and 2.2.2.2.5	2.2.2.2.6
9.	Prototype Scripts	• Develop, review and/or verify business requirements for the following Legacy Systems: ○ FAS (including MRO) ○ Interest Allocation ○ CAFR Reporting	2.2.2.1, 2.2.2.2	2.2.3.1.6, 2.2.3.2.6
		• Prepare for the prototyping sessions by developing the following: ○ Business scenarios and prototype scripts for the business areas of each of the Legacy Systems. ○ A Requirements Traceability Matrix referencing prototype scripts to the business requirements for each of the business areas of the Legacy Systems. ○ Schedule of prototype sessions.	2.2.3.1, 2.2.3.2	
10.	Legacy System Analysis Fit-Gap Analysis Report	• Set-up data to support Prototype sessions for each business area to include: ○ Reference tables ○ Chart of accounts	2.2.4.1.1, 2.2.4.2.1	2.2.5.4
		• Execute prototype scripts and conduct prototype sessions for the Legacy System. At the beginning of each prototype session, CGI-AMS will provide an overview of the process and functionality to be prototyped.	2.2.4.1.2, 2.2.4.2.2	

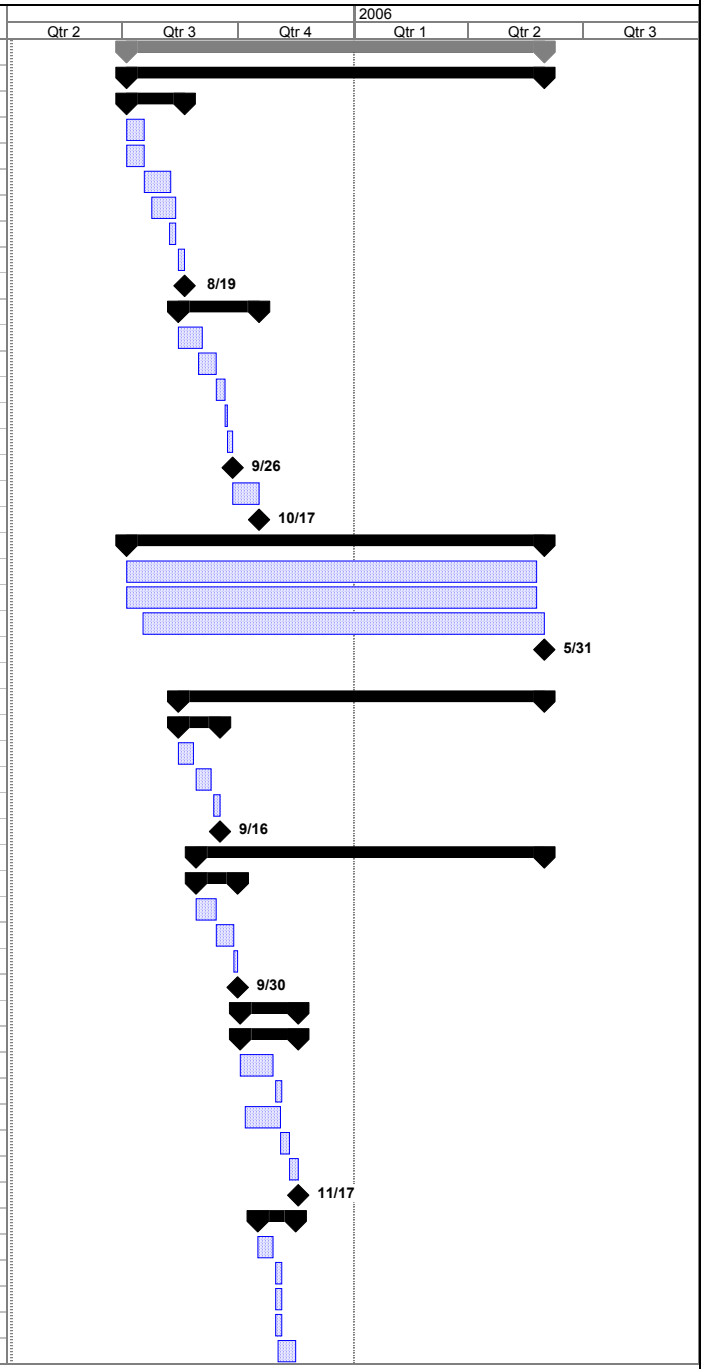
#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• A Subproject 5 Fit-Gap Report comprised of the following: ○ An Executive Summary highlighting results from the prototype sessions in terms of the degree of fit for each of the business areas and key software customizations identified. ○ High-level functional descriptions of software customizations by business area. ○ Application and reference table set-up requirements. ○ Impacts and changes to business operations by business area. ○ An inventory of prototype issues and their resolution by business area. ○ Outstanding issues and action items.	2.2.5.1.7, 2.2.5.2.7	
		• An updated Subproject 5 Requirements Traceability Matrix with one of the following dispositions for each business requirement: ○ Fully met – with baseline functionality and a corresponding description of any application and/or reference table set-up requirements, if needed. ○ Application customization – includes modifications that can be performed using the Versata toolkit, e.g. screen label changes. ○ Software customization – where the business requirement can only be partially or entirely met by a software customization. ○ Business process change – where the business requirement will be met by a change to current business process with no software customization required. ○ Eliminated – where the business requirement is no longer required.	2.2.5.1.6, 2.2.5.2.6	
11.	Updated Project Technical Specifications Document	• Analyze the County's network infrastructure and evaluate its capacity to support the implementation of functionality required to meet the Legacy System business requirements.	2.2.6.2	2.2.6.8
		• Analyze the County's projected transaction volumes for each Legacy System and work with County staff to identify the hardware, software, network, and storage specifications to support the County's technical and performance requirements.	2.2.6.3	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Update the Project Technical Assessment Document to include: ○ An Executive Summary highlighting changes to the Project system architecture, hardware sizing and software requirements, and operations architecture to meet the needs of each of the Legacy Systems. ○ Assumptions to include transaction volumes and performance requirements for each of the Legacy Systems business areas. ○ Hardware and software requirements to support the implementation of the Legacy Systems replacement. ○ Recommendation for the acquisition of hardware and software required. ○ Open Subproject 5 issues and action items.	2.2.6.6	
12.	Legacy Systems Analysis Document	• An Executive Summary highlighting the roadmap and implementation approach for replacing the Legacy Systems, planning assumptions, outstanding issues and action items.	2.2.9.1	2.2.9.6
		• A Transition Strategy that is comprised of the following components: ○ Approach for Department rollout – describing the tools and methods to facilitate the Department implementation of the eCAPS software modules for supporting the Legacy System requirements. ○ An update to the Project Communication Strategy – describing the methods and tools for communicating with Departments, target audiences and their corresponding information needs. ○ An update to the Project Training Strategy – describing a proposed course structure and an approach for organizing, planning, and executing Co-Trainer Training and User Training, as well as developing user documentation and training materials.	2.2.8.1.4, 2.2.8.2.4	

