SERIAL 02132 RFP PREPROGRAMMED SOFTWARE, PERSONNEL & FINANCIAL SYSTEM (INTEGRATED HUMAN RESOURCES & FINANCIAL SYSTEM)-Ciber

DATE OF LAST REVISION: July 12, 2005 CONTRACT END DATE: March 31, 2013

CONTRACT PERIOD THROUGH MARCH 31, 2013

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **PREPROGRAMMED SOFTWARE, PERSONNEL & FINANCIAL SYSTEM (INTEGRATED HUMAN RESOURCES & FINANCIAL SYSTEM)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **March 19, 2003.**

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

_____
Wes Baysinger, Director
Materials Management

SD/mm
Attach

Copy to: Clerk of the Board
Danica Bunjevic, Chief Information Officer
Mirheta Muslic, Materials Management

CONTRACT PURSUANT TO RFP
CIBER INC.

SERIAL 02132-RFP

This Contract is entered into this 25th day of APRIL, 2003 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and CIBER Inc., a Delaware corporation ("Contractor") for the purchase of Implemation services described in Exhibit B.
This is a not to exceed total price contract, based on firm fixed hourly labor rates.

1.0 TERM

1.1 This Contract is for a term of two (2) years, beginning on the 25th day of April and ending the 31st day of March 2005.

1.2 The County may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional One (1) year terms up to a maximum of Three (3) additional terms. The County shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

2.0 PAYMENT

2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum stated in Final Pricing, attached hereto and incorporated herein as Exhibit "A." Payment shall be made monthly based on billed hours net of the agreed upon 15% retainage. All approved change orders will be paid at the time of acceptance less 15% retainage.

2.2 The retainage will be paid at the end of each Phase of the implementation, based upon written acceptance of all deliverables specified in Exhibit B: Scope of Work. Ciber Inc. will issue the "final" invoice for the remaining 15% (retainage) at the end of each Phase after written acceptance and being live with acceptable performance for 4 weeks.

2.3 Payment under this Contract shall be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the contract (section 2.1) and will be due and payable within thirty (30) days from the date of invoice. Invoices shall contain the following information: contract number, purchase order number, description of services, quantities, unit prices, and extended totals. If County defaults (without cause) in payment of any sum due Contractor, Contractor may suspend further performance under any or all Statements of Work.

3.0 DUTIES

3.1 The Contractor shall perform all duties stated in the Agreed Scope of Work, attached hereto and incorporated herein as Exhibit "B ("Scope of Work")" and the final project plan "C-2 (Project Plan)". The final project plan will be incorporated into this contract within 10 days after the completion of the Fit Gap analysis (Exhibit C-). The Fit/Gap analysis will be completed within 7 weeks of the signing of this contract.

3.2 Contractor shall perform services at the location(s) as directed by Maricopa County and at the time(s) stated in Exhibit "B".

3.2 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

3.3 Travel expenses will be capped at a maximum of 10% of actual implementation price. Contractor agrees to adhere to Maricopa County's travel/per Diem policy.

3.4 Extraordinary Expenses are excluded from the 10% cap in Section3.3. (Extraordinary expenses are defined as those incurred when the county requests a change of travel plans and there is lack of sufficient notice, which increases travel costs (airfare or hotel) Or/and travel off site as requested and approved by the county.)

4.0 TERMS & CONDITIONS

4.1 INDEMNIFICATION AND INSURANCE:

4.1.1 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, arising out of the negligent acts or omissions of Contractor. NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY LOST DATA, LOST PROFITS OR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, SPECIAL OR OTHER INDIRECT DAMAGES OF ANY KIND FOR ANY REASON WHATSOEVER INCLUDING, BUT NOT LIMITED TO, DAMAGES BASED UPON NEGLIGENCE, BREACH OF WARRANTY, STRICT LIABILITY, OR ANY OTHER THEORY EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Each party agrees that the other party's liability hereunder for damages, regardless of the form of action, will not exceed the total amount actually paid for Services and Work Product under the Scope of Work giving rise to the damages. The parties agree that amounts stated herein are fair under the circumstances and that the prices reflect this limitation of liability.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

4.1.2 Insurance Requirements.

Contractor, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Contractor shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver

of the County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

4.1.2.1 *Commercial General Liability*. Contractor shall maintain Commercial General Liability insurance with a limit of not less than $1,000,000 for each occurrence with a $2,000,000 Products/Completed Operations Aggregate and a $2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Contractor subcontracts any part of the work, services or operations awarded to the Contractor, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than $1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

4.1.2.2 *Automobile Liability*. Contractor shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than $1,000,000, each occurrence, with respect to Contractor's vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

4.1.2.3 *Workers' Compensation*. The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than $1,000,000 for each accident, $1,000,000 disease for each employee, and $1,000,000 disease policy limit.

4.1.2.4 **Professional Liability.** The Contractor retained by the County to provide the work or service required by this Contract will maintain Professional Liability insurance covering errors and omissions arising out of the work or services performed by the Contractor or any person employed by the Contractor, with a limit of not less than $1,000,000 each claim.

If any work is subcontracted, the Contractor will require Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

4.1.3 Certificates of Insurance.

4.1.3.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

In the event any insurance policy(ies) required by this Contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

4.1.4 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty- (30) days prior written notice to the County.

4.2 REQUIREMENT OF CONTRACT BOND:

Concurrently with the submittal of the Contract, the Contractor shall furnish the Contracting Agency the following bonds, which shall become binding upon the award of the contract to the Contractor.

(A) A Performance Bond of $2,000,000 conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Such bond shall be solely for the protection of the Contracting Agency awarding the Contract.

(B) A Payment Bond of $2,000,000 solely for the protection of claimants supplying labor or materials to the Contractor or his Subcontractors in the prosecution of the work provided for in such Contract.

