STATEMENT OF WORK

Professional Consulting Services

Client:

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CLIENT REPRESENTATIVE

Sara Hoglund
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TITLE OF PROPOSED ENGAGEMENT

PeopleSoft HCM Security Re-implementation

PROJECT OBJECTIVES

Based on analysis of the current HCM security implementation, several issues have been identified, including lack of consistency and standards in the current security implementation, hard-coded security object names within PeopleCode, and an automated security assignment process that is not 100% accurate. It is Apex IT's understanding that Collin County wishes to remedy these issues during this project with the objectives stated below:

1) Redesign security roles and permission lists based on best practices and new standards.
2) Rewrite all customizations involving hard-coded role names.
3) Redesign any workflow that involves old roles.
4) Rewrite the customization that automates security assignment based on position.
5) Implement all changes in Portal and CRM as required.

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 current understanding and will be defined in further detail as the project moves forward.

Organizational Scope	• PeopleSoft HCM system users
Application Scope	• PeopleSoft HCM 9.0 • PeopleSoft CRM 9.1 • PeopleSoft Enterprise Portal 9.1
Integrations	• PeopleSoft User Profile and Role Integrations • PeopleSoft Single Sign-On
Reporting	• None

Phased Approach

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 and Analysis Phase

Apex IT will have primary responsibility for project planning and analysis. Items in blue are already complete using hours from the initial project contract.

Activity or Deliverable	Primary Responsibility	Input From
Project Plan	Apex IT	Collin County
Analysis of Initial Security Implementation	Apex IT	Collin County
Recommendations for Re-implementation	Apex IT	Collin County

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
Define security standards and naming conventions	Apex IT	Collin County
Define system access for all appropriate user types	Collin County	Apex IT
Technical Specification: Security automation	Apex IT	Collin County
Develop security automation customization based on spec	Collin County	Apex IT
Redesign security roles and permission lists	Apex IT	Collin County
Implement security changes in Portal and CRM as needed	Apex IT	Collin County

Testing Phase

Testing will occur in two phases. Initial testing will be done in the HCM environment with changes being made throughout. Final testing will take place in the Portal environment.

Activity or Deliverable	Primary Responsibility	Input From
Initial testing of security roles in HCM	Collin County	Apex IT
Final testing of security roles in Portal	Collin County	Apex IT
Testing of automated security assignment in HCM, CRM, Portal	Collin County	Apex IT

Deployment Phase

Activity or Deliverable	Primary Responsibility	Input From
Deployment Plan/Checklist	Apex IT	Collin County
Deployment Activities (move customizations, assign new roles)	Collin County	Apex IT
Post-Production Support	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.

Senior Technical Consultant – 280 hours

These hours are in addition to existing hours from the initial Statement of Work and Amendment #1 for the PeopleSoft Enterprise Portal Implementation (Collin County Contract NO. 06217-11). It is estimated that 220 hours from that contract will be applied to this project.

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

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.

- Collin County will allocate required internal resources 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 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.

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
Senior Technical Consultant		280	$165/hr.	$46,200
ESTIMATED PROJECT START DATE TBD	ESTIMATED PROJECT COMPLETION DATE TBD	TOTAL ESTIMATED CHARGES		$46,200*

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

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: | | Apex IT

BY: | |
|---|---|---|---|
| NAME | | NAME | |
| TITLE | DATE: | TITLE | DATE: |