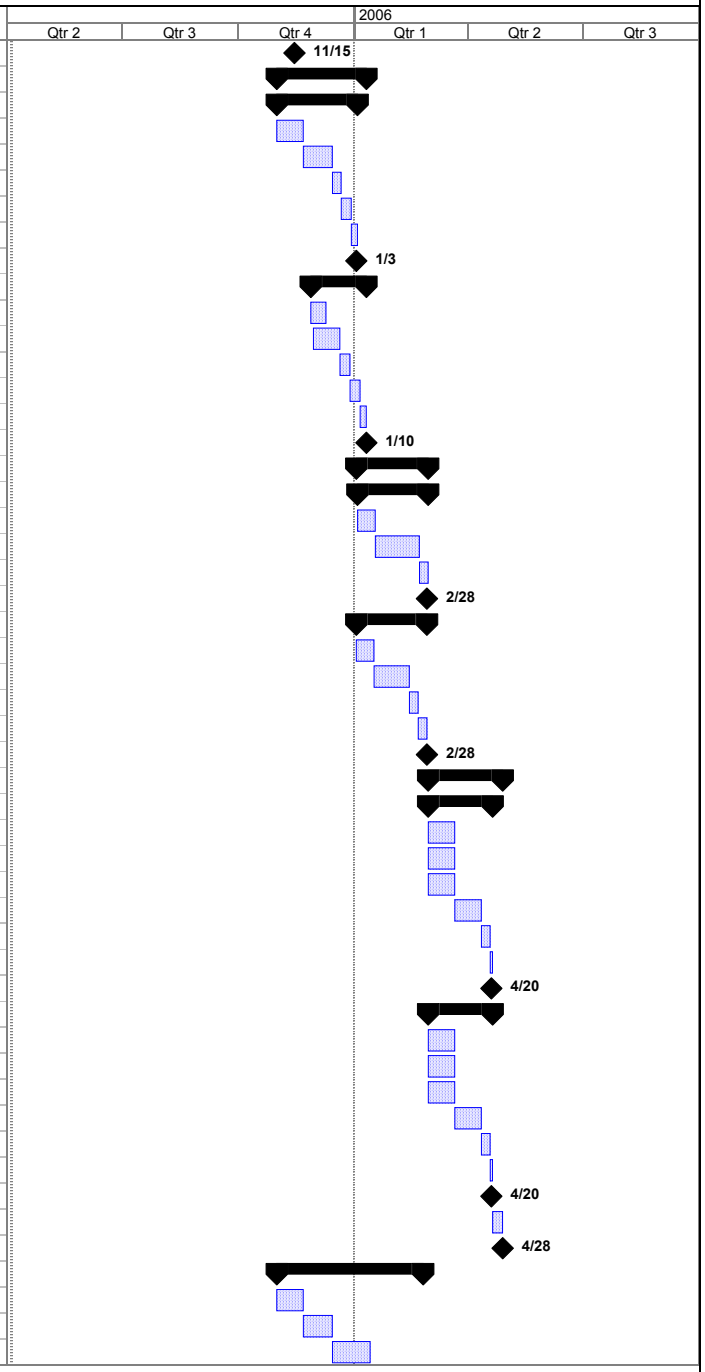
#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• An update to the Project Conversion Strategy describing the scope and types of data to be converted, their method of conversion, approach for data cleansing, and planning assumptions. The Subproject 5 Conversion Strategy shall include the following components: ○ A list of eCAPS tables that need to be populated and/or set-up for production operations. ○ Preliminary list of Legacy Systems data to be converted ○ Data cleansing considerations. ○ Approach for data conversion, including the use of eCAPS Document formats and rules.	2.2.8.1.1, 2.2.8.2.1	
		• An update to the Project Interface Strategy describing the number, types, and approach for inbound and outbound interfaces. The Interface Strategy shall include the following components: ○ Approach for system interfaces for eCAPS, including the organization of interfaces into logical groupings for implementation. ○ Identification and description of the eCAPS documents that will be used for inbound interfaces. ○ Inventory of inbound and outbound interfaces and their corresponding eCAPS document (inbound). ○ Approach for replacing the current system interfaces between FAS and MRO with corresponding interfaces between eCAPS and MRO. ○ Preliminary data layouts of the inbound and outbound interfaces.	2.2.8.1.2, 2.2.8.2.2	
		• An update to the Project Reporting Strategy describing the number and types of predefined reports and queries, preliminary report layouts, including an approach for using Cognos as the business intelligence tool for developing predefined reports and queries. The Subproject 5 Reporting Strategy shall also include an inventory of Legacy System Analysis reports, the report title, report usage, frequency, distribution and distribution methods.	2.2.8.1.5, 2.2.8.2.5	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
		• Legacy Systems Replacement Plan that includes: ○ An updated Legacy Systems Subproject 5 plan and deliverables schedule for replacing each of the Legacy Systems. ○ Software development methodology for designing, constructing, and testing software customizations, conversion programs, inbound/outbound system interfaces, and reports. ○ Approach for software testing, including iteration tests, regression test, integrated system test, performance test, and user acceptance test.	2.2.9.4	