Each such bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

Each bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bonds shall not be executed by an individual surety or sureties. The bonds shall be made payable and acceptable to the Contracting Agency. The bonds shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bonds shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

4.3 NOTICES:
All notices given pursuant to the terms of this Contract shall be addressed to:

For County:
Maricopa County
Department of Materials Management
Attn: Director of Purchasing
320 West Lincoln Street
Phoenix, Arizona

For Contractor:
CIBER Inc.
5251 DTC Parkway, Suite 1400
Greenwood Village, CO 80111

4.4 REQUIREMENTS CONTRACT:

Contractor signifies its understanding and agreement by signing this document, that this Contract is a requirements contract. Contractor shall take no action under this Contract unless specifically requested by County, which shall submit a written NOTICE TO PROCEED OR CHANGE ORDER to Contractor requesting that work be performed.

County reserves the right to cancel purchase orders upon 30 days written notice. Should a purchase order be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor pursuant to the purchase order. The County will not reimburse the Contractor for any costs incurred after receipt of cancellation, or for lost profits, or performance of services prior to issuance of a purchase order.

4.5 TERMINATION:

County may unconditionally terminate this Contract for convenience by providing thirty (30) calendar days advance notice to the Contractor.

County may terminate this Contract if Contractor fails to pay any charge when due or fails to perform or observe any other material term or condition of the Contract, and such failure continues for more than thirty (30) days after receipt of written notice of such failure from County, or if Contractor becomes insolvent or generally fails to pay its debts as they mature.

4.6 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.7 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

4.8 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.9 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.10 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.11 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.12 AUDIT DISALLOWANCES:

If at any time County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

4.13 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of this Contract.

4.14 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

Unless Contractor and County agree otherwise in writing, the deliverables ("Work Products") developed for County by Contractor pursuant to this Agreement and any Statement of Work will belong jointly to Contractor and County without accounting. This provision does not apply to deliverables consisting of marketable software solutions ("Marketable Software"). If the County and Contractor jointly develop Marketable Software, County and Contractor will jointly own such Marketable Software, and will split on a 50/50 basis all net revenues obtained by either party's sale of such Marketable Software. Notwithstanding the foregoing, County acknowledges that Contractor is in the business of providing information technology consulting services and has accumulated expertise in this field and agrees that Contractor will retain all right, title and interest

in and to all Contractor Materials. "Contractor Materials" means all discoveries, concepts and ideas, whether or not registrable under patent, copyright or similar statutes, including, without limitation, patents, copyright, trademarks, trade secrets, processes, methods, formulae, techniques, tools, solutions, programs, data and documentation, and related modifications, improvements and know-how, that Contractor, alone, or jointly with others, its agents or employees, conceives, makes, develops, acquires or obtains knowledge of at any time before, after or during the term of this Agreement without breach of Contractor's duty of confidentiality to County. If Contractor Materials are included with or embodied in any Work Product or Marketable Software, County will have a perpetual, irrevocable, nonexclusive, worldwide, royalty-free license to use, execute, reproduce, display, perform, distribute internally, and prepare "derivative works" as defined in the Copyright Act, 17 U.S.C. §101, based upon, the Contractor Materials in each case solely in conjunction with the Work Product delivered or Marketable Software developed hereunder. Any interest in the Services, Work Products and Marketable Software granted hereunder by Contractor to County shall be effective upon and to the extent of payment by County of the fees and expenses invoiced by Contractor pursuant to this Agreement. Notwithstanding anything to the contrary in this Agreement, Contractor and its personnel are free to use and employ their general skills, know-how, and expertise, and to use, disclose, and employ any generalized ideas, concepts, know-how, methods, techniques, or skills gained or learned during the course of this Agreement so long as they acquire and apply such information without any unauthorized use or disclosure of confidential or proprietary information of County.

4.16 TERMINATION FOR BREACH

Either party may suspend or terminate this contract if the other party causes a material breach of the Contract which remains uncured over 30 days from the defaulting party's receipt of the nondefaulting party's written default notice.

4.17 WARRANTY/DISCLAIMER OF WARRANTIES

For a period of one hundred eighty (180) days from the date of County's final acceptance of all Work Products (the "Warranty Period"), Contractor warrants that it will (a) perform all Services in a professional and workmanlike manner and (b) provide Work Products that conform in all material respects to the specifications set forth in the Statement of Work. County must report any deficiencies to Contractor in writing within the Warranty Period to receive warranty remedies. County's exclusive remedy and Contractor's entire liability is to provide Services to correct the deficiencies. If Contractor is unable to correct the deficiencies, County is entitled to recover the fees paid to Contractor for the deficient portion of the Services or Work Product. CONTRACTOR DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE. Contractor makes no warranties regarding any portion of any deliverable developed by County or by any third party, including any third party software, hardware, or other third party products provided by Contractor.

4.18 NONSOLICITATION

To the extent permitted by Law, during the term of this Agreement and for a period of one (1) year after its termination, neither party will directly or indirectly (a) solicit for hire or engagement any of the other party's personnel who were involved in the provision or receipt of Services under this Agreement or (b) hire or engage any person or entity who is or was employed or engaged by the other party and who was involved in the provision or receipt of Services under this Agreement until one hundred eighty (180) days following the termination of the person's or entity's employment or engagement with the other party. For purposes herein, "Solicit" does not include broad-based recruiting efforts, including without limitation help wanted advertising and posting of open positions on a party's internet site.

