



# City of Everett V9 Upgrade Project

## Change Order CO-004

version 1.0

### Title

Implement CLUE for replacing HR year end scripts.

### Background and Justification

Cayenta version 9.1 no longer supports scripts for updating occupation codes, deduction codes, and pay grades in the year end process. The City of Everett requires functionality to incorporate mass changes in these processes and would like to use CLUE for these functions. They have been quoted 40 services hours to implement CLUE and will be charged annually for 3 licenses at \$500 per license. There are 46.5 hours of T&M time remaining in the project for FMS BPR and the New Equipment Module and 40 of those hours will be used for the services hours needed to implement CLUE.

This Change Order and Amendment is made by and between Cayenta, a Division of N. Harris Computer Corporation and City of Everett and the Statement of Work made effective as of January 11, 2023.

### Contact & General Information

	City of Everett	Cayenta
Contact	Lucky Blue	Taylor Palacino
Email	lblue@everettwa.gov	tpalacino@cayenta.com
Date	10/17/24	
Product	FMS, WMS lite, HCM lite, Connect Employee	

### Description of Changes / Additional Scope

The additional scope for implementing CLUE is as follows:

3 CLUE licenses: \$500 annually per named licensee

Setup CLUE and build workbook: 20 hours at rate of \$220 per hour

Testing workbook: 16 hours at rate of \$220 per hour

Prep for and User Training: 4 hours at rate of \$220 per hour

Total: 40 hour

## Payment Milestones

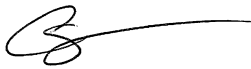



The table below represents the existing fixed-price billing milestones. The line items highlighted in Yellow are the revisions to the milestones.

MP No.	Milestone Name	Original Payment Date	Original Payment Amount	Revised Payment Date	Revised Payment Amount
MP07	Mock Go Live	8/31/24	\$17,600	10/31/24	\$17,600
MP08	Go Live Services	9/30/24	\$14,520	11/31/24	\$14,520
MP09	Support Transition and Project Close	9/30/24	\$17,600	12/31/24	\$17,600
MP17	Multi-level Approval – Accounts Payable	7/31/24	\$1,320	9/30/24	\$1,320
MP18	Multi-level Approval – Purchasing	7/31/24	\$3,080	9/30/24	\$3,080
MP19	Multi-level Approval – General Ledger	7/31/24	\$1,320	9/30/24	\$1,320
MP20	Payments Processing Discovery and Configuration	7/31/24	\$2,420	7/31/24	\$2,420
MN-01	Payments Processing Maintenance at Go Live	N/A	\$0	N/A	\$0
MP22	Year End Processing Review (36 hrs)	7/31/24	\$7,920	9/30/24	\$7,920
MP23	Post-Project Pause Data Refresh (31 hrs)	7/31/24	\$6,820	9/30/24	\$6,820
T&M	CLUE Implementation	N/A	N/A	10/31/24	\$8,800
MP24	CLUE Licenses x3 (\$500 per license annually)	N/A	N/A	10/31/24	\$1,500
	Total		\$72,600		\$82,400

## Project Impact

<b>Budget</b>	Remaining T&M hours will be used for implementing CLUE plus license fees.
<b>Resources</b>	PS Services team will be responsible for the CLUE set up.
<b>Payment Milestones</b>	The changes to the milestones are reflected in the Payments Milestones Table.
<b>Schedule</b>	Project schedule is included in Appendix A.

## Approval

0 hrs	\$220	\$0.00
Chargeable Hours	Rate	Amount
		10/28/2024
Client Signature		Date Attest:
Cassie Franklin Mayor		
		 APPROVED AS TO FORM OFFICE OF THE CITY ATTORNEY
		10/27/2024
Cayenta Signature		Date
Larissa Wong VP of Professional Services		

Monetary change orders will be executed with the return of the signed change order. The remaining fees shall be invoiced after delivery of goods and services and due thirty (30) days from the date of invoice.

Any applicable travel and lodging expenses shall be billed monthly as the work is performed and due thirty (30) days from the date of invoice.

Your signature serves as an acceptance of the "Amount" listed above as it relates to the description of work contained in this Change Order. Your signature also indicates you have reviewed and agree to the scope of work as detailed in any accompanying enclosures or attachments. This signed document indicates that you have provided all the accurate information necessary to produce the work as stated in the above Change Order.