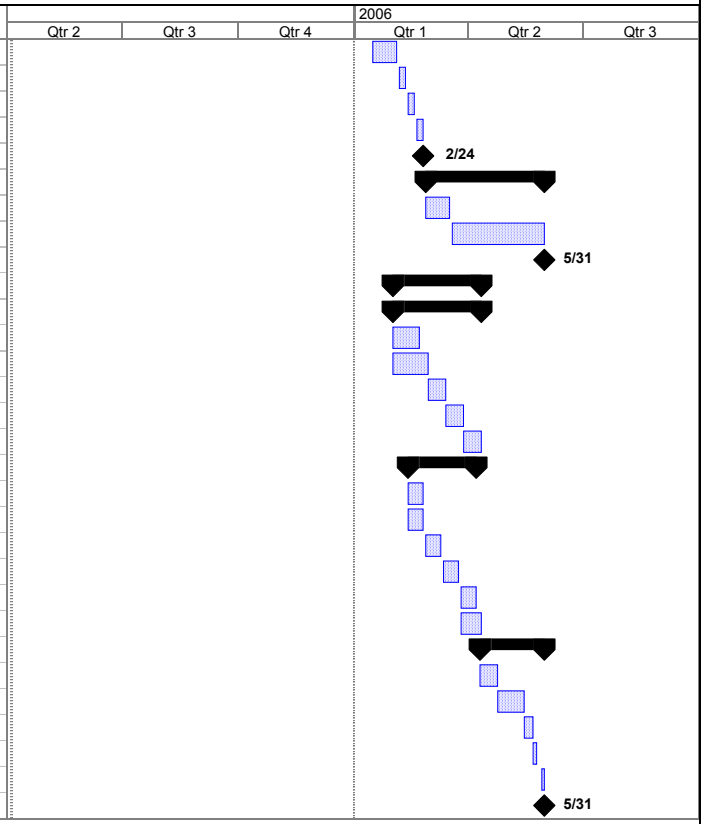
ID	Task Name	Duration	Start	Finish
0	**LEGACY SYSTEMS ANALYSIS SUBPROJECT 5**	**233 days**	**Tue 7/5/05**	**Wed 5/31/06**
1	**1 PLANNING & MANAGEMENT**	**233 days**	**Tue 7/5/05**	**Wed 5/31/06**
2	**1.1 Legacy Analysis Project Control Document (incl. plan, PM strategies, etc.)**	**34 days**	**Tue 7/5/05**	**Fri 8/19/05**
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	10 days	Tue 7/5/05	Mon 7/18/05
4	1.1.2 Establish Project Management Standards and Tools	10 days	Tue 7/5/05	Mon 7/18/05
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	15 days	Tue 7/19/05	Mon 8/8/05
6	1.1.4 Update Project Control Document	15 days	Mon 7/25/05	Fri 8/12/05
7	1.1.5 Review Project Control Document	5 days	Mon 8/8/05	Fri 8/12/05
8	1.1.6 Approve Project Control Document	5 days	Mon 8/15/05	Fri 8/19/05
9	***1.1.7 CGI-AMS Deliverable: Legacy Systems Analysis Project Control Document***	***0 days***	***Fri 8/19/05***	***Fri 8/19/05***
10	**1.2 Legacy Systems Project Kick-off**	**46 days**	**Mon 8/15/05**	**Mon 10/17/05**
11	1.2.1 Develop Legacy Systems Analysis Kick-off Materials	15 days	Mon 8/15/05	Fri 9/2/05
12	1.2.2 Review Legacy Systems Analysis Kick-off Materials	10 days	Wed 8/31/05	Tue 9/13/05
13	1.2.3 Update Legacy Systems Analysis Kick-off Materials	5 days	Wed 9/14/05	Tue 9/20/05
14	1.2.4 Approve Legacy Systems Analysis Kick-off Materials	2 days	Wed 9/21/05	Thu 9/22/05
15	1.2.5 Conduct Legacy Systems Analysis Kick-off Meeting	2 days	Fri 9/23/05	Mon 9/26/05
16	***1.2.6 CGI-AMS Deliverable: Legacy Systems Analysis Kick-off Meeting***	***0 days***	***Mon 9/26/05***	***Mon 9/26/05***
17	1.2.7 Prepare and conduct Department Information Briefings	15 days	Tue 9/27/05	Mon 10/17/05
18	***1.2.8 CGI-AMS Deliverable: Department Information Briefings***	***0 days***	***Mon 10/17/05***	***Mon 10/17/05***
19	**1.3 On-Going Project Management**	**233 days**	**Tue 7/5/05**	**Wed 5/31/06**
20	1.3.1 Provide Project Management Oversight / Maintain Project Plan	229 days	Tue 7/5/05	Thu 5/25/06
21	1.3.2 Provide Quality & Risk Management	229 days	Tue 7/5/05	Thu 5/25/06
22	1.3.3 Develop Legacy Analysis Weekly and Monthly Status Reports	224 days	Mon 7/18/05	Wed 5/31/06
23	***1.3.4 CGI-AMS Deliverables: Monthly Status Reports***	***0 days***	***Wed 5/31/06***	***Wed 5/31/06***
24				
25	**2 ENVISION PHASE**	**204 days**	**Mon 8/15/05**	**Wed 5/31/06**
26	**2.1 Establish eCAPS (AMS Advantage) Prototype Environment & Install 3rd Party Software**	**25 days**	**Mon 8/15/05**	**Fri 9/16/05**
27	2.1.1 Provide server and establish Prototyping Environment & 3rd Party Software	10 days	Mon 8/15/05	Fri 8/26/05
28	2.1.2 Install & Test eCAPS (AMS Advantage) Prototyping Environment & 3rd Party Software	10 days	Mon 8/29/05	Fri 9/9/05
29	2.1.3 Review & Approve eCAPS (Ams Advantage) Prototyping Environment & 3rd Party Software	5 days	Mon 9/12/05	Fri 9/16/05
30	***2.1.4 CGI-AMS Deliverable: Legacy Systems Analysis Prototyping Environment & 3rd Party Software***	***0 days***	***Fri 9/16/05***	***Fri 9/16/05***
31	**2.2 Functional Analysis**	**194 days**	**Mon 8/29/05**	**Wed 5/31/06**
32	**2.2.1 Product Training**	**25 days**	**Mon 8/29/05**	**Fri 9/30/05**
33	2.2.1.1 Prepare Materials / Schedule Product Training for Core Project Team	12 days	Mon 8/29/05	Tue 9/13/05
34	2.2.1.2 Conduct Product Training for Core Project Team/Prototype Participants	10 days	Wed 9/14/05	Tue 9/27/05
35	2.2.1.3 Review & Approve Product Training	3 days	Wed 9/28/05	Fri 9/30/05
36	***2.2.1.4 CGI-AMS Deliverable: Legacy Systems Analysis Product Training***	***0 days***	***Fri 9/30/05***	***Fri 9/30/05***
37	**2.2.2 Business Requirements**	**34 days**	**Mon 10/3/05**	**Thu 11/17/05**
38	**2.2.2.1 FAS Business Requirements**	**34 days**	**Mon 10/3/05**	**Thu 11/17/05**
39	2.2.2.1.1 Develop FAS Business Requirements	20 days	Mon 10/3/05	Fri 10/28/05
40	2.2.2.1.2 Develop FAS Interface Requirements	5 days	Mon 10/31/05	Fri 11/4/05
41	2.2.2.1.3 Develop MRO Interface Requirements	20 days	Fri 10/7/05	Thu 11/3/05
42	2.2.2.1.4 Develop FAS Conversion Requirements	5 days	Fri 11/4/05	Thu 11/10/05
43	2.2.2.1.5 Develop FAS Reporting Requirements	5 days	Fri 11/11/05	Thu 11/17/05
44	***2.2.2.1.6 CGI-AMS Deliverable: FAS System & and MRO Interface Requirements***	***0 days***	***Thu 11/17/05***	***Thu 11/17/05***
45	**2.2.2.2 Interest Allocation Business Requirements**	**22 days**	**Mon 10/17/05**	**Tue 11/15/05**
46	2.2.2.2.1 Review and Verify Existing Interest Allocation Business Requirements	10 days	Mon 10/17/05	Fri 10/28/05
47	2.2.2.2.2 Review and Verify Existing Interest Allocation Interface Requirements	5 days	Mon 10/31/05	Fri 11/4/05
48	2.2.2.2.3 Review and Verify Existing Interest Allocation Conversion Requirements	5 days	Mon 10/31/05	Fri 11/4/05
49	2.2.2.2.4 Review and Verify Existing Interest Allocation Reporting Requirements	5 days	Mon 10/31/05	Fri 11/4/05
50	2.2.2.2.5 Review and Verify Existing CAFR Requirements	10 days	Wed 11/2/05	Tue 11/15/05