4.19 INTEGRATION

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

_____
AUTHORIZED SIGNATURE

Russ Wheeler, President
PRINTED NAME AND TITLE

5251 DTC Parkway, Suite 1400
Greenwood Village, CO 80111

_____
DATE

MARICOPA COUNTY

BY: _____ _____
CHAIRMAN, BOARD OF SUPERVISORS DATE

ATTESTED:

_____ _____
CLERK OF THE BOARD DATE

APPROVED AS TO FORM:

_____ _____
MARICOPA COUNTY ATTORNEY DATE

EXHIBIT A

PRICING

"02132-CIBER EHB A.xls"

EXHIBIT B

"02132-CIBER EXH B.doc"

EXHIBIT B-1

Detailed Functional Specifications

"02132-CIBER EXH B-1.xls"

EXHIBIT B-2
High Level Project Plan

EXHIBIT B –3
Maricopa County Staffing and Roles

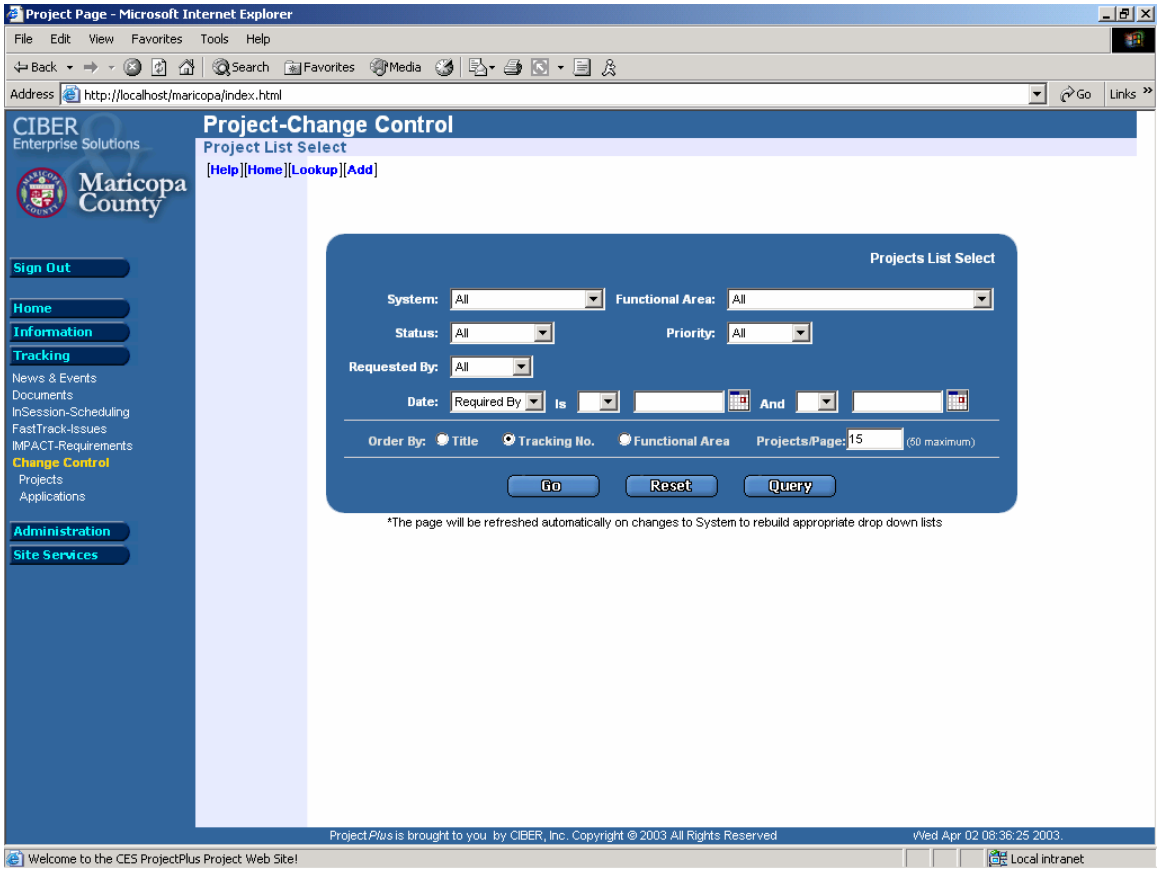
"02132-CIBER EXH B-3.xls"

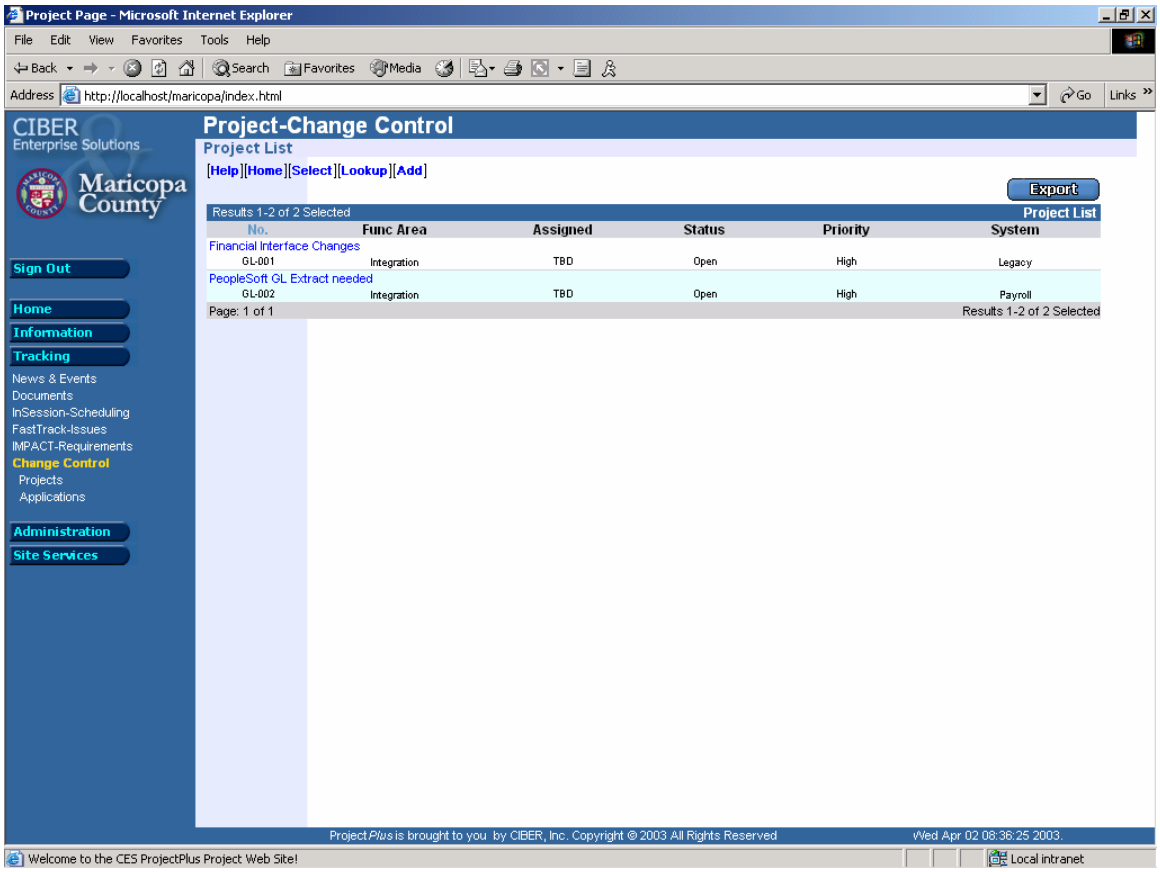
EXHIBIT B –4
CIBER and Maricopa County Skills Inventories