## Internal Use Only

Customer # \_\_\_\_\_ Application # \_\_\_\_\_ Originated by # \_\_\_\_\_ PO# \_\_\_\_\_ 0000000

## Appendix A: Project Schedule

Task Name	Start Date	End Date
<b>V9 Upgrade Schedule</b>	<b>01/18/23</b>	<b>10/16/24</b>
Project start	01/18/23	01/18/23
Project Management	01/18/23	05/24/23
<b>V9 Upgrade</b>	<b>01/18/23</b>	<b>02/09/24</b>
<b>Year End Processing Review</b>	<b>02/12/24</b>	<b>03/29/24</b>
YE BPR & Data Refresh Planning & Prep	02/12/24	02/16/24
Data Refresh & Move to 9.1.38	02/19/24	02/23/24
Post Refresh Audit	02/26/24	03/01/24
Year End Business Process Review	03/04/24	03/15/24
Cayenta ERP Internal Bootcamp	03/18/24	03/29/24
<b>HR &amp; Finance Testing and Incident Remediation</b>	<b>04/01/24</b>	<b>10/16/24</b>
Perform Year End	04/01/24	04/18/24
Year End Processing Complete	04/19/24	04/19/24
Testing and Incident Remediation Week 1	04/22/24	04/26/24
Testing and Incident Remediation Week 2	04/29/24	05/03/24
Testing and Incident Remediation Week 3	05/06/24	05/10/24
Testing and Incident Remediation Week 4	05/13/24	05/17/24
Testing and Incident Remediation Week 5	05/20/24	05/24/24
Testing and Incident Remediation Week 6	05/27/24	05/31/24
Testing and Incident Remediation Week 7	06/03/24	06/07/24
Testing and Incident Remediation Week 8	06/10/24	06/14/24
Testing and Incident Remediation Week 9	06/17/24	06/21/24
Testing and Incident Remediation Week 10	06/24/24	06/28/24
Testing and Incident Remediation Week 11	07/02/24	07/08/24
Testing and Incident Remediation Week 12	07/09/24	07/15/24
Testing and Incident Remediation Week 13	07/16/24	07/22/24
Testing and Incident Remediation Week 14	07/23/24	07/29/24
Testing and Incident Remediation Week 15	07/30/24	08/06/24
Testing and Incident Remediation Week 16	08/07/24	08/13/24
Testing and Incident Remediation Week 17	08/14/24	08/20/24
Testing and Incident Remediation Week 18	08/21/24	08/27/24
Testing and Incident Remediation Week 19	08/28/24	09/04/24

Testing and Incident Remediation Week 20	09/05/24	09/11/24
Testing and Incident Remediation Week 21	09/12/24	09/18/24
Testing and Incident Remediation Week 22	09/19/24	09/25/24
Testing and Incident Remediation Week 23	09/26/24	10/02/24
Testing and Incident Remediation Week 24	10/03/24	10/09/24
Testing and Incident Remediation Week 25	10/10/24	10/16/24
<b>Mock Go-live (MGL)</b>	<b>10/03/24</b>	<b>10/28/24</b>
Create cutover checklist	10/03/24	10/16/24
Review and approve cutover checklist	10/17/24	10/17/24
Mock go live activities	10/18/24	10/22/24
MGL audit	10/23/24	10/23/24
MGL regression testing and remediation	10/24/24	10/28/24
<b>Mock Go-live Completed</b>	10/28/24	10/28/24
<b>End User Training (Customer Delivered)</b>	<b>10/29/24</b>	<b>11/11/24</b>
Training Preparation	10/29/24	11/04/24
Training Execution	11/05/24	11/11/24
End User Training Completed	11/11/24	11/11/24
<b>Go Live, Planning &amp; Preparation</b>	<b>11/12/24</b>	<b>11/18/24</b>
Finalize Go-live Planning	11/12/24	11/13/24
Review go live plan	11/14/24	11/14/24
Go/No-go decision	11/14/24	11/14/24
<b>Execute go-live cutover (Friday and Saturday)</b>	11/15/24	11/17/24
<b>Go-live Complete</b>	11/18/24	11/18/24
<b>Post Go Live Support &amp; Project Close</b>	<b>11/18/24</b>	<b>12/02/24</b>
Post go-live support	11/18/24	11/22/24
Transition to support	11/25/24	11/25/24
Project close activities	11/26/24	12/02/24
<b>Project Complete</b>	12/02/24	12/02/24











# 2024 Cayenta CLUE Change Order\_20241017\_SD

Final Audit Report

2024-10-28

Created:	2024-10-24
By:	Marista Jorve (mjorve@everettwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6lkqZG5ZqeVE2G3jJ_oofYrMwEsevJy

## "2024 Cayenta CLUE Change Order\_20241017\_SD" History

-  Document created by Marista Jorve (mjorve@everettwa.gov)  
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-  Document approved by Lucky Blue (LBlue@everettwa.gov)  
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-  Document emailed to lwong@cayenta.com for signature  
2024-10-25 - 4:21:45 PM GMT
-  Email viewed by lwong@cayenta.com  
2024-10-27 - 5:16:28 PM GMT
-  Signer lwong@cayenta.com entered name at signing as Larissa Wong  
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-  Document e-signed by Larissa Wong (lwong@cayenta.com)  
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Agreement completed.

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