ID	Task Name	Duration	Start	Finish
51	***2.2.2.2.6 CGI-AMS Deliverable: Review Existing Interest Allocation System & CAFR Requireme***	***0 days***	***Tue 11/15/05***	***Tue 11/15/05***
52	**2.2.3 Prepare for Prototyping**	**47 days**	**Tue 11/1/05**	**Tue 1/10/06**
53	**2.2.3.1 FAS System**	**42 days**	**Tue 11/1/05**	**Tue 1/3/06**
54	2.2.3.1.1 Map FAS Business Requirements to Business Processes	15 days	Tue 11/1/05	Mon 11/21/05
55	2.2.3.1.2 Prepare Prototype Scripts	15 days	Tue 11/22/05	Wed 12/14/05
56	2.2.3.1.3 Review Prototype Scripts	5 days	Thu 12/15/05	Wed 12/21/05
57	2.2.3.1.4 Update Prototype Scripts	5 days	Thu 12/22/05	Thu 12/29/05
58	2.2.3.1.5 Approve Prototype Scripts	2 days	Fri 12/30/05	Tue 1/3/06
59	***2.2.3.1.6 CGI-AMS Deliverable: FAS Prototype Scripts***	***0 days***	***Tue 1/3/06***	***Tue 1/3/06***
60	**2.2.3.2 Interest Allocation System**	**30 days**	**Mon 11/28/05**	**Tue 1/10/06**
61	2.2.3.2.1 Map Interest Allocation System Business Requirements to Business Processes	10 days	Mon 11/28/05	Fri 12/9/05
62	2.2.3.2.2 Prepare Prototype Scripts	15 days	Wed 11/30/05	Tue 12/20/05
63	2.2.3.2.3 Review Prototype Scripts	5 days	Wed 12/21/05	Wed 12/28/05
64	2.2.3.2.4 Update Prototype Scripts	5 days	Thu 12/29/05	Thu 1/5/06
65	2.2.3.2.5 Approve Prototype Scripts	3 days	Fri 1/6/06	Tue 1/10/06
66	***2.2.3.2.6 CGI-AMS Deliverable: Interest Allocation Prototype Scripts***	***0 days***	***Tue 1/10/06***	***Tue 1/10/06***
67	**2.2.4 Prototype Legacy Systems**	**41 days**	**Tue 1/3/06**	**Tue 2/28/06**
68	**2.2.4.1 FAS System**	**40 days**	**Wed 1/4/06**	**Tue 2/28/06**
69	2.2.4.1.1 Setup eCAPS tables for Prototype	10 days	Wed 1/4/06	Tue 1/17/06
70	2.2.4.1.2 Prototype FAS Requirements	25 days	Wed 1/18/06	Tue 2/21/06
71	2.2.4.1.3 Document prototype results	5 days	Wed 2/22/06	Tue 2/28/06
72	***2.2.4.1.4 FAS System Prototype Results***	***0 days***	***Tue 2/28/06***	***Tue 2/28/06***
73	**2.2.4.2 Interest Allocation System**	**40 days**	**Tue 1/3/06**	**Tue 2/28/06**
74	2.2.4.2.1 Setup eCAPS tables for Prototype	10 days	Tue 1/3/06	Mon 1/16/06
75	2.2.4.2.2 Prototype Interest Allocation System Requirements	20 days	Tue 1/17/06	Mon 2/13/06
76	2.2.4.2.3 Prototype CAFR Requirements	5 days	Tue 2/14/06	Mon 2/20/06
77	2.2.4.2.4 Document prototype results	5 days	Tue 2/21/06	Mon 2/27/06
78	***2.2.4.2.5 Interest Allocation System Prototype Results***	***0 days***	***Tue 2/28/06***	***Tue 2/28/06***
79	**2.2.5 Perform Fit-Gap Analysis**	**43 days**	**Wed 3/1/06**	**Fri 4/28/06**
80	**2.2.5.1 FAS System**	**37 days**	**Wed 3/1/06**	**Thu 4/20/06**
81	2.2.5.1.1 Identify Application System Control Table Setups	15 days	Wed 3/1/06	Tue 3/21/06
82	2.2.5.1.2 Identify Application Customizations (Java, Batch)	15 days	Wed 3/1/06	Tue 3/21/06
83	2.2.5.1.3 Identify Business Process Impacts	15 days	Wed 3/1/06	Tue 3/21/06
84	2.2.5.1.4 Develop Fit-Gap Analysis Report	15 days	Wed 3/22/06	Tue 4/11/06
85	2.2.5.1.5 Review Fit-Gap Analysis Report	5 days	Wed 4/12/06	Tue 4/18/06
86	2.2.5.1.6 Update Fit-Gap Analysis Report	2 days	Wed 4/19/06	Thu 4/20/06
87	***2.2.5.1.7 FAS Fit-Gap Analysis Report***	***0 days***	***Thu 4/20/06***	***Thu 4/20/06***
88	**2.2.5.2 Interest Allocation System**	**37 days**	**Wed 3/1/06**	**Thu 4/20/06**
89	2.2.5.2.1 Identify Application System Control Table Setups	15 days	Wed 3/1/06	Tue 3/21/06
90	2.2.5.2.2 Identify Application Customizations (Java, Batch)	15 days	Wed 3/1/06	Tue 3/21/06
91	2.2.5.2.3 Identify Business Process Impacts	15 days	Wed 3/1/06	Tue 3/21/06
92	2.2.5.2.4 Develop Fit-Gap Analysis Report	15 days	Wed 3/22/06	Tue 4/11/06
93	2.2.5.2.5 Review Fit-Gap Analysis Report	5 days	Wed 4/12/06	Tue 4/18/06
94	2.2.5.2.6 Update Fit-Gap Analysis Report	2 days	Wed 4/19/06	Thu 4/20/06
95	***2.2.5.2.7 Interest Allocation Fit-Gap Analysis Report***	***0 days***	***Thu 4/20/06***	***Thu 4/20/06***
96	**2.2.5.3 Approve Fit-Gap Analysis Report**	6 days	Fri 4/21/06	Fri 4/28/06
97	***2.2.5.4 CGI-AMS Deliverable: Legacy Systems Fit-Gap Analysis Report***	***0 days***	***Fri 4/28/06***	***Fri 4/28/06***
98	**2.2.6 Technical Assessment**	**80 days**	**Tue 11/1/05**	**Fri 2/24/06**
99	2.2.6.1 Provide current legacy systems txn volumes & County infrastructure information	15 days	Tue 11/1/05	Mon 11/21/05
100	2.2.6.2 Review County Network Infrastructure	15 days	Tue 11/22/05	Wed 12/14/05
101	2.2.6.3 Analyze Transaction Volumes (current & future) for FAS, MRO, and Interest Allocation	20 days	Thu 12/15/05	Fri 1/13/06