"02132-CIBER EXH B-4.xls"

EXHIBIT B-5
Project Tracking Forms

PP Project Change Control

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Project-Change Control
Project List
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Project List
No. Func Area Assigned Status Priority System
Financial Interface Changes
GL-001 Integration TBD Open High Legacy
PeopleSoft GL Extract needed
GL-002 Integration TBD Open High Payroll
Page: 1 of 1
Results 1-2 of 2 Selected
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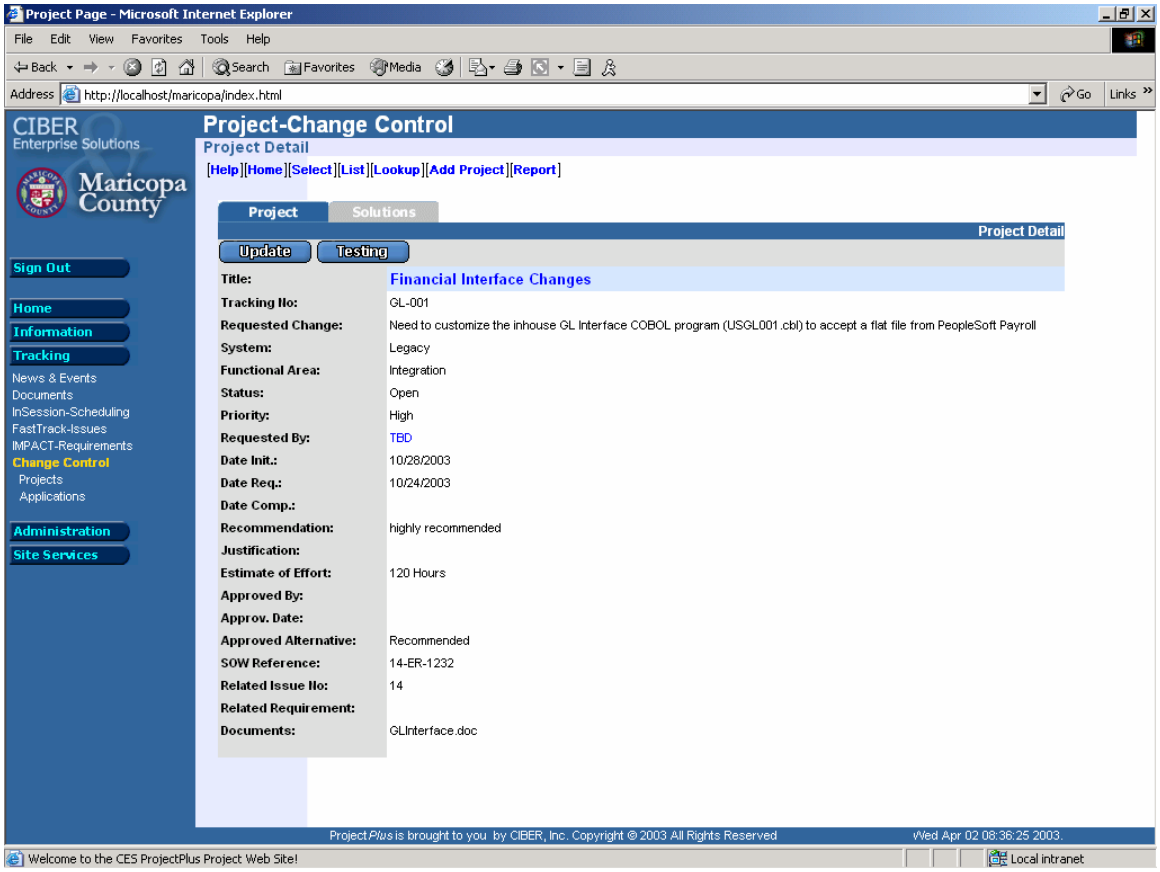
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Project Detail
[Help][Home][Select][List][Lookup][Add Project][Report]
Project
Solutions
Project Detail
Update
Testing
Title: Financial Interface Changes
Tracking No: GL-001
Requested Change: Need to customize the inhouse GL Interface COBOL program (USGL001.cbl) to accept a flat file from PeopleSoft Payroll
System: Legacy
Functional Area: Integration
Status: Open
Priority: High
Requested By: TBD
Date Init.: 10/28/2003
Date Req.: 10/24/2003
Date Comp.:
Recommendation: highly recommended
Justification:
Estimate of Effort: 120 Hours
Approved By:
Approv. Date:
Approved Alternative: Recommended
SOW Reference: 14-ER-1232
Related Issue No: 14
Related Requirement:
Documents: GLInterface.doc
Sign Out
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Documents
InSession-Scheduling
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IMPACT-Requirements
Change Control
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Applications

Administration
Site Services

Tracking No: GL-001

Title: Financial Interface Changes

Requested Change: Need to customize the inhouse GL Interface COBOL program (USGL001.cbl) to accept a flat file from PeopleSoft Payroll

System: Legacy

Functional Area: Integration

Status: Open

Priority: High

Requested By: TBD

Date Init.: 10/28/2003 Date Req.: 10/24/2003 Date Comp.:

Recommendation: highly recommended

Justification:

Preliminary Estimate: 120 Hours

Approved By: Smith,Dan Approv. Date:

Approved Alternative: Recommended

SOW Reference: 14-ER-1232

Related Issue No: 14

Related Requirement:

Related Documents: GLInterface.doc

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Update Alternative

[Help][Project][Add]

Update Project Alternative

Please update fields below. When you are finished click the Update Alternative Button.

