

STATEMENT OF WORK

Professional Consulting Services

Client:



Apex IT Practice Director, Workforce Service Delivery:

Phone:

Email:

Brett Jesperson

(720) 258-6560

brett.jesperson@apexit.com

Apex IT Vice-President:

Phone:

Email:

Chris Armstrong

(925) 699-0552

Chris.Armstrong@apexit.com

CLIENT REPRESENTATIVE

Sara Hoglund
Contract Administrator
972-548-4104
shoglund@co.collin.tx.us

TITLE OF PROPOSED ENGAGEMENT

PeopleSoft Enterprise Portal Implementation

PROJECT OBJECTIVES

Over the course of our current relationship with Collin County, and from high level discovery meetings conducted with Collin County, Apex IT have come to understand the following:

The PeopleSoft Enterprise Portal implementation is driven by the following objectives.

- This SOW represents Phase 1
- A central point of entry for access via the PeopleSoft Enterprise Portal to PeopleSoft applications leveraging delivered integrations

PROJECT APPROACH

It is Apex IT's understanding that Collin County expects to partner on the implementation of PeopleSoft Enterprise Portal. Apex IT's role in the project will be as a Subject Matter Expert to:

- Lead requirements gathering workshops to build out the scope of the implementation project.
- Provide implementation delivery services, application configuration and guidance to Collin County.
- Provide guidance for training content, development and delivery.
- Validate and certify the installation of PeopleSoft Enterprise Portal.
- This work will be done in agreement, upon schedule by IT Project Manager and Human Resources. Primary focus will be HR Helpdesk and secondary HR Portal Single Sign On.

PROJECT SCOPE

The following statements regarding scope are used as critical factors in determining this project estimates related to timeline, resources, and ultimately professional fees. This initial scope is based on our understanding prior to project initiation. It is assumed that the scope will be further defined in detail as we go through the analysis phase.

Organizational Scope	<ul style="list-style-type: none"> • Employees Consuming PeopleSoft HR Services <p>Out of Scope:</p> <ul style="list-style-type: none"> • Guest Users • Non-Employees • Inactive Employees
Business Process Scope	<ul style="list-style-type: none"> • Simple, Single Branding Scheme for Headers, Footers and Color Scheme • Presentation of Delivered Application Pagelets for the Portal • English Only • Non-Unicode
Application Scope	<ul style="list-style-type: none"> • PeopleSoft Enterprise Portal 9.1
Data Conversion	<ul style="list-style-type: none"> • N/A

Integrations	<ul style="list-style-type: none"> • PeopleSoft User Profile Integration • PeopleSoft Single Sign-On • Content Integrations, via Content References: <ul style="list-style-type: none"> ○ PeopleSoft ELS ○ PeopleSoft CRM HR Help Desk ○ PeopleSoft HCM <p>Out of Scope:</p> <ul style="list-style-type: none"> • Microsoft Outlook • myCollincounty, SharePoint or other 3rd party applications • Workspace Collaboration
Reporting	N/A

Phased Approach

The initial implementation will be focused exclusively on Collin County’s PeopleSoft Enterprise Portal deployment.

Phase 1	Employees Consuming PeopleSoft HR Services
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This statement of work will focus only on the approach and scope for Phase 1. Collin County and Apex IT will partner to complete the following activities and deliverables. Responsibilities are designated to show primary ownership. It is expected that Collin County and Apex IT will team to complete these activities.

Planning Phase

Collin County will have primary responsibility for project management, maintaining scope and providing resources to complete the implementation. Apex IT will provide guidance as needed.

Activity or Deliverable	Primary Responsibility	Input From
Project Planning	Collin County	Apex IT
Project Plan	Collin County	Apex IT

Analysis Phase

During the analysis phase will participate in requirements gathering.