ID	Task Name	Duration	Start	Finish
102	2.2.6.4 Develop Technical Specifications Document	15 days	Mon 1/16/06	Fri 2/3/06
103	2.2.6.5 Review Technical Specifications Document	5 days	Mon 2/6/06	Fri 2/10/06
104	2.2.6.6 Update Technical Specifications Document	5 days	Mon 2/13/06	Fri 2/17/06
105	2.2.6.7 Approve Technical Specifications Document	5 days	Mon 2/20/06	Fri 2/24/06
106	***2.2.6.8 CGI-AMS Deliverable: Legacy Systems Analysis Technical Specifications Document***	***0 days***	***Fri 2/24/06***	***Fri 2/24/06***
107	**2.2.7 Hardware/Software Procurement**	**68 days**	**Mon 2/27/06**	**Wed 5/31/06**
108	2.2.7.1 Prepare HW/SW procurement documents	15 days	Mon 2/27/06	Fri 3/17/06
109	2.2.7.2 Procure Hardware & System Software (as needed)	53 days	Mon 3/20/06	Wed 5/31/06
110	***2.2.7.3 County Obligation: Procured Hardware & System Software***	***0 days***	***Wed 5/31/06***	***Wed 5/31/06***
111	**2.2.8 Implementation Assessment**	**50 days**	**Wed 2/1/06**	**Tue 4/11/06**
112	**2.2.8.1 FAS Replacement Strategy**	**50 days**	**Wed 2/1/06**	**Tue 4/11/06**
113	2.2.8.1.1 Develop Data Conversion Strategy	15 days	Wed 2/1/06	Tue 2/21/06
114	2.2.8.1.2 Develop FAS and MRO System Interface Strategy	20 days	Wed 2/1/06	Tue 2/28/06
115	2.2.8.1.3 Develop Training Strategy	10 days	Wed 3/1/06	Tue 3/14/06
116	2.2.8.1.4 Develop Transition Strategy	10 days	Wed 3/15/06	Tue 3/28/06
117	2.2.8.1.5 Develop Reporting Strategy	10 days	Wed 3/29/06	Tue 4/11/06
118	**2.2.8.2 Interest Allocation Replacement Strategy**	**40 days**	**Mon 2/13/06**	**Fri 4/7/06**
119	2.2.8.2.1 Develop Data Conversion Strategy	10 days	Mon 2/13/06	Fri 2/24/06
120	2.2.8.2.2 Develop System Interface Strategy	10 days	Mon 2/13/06	Fri 2/24/06
121	2.2.8.2.3 Develop Training Strategy	10 days	Mon 2/27/06	Fri 3/10/06
122	2.2.8.2.4 Develop Transition Strategy	10 days	Mon 3/13/06	Fri 3/24/06
123	2.2.8.2.5 Develop Reporting Strategy	10 days	Mon 3/27/06	Fri 4/7/06
124	**2.2.8.3 Develop CAFR Implementation Strategy**	12 days	Mon 3/27/06	Tue 4/11/06
125	**2.2.9 Develop Legacy Analysis Document**	**37 days**	**Tue 4/11/06**	**Wed 5/31/06**
126	2.2.9.1 Develop Implementation Project Plan & Deliverables Schedule	10 days	Tue 4/11/06	Mon 4/24/06
127	2.2.9.2 Develop Legacy Systems Implementation Analysis Document	15 days	Tue 4/25/06	Mon 5/15/06
128	2.2.9.3 Review Legacy Systems Implementation Analysis Document	5 days	Tue 5/16/06	Mon 5/22/06
129	2.2.9.4 Update Legacy Systems Implementation Analysis Document	3 days	Tue 5/23/06	Thu 5/25/06
130	2.2.9.5 Approve Legacy Systems Implementation Analysis Document	2 days	Tue 5/30/06	Wed 5/31/06
131	***2.2.9.6 CGI-AMS Deliverable: Legacy Systems Analysis Document***	***0 days***	***Wed 5/31/06***	***Wed 5/31/06***