Project: Financial Interface Changes(GL-001)

Alternative Type: Recommended

Alternative: Modify the existing COBOL program to read and process the GL Extract file created from the PeopleSoft payroll system.

Scope/Impact: None

Time To Complete: 120 Hours

Cost To Complete: 1400

Impact On

Documentation: 5 Hours

Training: 0 Hours

Testing: 10 Hours

Project Schedule: 1 Days

Update Delete

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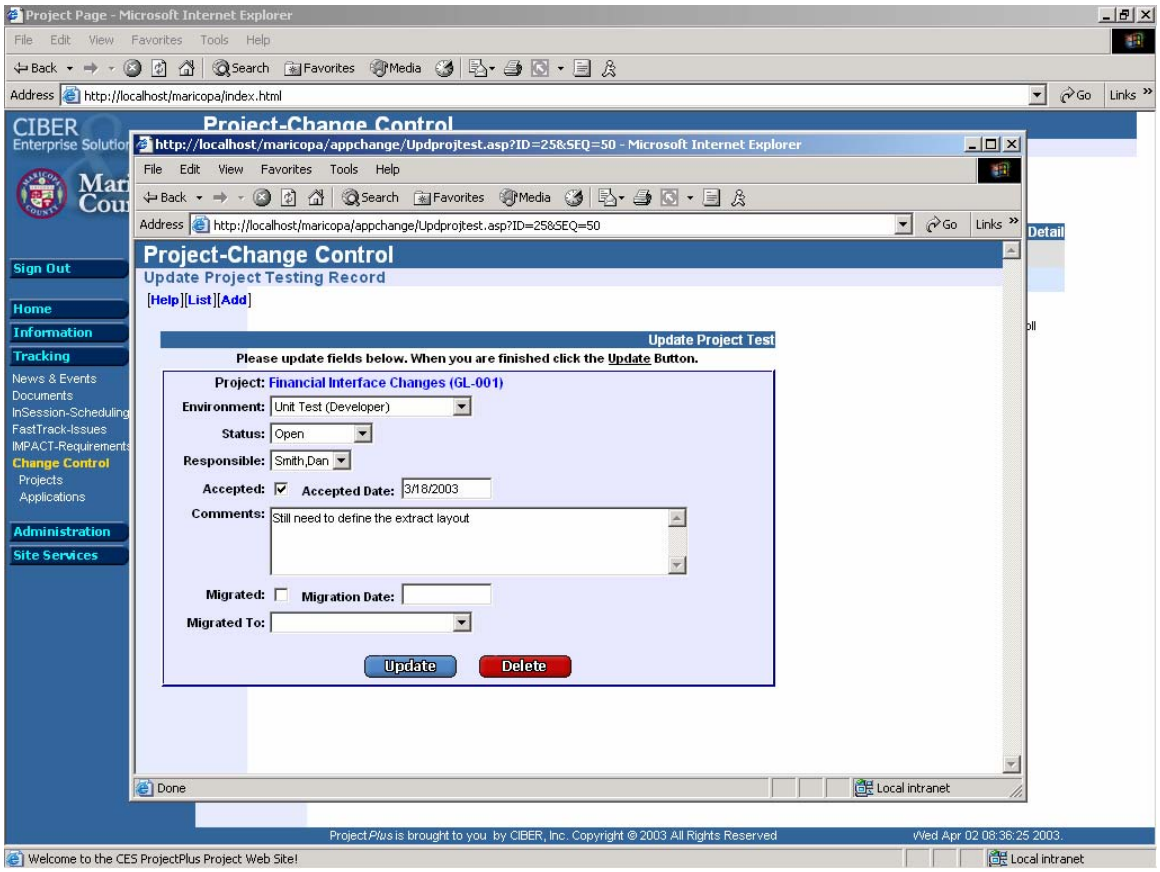
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Address http://localhost/maricopa/appchange/Updprojtest.asp?ID=25&SEQ=50
Project-Change Control
Update Project Testing Record
[Help][List][Add]
Update Project Test
Please update fields below. When you are finished click the Update Button.