Activity or Deliverable	Primary Responsibility	Input From
Functional Requirements	Apex IT	Collin County
Fit/Gap (mapping requirements to application)	Apex IT	Collin County
Application Architecture and Infrastructure Requirements	Collin County	Apex IT



Prioritize Requirements/Gaps, Sign-off	Collin County	Apex IT
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Once the requirements have been identified, Apex IT will conduct a fit/gap. At this point, Apex IT and Collin County will work together to estimate the remainder of the project based on prioritized requirements, resources, timeline, and budget. For example, to stay within the timeframe and budget, some scope may need to be pushed to a future phase. If full scope remains, then the timeline or resource levels (and ultimately cost) may change.

Apex IT suggests that Collin County Portal Administrators attend the latest Enterprise Portal Administration class through Oracle University. Upcoming events include live training on June 11th in Denver, CO. Live-virtual classes are held monthly.

Design/Build/Documentation Phase

During this phase, common requirements will be implemented by the combined Collin County and Apex IT team.

Activity or Deliverable	Primary Responsibility	Input From
Design/Build Doc: Portal Configuration	Apex IT / Collin County working together under Apex IT's guidance	
Design/Build Doc: Set-up Delivered EIP's	Apex IT	Collin County
Design/Build Doc: Set-up Application Links to Portal	Apex IT	Collin County
Design/Build Doc: PeopleSoft Single Sign-On	Collin County & Apex IT working together on this	
Design/Build Doc: Security	Collin County & Apex IT working together on this	

* Customizations are considered out of scope for this project. If customizations are determined to be needed during the Analysis phase, Apex IT and Collin County will determine impact on the project timeframe, resources and cost.

Testing Phase

The Testing activities should be coordinated with the HRHD testing for efficiency. Additional scripts for the Portal will need to be created with the Testing phase extended slightly.

Activity or Deliverable	Primary Responsibility	Input From
Unit Testing	Company responsibility as noted above in Design/Build	
System & User Acceptance Testing Test Planning	Collin County	Apex IT
System Testing Scripts	Collin County	Apex IT
System Testing Execution	Collin County	Apex IT
System Testing Bug Fixing	Company responsibility as noted above in Design/Build	



UAT/Regression Testing Scripts	Collin County	Apex IT
UAT/Regression Testing Execution	Collin County	Apex IT
UAT/Regression Testing Bug Fixing	Company responsibility as noted above in Design/Build	

* Performance/Load Testing and tuning are considered out of scope for this project.

Training & Deployment Phase

Apex IT recognizes that training of project team and of end-users in an effective and timely fashion is critical to any software project. We recommend developing project-team and end-user training plans.

The Training and Deployment activities should be coordinated with HRHD for efficiency. Additional training content and deployment preparation for the Portal will need to be created with the phase extended slightly.

Activity or Deliverable	Primary Responsibility	Input From
Training Plan and Execution/Coordination	Collin County	Apex IT
End-User Training Documents	Collin County	Apex IT
Training Delivery	Collin County	Apex IT
Deployment Plan/Checklist	Collin County	Apex IT
Portal Support Plan	Collin County	Apex IT
Post-Production Support/Stabilization	Collin County	Apex IT



ANTICIPATED PROFESSIONAL CONSULTING FEES

The following is an estimate of the anticipated resources needed from Apex IT to successfully complete the project according to the scope, timeline, and budget identified in this SOW, and an estimated breakdown of hours and estimated costs.

This is a time and materials project, the scope and price estimate is not fixed.

PS Enterprise Portal Resource Plan		Weeks																		Apex IT		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Hours	Rate	Fees
Apex IT:	PS Technical, Integration, Portal Analyst	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	160	\$ 165	\$ 26,400

**The above noted fees include implementation services only and do not include reimbursable travel expenses if applicable.*

ASSUMPTIONS

The following assumptions have been made by Apex IT related to this project. These assumptions have influenced estimated timeline, resource levels, and fees. These assumptions have been presented to structure the project, to provide better communication and understanding, while creating guidelines for a successful implementation.