Appendix C-5 – Business Requirements

Not Applicable

Appendix D-5 – Interfaces

Not Applicable

Appendix E-5 – Conversion

Not Applicable

Appendix F-5 – Reports

Not Applicable

Appendix G-5 – Business Processes

(Application Functionality)

Not Applicable

Appendix H-5 – System Performance

Not Applicable

Appendix I-5 – Architecture Schematic

Not Applicable

Appendix J-5 – Configurations & Customizations

Not Applicable

Appendix K-5 – Training Volumes

Not Applicable

Appendix L-5 – Legacy Reports

Not Applicable

Appendix M-5 – Subproject 5 Assumptions

Introduction

In addition to assumptions identified in Appendix M to eCAPS Project Contract 74797, the 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 II – Legacy Systems Analysis Subproject 5.

The assumptions represent and provide further clarification of CGI-AMS's Statement of Work (SOW) Narrative (Exhibit A-5), Deliverables Definition (Appendix A-5) and Subproject Plan (Appendix B-5). 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-5) and Deliverables Definition (Appendix A-5) describe the Tasks, Work Products, and Deliverables to be completed by CGI-AMS for the eCAPS Phase II – Legacy Systems Analysis Subproject 5. In order for the Subproject 5 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 II – Legacy Systems Analysis Subproject plan.

Organization

The eCAPS Phase II – Legacy Systems Analysis Subproject 5 assumptions provided in this appendix are aligned with the SOW sections, as follows:

- Section I - Implementation Methodology
- Section II - Project Management
- Section III – Software Application
- Section IV – Business Requirements and Reporting

Appendix M-5 – Legacy Systems Analysis Design Project

Section I – Implementation Methodology

This section of the SOW provides an overview of the CGI-AMS standard implementation methodology that CGI-AMS will use to conduct the analysis of eCAPS (AMS Advantage) software and develop the Legacy Systems Analysis document. It describes in narrative fashion the tasks, work products, and deliverables to be completed by CGI-AMS within the envision phase. CGI-AMS's assumptions for the County's responsibilities are provided below.

Envision Phase

I.1 Prototyping of Legacy System business processes will be limited to those processes necessary to develop a fit-gap analysis and implementation plan.

I.2 User Training and software testing are outside the scope of this SOW.

I.3 Setup of the tables to support the CAFR reporting process and the creation of the CAFR reports are outside the scope of this SOW.

Section II – 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 Legacy Systems Analysis Subproject 5. CGI-AMS's assumptions for the County's responsibilities and other project management-related activities are provided below.

II.1 The County and CGI-AMS will follow a closely coordinated and collaborative approach to project management for HRM Design with the overall eCAPS Project Management Plan.

II.2 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 5 as outlined in the Subproject plan provided in Appendix B-5.

II.3 The County will supply the project infrastructure necessary to support the co-location of the County-CGI-AMS team and completion of Subproject 5 Tasks as defined in Appendix M of base contract.

II.4 The County and CGI-AMS project managers will jointly maintain the eCAPS Phase II – Legacy Systems Analysis Subproject plan for Legacy Systems Analysis and provide status reporting on project progress to the County and CGI-AMS eCAPS Project Management Team.

II.5 The County will provide dedicated staff to support the clerical and administrative Tasks for the eCAPS Phase II – Legacy Systems Analysis project, including, but not limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

Section III – Software Application

This section of the SOW narrative describes the technical environment, the eCAPS (AMS Advantage) software, and the third party software to be installed for conducting the analysis for the Legacy Systems Analysis project.