Project: Financial Interface Changes (GL-001)
Environment: Unit Test (Developer)
Status: Open
Responsible: Smith,Dan
Accepted: Accepted Date: 3/18/2003
Comments: Still need to define the extract layout
Migrated: Migration Date:
Migrated To:
Update
Delete
Sign Out
Home
Information
Tracking
News & Events
Documents
InSession-Scheduling
FastTrack-Issues
IMPACT-Requirements
Change Control
Projects
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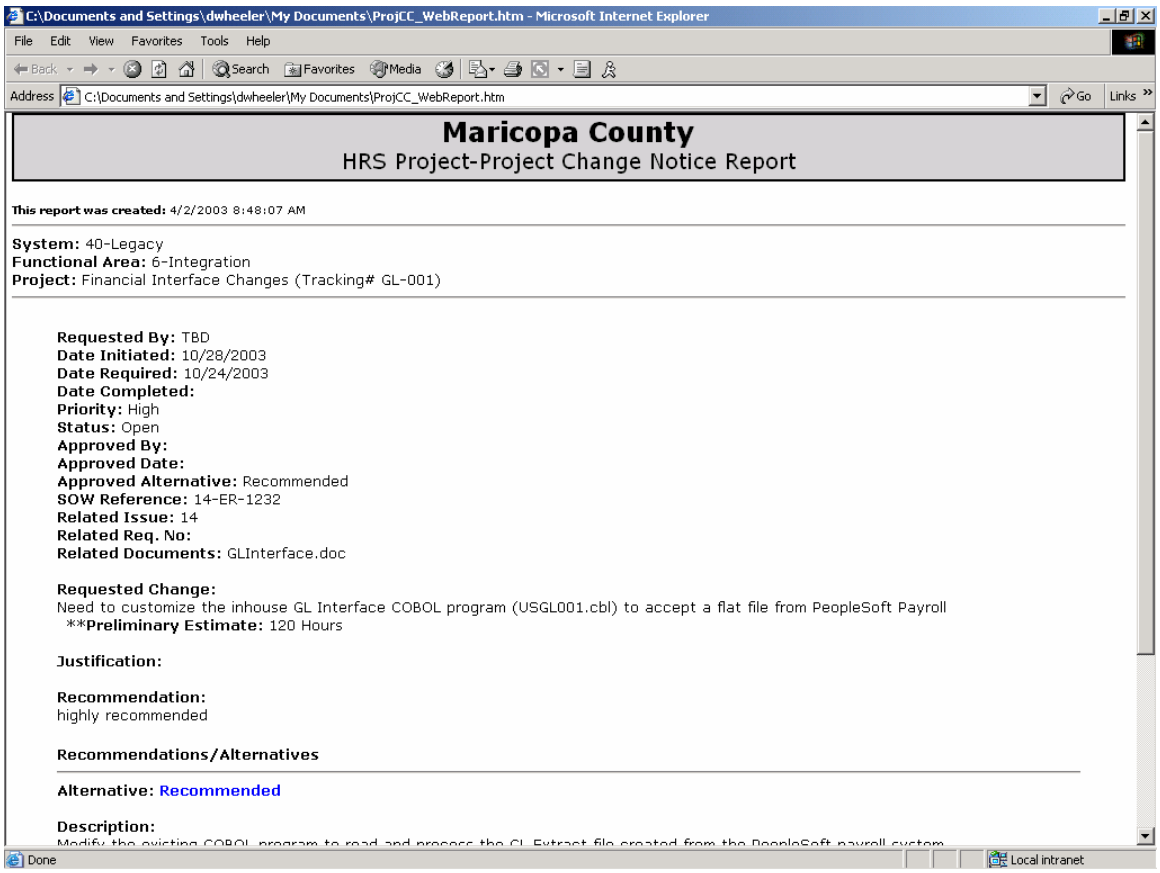
Web Report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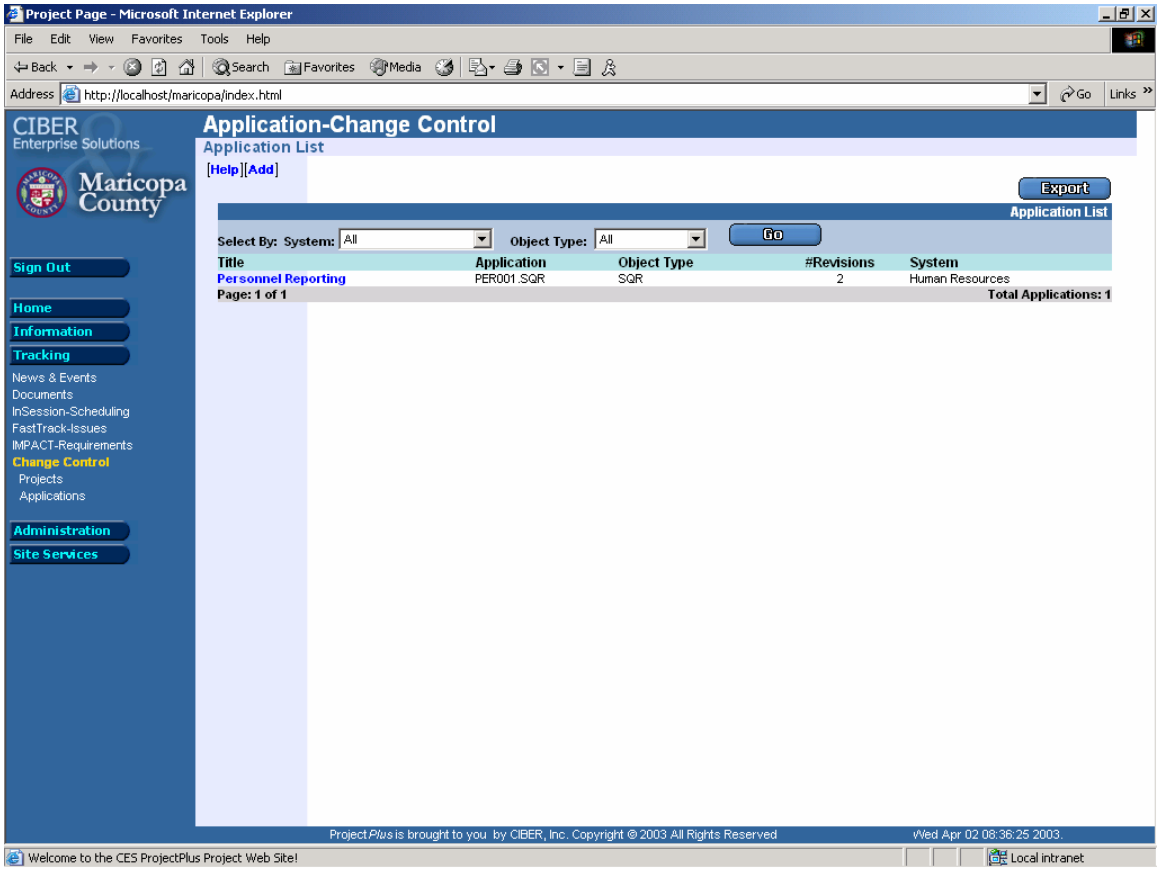
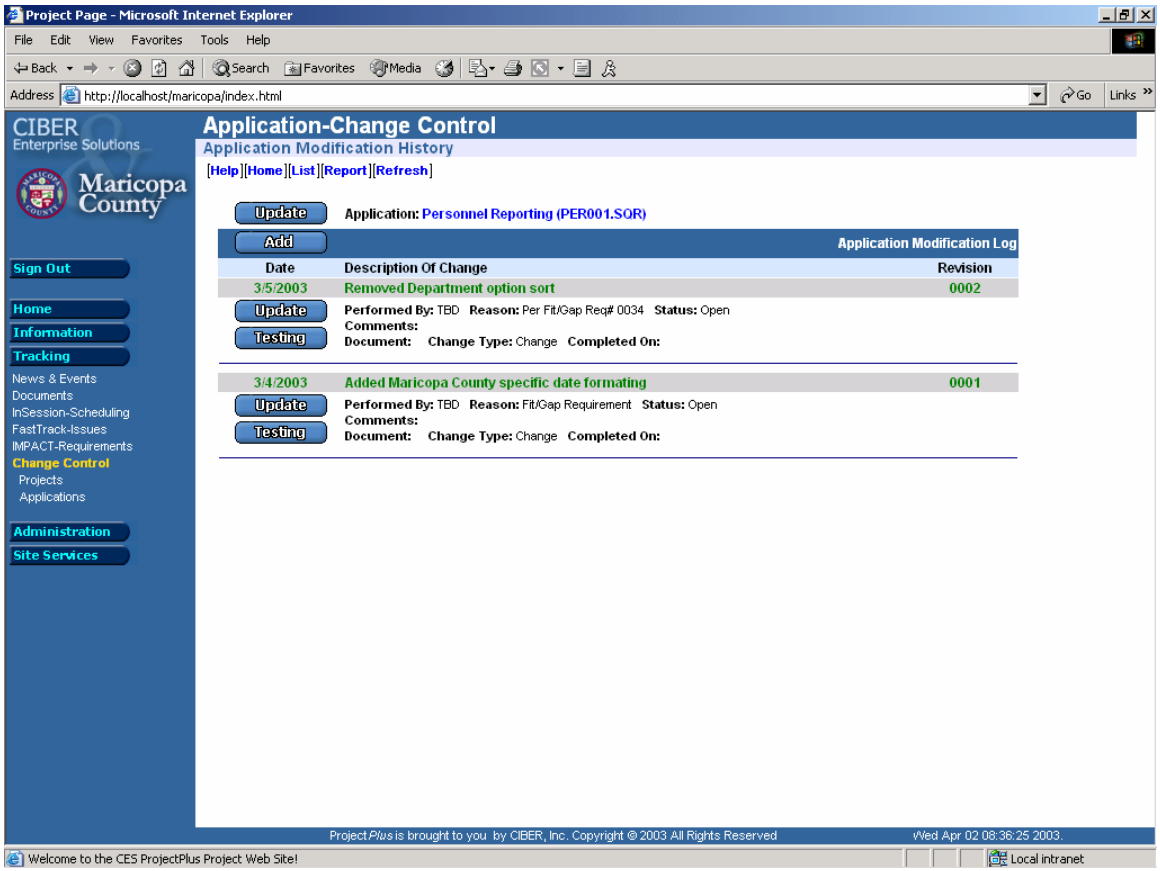
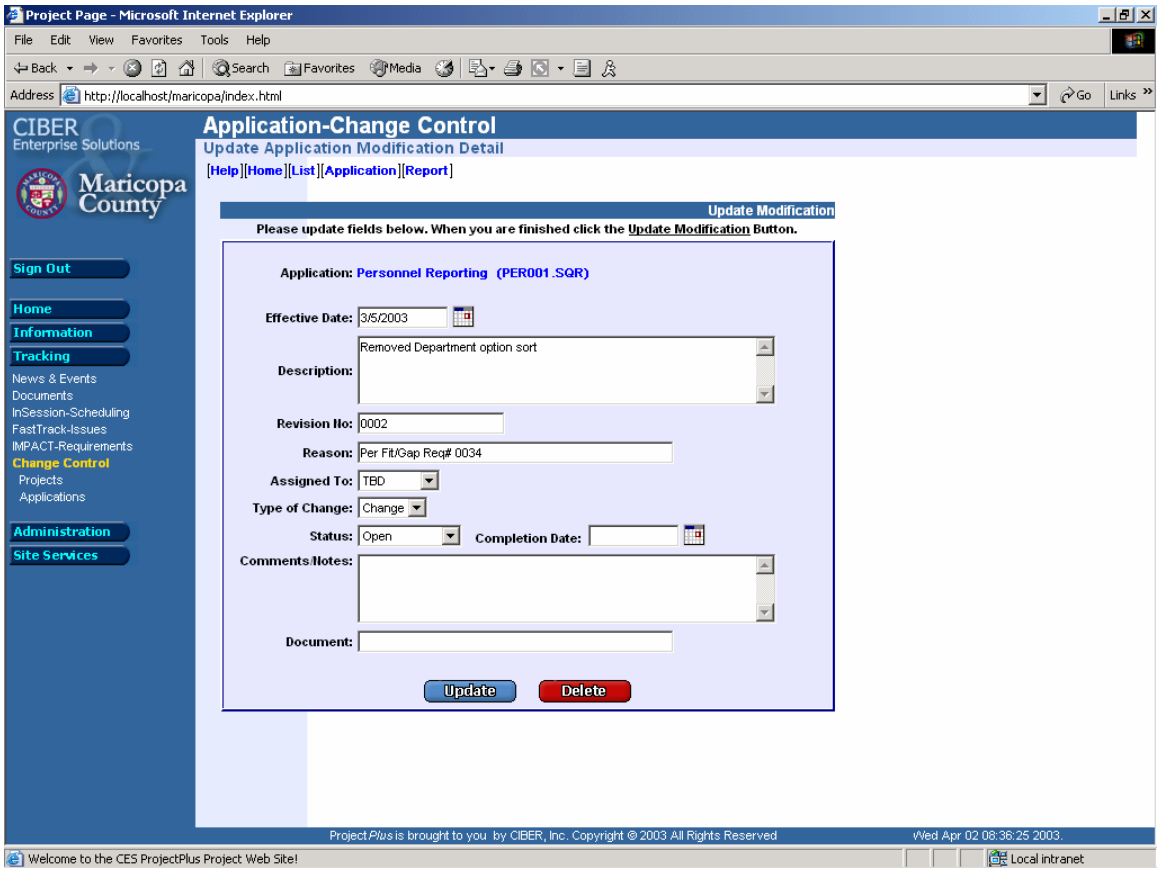
Address C:\Documents and Settings\dwheeler\My Documents\ProjCC_WebReport.htm
Maricopa County
HRS Project-Project Change Notice Report
This report was created: 4/2/2003 8:48:07 AM
System: 40-Legacy
Functional Area: 6-Integration
Project: Financial Interface Changes (Tracking# GL-001)
Requested By: TBD
Date Initiated: 10/28/2003
Date Required: 10/24/2003
Date Completed:
Priority: High
Status: Open
Approved By:
Approved Date:
Approved Alternative: Recommended
SOW Reference: 14-ER-1232
Related Issue: 14
Related Req. No:
Related Documents: GLInterface.doc
Requested Change:
Need to customize the inhouse GL Interface COBOL program (USGL001.cbl) to accept a flat file from PeopleSoft Payroll
**Preliminary Estimate: 120 Hours
Justification:
Recommendation:
highly recommended
Recommendations/Alternatives
Alternative: Recommended
Description:
Done
Local intranet