On Site / Off Site Services Delivery	Apex IT provides implementation services using a hybrid model of onsite and offsite delivery. Where applicable, Apex IT consultants will work remotely to reduce overall non-implementation related expenses (travel, lodging, meals). As necessary, Apex consultants will work onsite at the direction and discretion of the Collin County project manager and the Apex IT Engagement Manager.
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- Collin County will provide a project Lead on the project.
- Collin County will allocate required internal resources, including project manager and other personnel, as enumerated in the resources section of this proposal, to be further refined and documented as part of the project plan, to support a successful project.
- Team members will be available on agreed upon meeting dates and times.
- Collin County will assign a qualified liaison to this project that will have the authority to make decisions on behalf of Collin County for scope changes, resource allocation, project expenditures, resolution of issues, milestone and project acceptance, and other business decisions impacting the project.
- Collin County will provide a timely review (<5 business days per the project plan) of all necessary deliverables and agreements to move the project forward within the timelines and budget constraints contained within this proposal.
- Issues will be resolved in an expedient manner.
- Collin County will make key user personnel available and encourage active participation in interviews, fit gap, design sessions, deliverable reviews, testing, training, and organizational change management.
- Collin County resources outlined within the proposal will work on a joint team with the Apex IT resources, also identified within this proposal. The joint team will work together to accomplish the project goals and to complete the project deliverables as defined/recommended in this proposal.
- In accordance with the project plan, Collin County project management will provide timely approval of all subsequent project plans and milestone achievements.



- Collin County will make work space available for Apex IT employees. Apex IT resources will be provided with telephones, conference rooms for meetings, network connectivity, access to network drive, internet access and printers.
- Collin County will provide building security badges for Apex IT staff as needed. Apex IT staff local to Collin County will follow Collin County office hours. Apex IT staff will follow an agreed upon onsite work schedule. This schedule can be adjusted as necessary to accommodate project milestones and deadlines within availability constraints and advance notice when needed. Collin County and Apex IT will be available for discussions and conference calls during periods of offsite work.
- Collin County’s project team members will commit to be trained in PeopleSoft Enterprise Portal as determined appropriate through pre-project training planning to be conducted by Collin County Project Manager and the Apex IT Engagement Manager.

PROJECT PROFESSIONAL FEES

Apex IT is highly motivated to deliver its consulting projects in a manner that results in fast, functional, and “referenceable” engagements. Apex IT is proposing a Time and Materials engagement.

Apex IT fees are invoiced on a time and materials basis. The following amount is an estimate based on current information and is not a fixed cost bid for the project. Reimbursable travel expenses are not included in this estimate. Apex IT and Collin County will work together to minimize travel.

RESOURCE ROLE/TITLE		ESTIMATED HOURS	HOURLY RATE	ESTIMATED FEES
PS Technical Consultant		160	\$165/hr.	\$26,400
ESTIMATED PROJECT START DATE TBD	ESTIMATED PROJECT COMPLETION DATE TBD	TOTAL ESTIMATED CHARGES		\$26,400

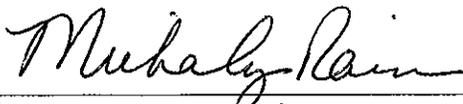
PAYMENT TERMS

Invoicing

Customer shall pay Apex IT for all Products and Services provided and all Expenses incurred by Apex IT in accordance with the Master Services Agreement, dated April 5, 2012 between Apex IT and Collin County on a time & materials fee basis for this project.



CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Collin County	
BY: 	
NAME Michalyn Reins	
TITLE Contracts Mgr	DATE: 7/16/12

Apex IT	
BY: 	
NAME Scott C. Newton	
TITLE President	DATE: 6/26/12

Court order 2012-403-07-09



June 29, 2012

Collin County
Office of the Purchasing Agent
Attn: Sara Hoglund
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071

Dear Ms. Hoglund:

Enclosed please find the executed agreements per your request.

Please feel free to contact me if you have any questions or concerns.

Best Regards,

Jaime J. Tonn
Accounting Manager
Email: jaime.tonn@apexit.com

Enclosures