III.1 The County will procure the hardware for conducting the eCAPS software prototyping testing for the Legacy Systems per the hardware specifications for the eCAPS Phase I project.

III.2 The County will perform the Tasks necessary to establish the technical environments to support the eCAPS Phase II Legacy Systems Analysis Subproject 5 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…

Section IV – Business Requirements and Reporting

This section of the SOW narrative presents an overview of the CGI-AMS approach for conducting the Functional Analysis (i.e., prototyping and Fit-Gap Analysis) of the County's business requirements and developing the Legacy Systems reporting strategy. In this section, CGI-AMS has provided a list of key assumptions related to reporting as the assumptions related to the Functional Analysis have been provided under Section I – Implementation Methodology.

IV.1 The Legacy Systems Analysis SOW narrative and Subproject plan were prepared with the understanding that the Cognos reporting tool will be used to support the County's ad hoc reporting requirements.

IV.2 Wherever possible, the County will leverage the use of eCAPS online inquiry windows and ad hoc queries/reports using Cognos in lieu of creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

IV.3 The County will assign functional and technical staff with sufficient knowledge of the Legacy Systems to participate in a review of the information provided in the current legacy reports. CGI-AMS shall provide assistance in confirming the eCAPS (AMS Advantage) data sources for the legacy reports.

IV.4 The County will develop business scenarios; CGI-AMS will develop prototyping scripts. CGI-AMS will be responsible for selecting the options for addressing County developed business requirements during the prototyping sessions.

IV.5 The County will provide detailed business requirements, list of interfaces, data conversion areas, and list of current reports for the Interest Allocation systems.

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount	FAS & MRO	IA	CAFR
1.1.7	Use Existing Project Control Document	8/19/05	$0.00	$0.00	$0.00	$0.00	$0.00	
1.2.6	Legacy Systems Analysis Kick-off Meeting	9/26/05	$13,534.00	$2,030.10	$11,503.90	$6,767.00	$6,767.00	
1.2.8	Department Information Briefings	10/17/05	$11,600.00	$1,740.00	$9,860.00	$5,800.00	$5,800.00	
1.3.4	Project Management including Monthly Status Reports	By 5th working day of each month	$146,150.00	$21,922.50	$124,227.50	$108,170.00	$37,980.00	
2.1.4	Legacy Systems Analysis Prototyping Environment & 3rd Party Software	9/16/05	$20,300.00	$3,045.00	$17,255.00	$10,150.00	$10,150.00	
2.2.1.4	Legacy Systems Analysis Product Training	9/30/05	$39,585.00	$5,937.75	$33,647.25	$26,390.00	$13,195.00	
2.2.2.1.6	FAS System & MRO Interface Requirements	11/17/05	$150,800.00	$22,620.00	$128,180.00	$150,800.00		
2.2.2.2.6	Review Existing Interest Allocation System & CAFR Requirements	11/15/05	$73,160.00	$10,974.00	$62,186.00		$49,960.00	$23,200.00
2.2.3.1.6	FAS Prototype Scripts	1/3/06	$30,450.00	$4,567.50	$25,882.50	$30,450.00		
2.2.3.2.6	Interest Allocation Prototype Scripts	1/10/06	$24,650.00	$3,697.50	$20,952.50		$24,650.00	
2.2.5.4	Legacy Systems Fit-Gap Analysis Report	4/28/06	$166,025.00	$24,903.75	$141,121.25	$93,525.00	$58,000.00	$14,500.00
2.2.6.8	Legacy Systems Analysis Technical Specifications Document	2/24/06	$22,716.00	$3,407.40	$19,308.60	$11,358.00	$11,358.00	
2.2.9.6	Legacy Systems Analysis Document	5/31/06	$119,915.00	$17,987.25	$101,927.75	$67,860.00	$43,355.00	$8,700.00
	Release of Withhold (100%)	6/30/06			$122,832.75			
	TOTAL		**$818,885.00**	**$122,832.75**	**$818,885.00**	**$511,270.00**	**$261,215.00**	**$46,400.00**

Exhibit C-5 – Rates

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit C of eCAPS Project Contract 74797.

County of Los Angeles
eCAPS Phase II - Legacy Systems Analysis
CGI-AMS
Exhibit D-5 - Project Schedule
March 31, 2005

ID	Task Name	Duration	Start	Finish
0	**LEGACY SYSTEMS ANALYSIS SUBPROJECT 5**	**233 days**	**Tue 7/5/05**	**Wed 5/31/06**
1	**1 PLANNING & MANAGEMENT**	**233 days**	**Tue 7/5/05**	**Wed 5/31/06**
2	**1.1 Legacy Analysis Project Control Document (incl. plan, PM strategies, etc.)**	**34 days**	**Tue 7/5/05**	**Fri 8/19/05**
10	**1.2 Legacy Systems Project Kick-off**	**46 days**	**Mon 8/15/05**	**Mon 10/17/05**
19	**1.3 On-Going Project Management**	**233 days**	**Tue 7/5/05**	**Wed 5/31/06**
24				
25	**2 ENVISION PHASE**	**204 days**	**Mon 8/15/05**	**Wed 5/31/06**
26	**2.1 Establish eCAPS (AMS Advantage) Prototype Environment & Install 3rd Party Software**	**25 days**	**Mon 8/15/05**	**Fri 9/16/05**
31	**2.2 Functional Analysis**	**194 days**	**Mon 8/29/05**	**Wed 5/31/06**

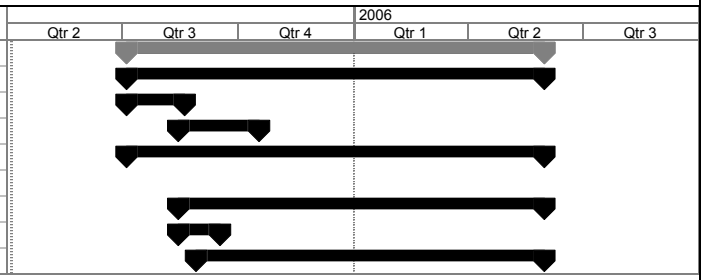


Exhibit E-5 – Maintenance Provisions

Please refer to Appendix A which is an addendum to Exhibit E as amended.

Exhibit F-5 – Confidentiality Agreement

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit F of eCAPS Project Contract 74797.

Exhibit G-5 – EEO Certification

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit G of eCAPS Project Contract 74797.

Exhibit H-5 – License Provisions

Please refer to Appendix A which is an addendum to Exhibit H as amended.

Exhibit I-5 – County Mandated Provisions

No changes required to this exhibit for eCAPS Phase II.

Please refer to Exhibit I of eCAPS Project Contract 74797.

COUNTY Contract Number 74797

APPENDIX A
TO EXHIBIT E (MAINTENANCE PROVISIONS)

SOFTWARE MAINTENANCE TERMS

1. **Maintenance Period**. The Initial Maintenance Period is the Baseline Warranty Period and the five-year period thereafter (such five-year period being referred to as the "Paid Maintenance Period").

2. **Maintenance Fee**. The maintenance fee for the Initial Maintenance Period shall be as follows:

Portion of the Initial Maintenance Period	Total Maintenance Fees
The Baseline Warranty Period	0
The first year of the Paid Maintenance Period	$434,325
The second year of the Paid Maintenance Period	$434,325
The third year of the Paid Maintenance Period	$981,725
The fourth year of the Paid Maintenance Period	$981,725
The fifth year of the Paid Maintenance Period [coverage for six (6) months]	$490,863

The foregoing amounts are included in the Project Price for the eCAPS Phase II project as evidenced by the five individual statements of work. CGI-AMS may invoice COUNTY for each of the above payments not earlier than thirty (30) days prior to the beginning of the corresponding portion of the Initial Maintenance Period.

COUNTY may buy the maintenance services described herein for the Covered Software for subsequent Maintenance Periods in which CGI-AMS is offering maintenance services, at rates not higher than those typically charged by CGI-AMS to its other public entity customers of similar size as COUNTY.

COUNTY Contract Number 74797

APPENDIX A
TO EXHIBIT H (LICENSE PROVISIONS)

LICENSED MATERIALS AND ADDITIONAL TERMS

1. **Licensed Software**. CGI-AMS is licensing to COUNTY the following computer software components, comprising the Licensed Software:

   AMS Advantage® Human Resources Management System v. 3.3 or higher (in a platform/database approved by COUNTY in writing), including the following modules:

   Human Resources

   Position Control

   Recruiting & Staffing

   Benefits Administration

   Time & Attendance

   Payroll Management

   Employee Self Service

   CGI-AMS will provide COUNTY with the source code for the Licensed Software listed above, and COUNTY may use such source code only to maintain and enhance the Licensed Software and for no other purpose. COUNTY may modify the Licensed Software and Licensed Documentation and merge them into other material to form a derivative work for COUNTY's own use. Any portion of the Licensed Software or Licensed Documentation included in such a derivative work will continue to be subject to all terms of this Agreement.

   CGI-AMS shall provide to COUNTY one (1) copy of the Licensed Software on machine-readable media.

2. **Licensed Documentation**. The Specifications for the Software are as set forth in the following documentation which CGI-AMS will deliver to COUNTY, and which is collectively referred to in this Agreement as the " Licensed Documentation":

   AMS Advantage HRM WebSphere Network Deployment Install Guide

   AMS Advantage HRM Performance Tuning Guide

   AMS Advantage HRM System Administration Guide

   AMS Advantage HRM Payroll Engine System Admin Guide

   AMS Advantage HRM Payroll Engine Developer Guide

   AMS Advantage HRM Installation Guide

   AMS Advantage HRM Getting Started Guide

AMS Advantage HRM Developer Guide

AMS Advantage HRM User Guide

The Licensed Documentation is included with the Licensed Software on machine-readable media.

3. **License Type**. The Licensed Software is licensed to COUNTY on the following basis:

   Enterprise License. COUNTY is permitted to use the Licensed Software anywhere within Los Angeles County, California for the purposes set forth in Exhibit H, to which this Appendix A is attached.

4. **Work That May Be Processed**. COUNTY may use the licensed software to process COUNTY'S own work.

5. **Third-Party Products.** Included in the Contract Sum set forth are the license fees for certain third-party products (the "Third-Party Products") that are required to be used in connection with the Licensed Software. CGI-AMS is providing the following Third-Party Products to COUNTY:

   Adobe Present Central Pro (3 server license)

   Adobe Present Output Designer (12 user licenses)

   Pervasive Data Integrator Pro Developer (24 user licenses)

   Pervasive Parallel Data Integrator Pro Integration Engine (6 Dual CPU AIX)

   eHelp Corporation's RoboHelp® Office (4 user license)

   Versata Designer Studio (12 user licenses)

   IRI CoSort AIX (1 server license)

   MicroFocus COBOL :

   - Application Server for Server Express (1 server license)
   - Server Express (2 user licenses)

   IBM WebSphere Server Network Processor (6 server licenses)

   IBM WebSphere Portal Express (2 server licenses)

Each "user license" referenced above refers to the restrictions for the corresponding third-party software provided by CGI-AMS to COUNTY, but not less than one concurrent user.

All rights of COUNTY in and to the Third-Party Products will be governed by the suppliers' license terms accompanying the Third-Party Products. CGI-AMS does not itself give or make any warranty of any kind with respect to the Third-Party Products. Changes in the Licensed Software which CGI-AMS may make from time to time may make it necessary for COUNTY to acquire, at its own expense, updated versions of the Third-Party Products or additional third-party products.