PP Application-Change Control






Project Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://localhost/maricopa/index.html
Go Links
CIBER Enterprise Solutions
Maricopa County
Application-Change Control
Update Application Modification Detail
[Help][Home][List][Application][Report]
Update Modification
Please update fields below. When you are finished click the Update Modification Button.
Application: Personnel Reporting (PER001.SQR)
Effective Date: 3/5/2003
Description: Removed Department option sort
Revision No: 0002
Reason: Per Fit/Gap Req# 0034
Assigned To: TBD
Type of Change: Change
Status: Open
Completion Date:
Comments/Notes:
Document:
Update
Delete
Sign Out
Home
Information
Tracking
News & Events
Documents
InSession-Scheduling
FastTrack-Issues
IMPACT-Requirements
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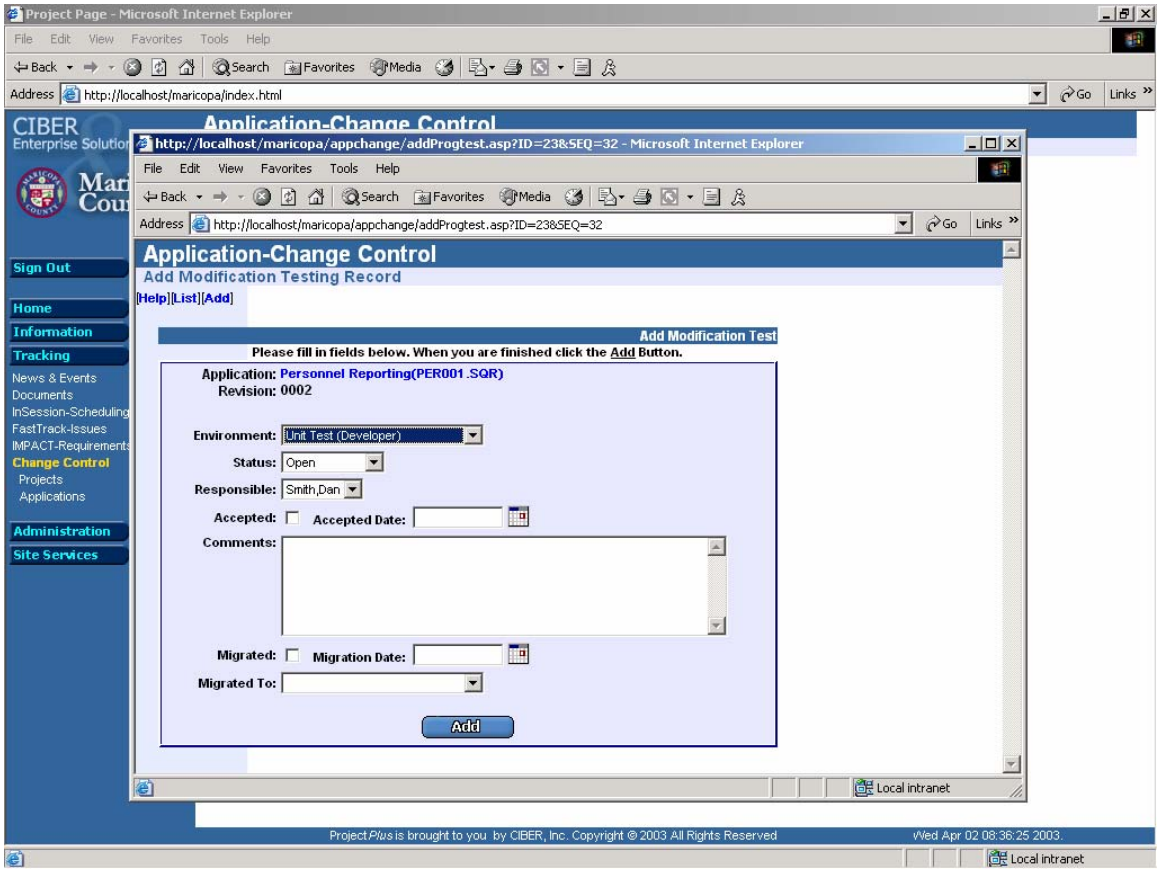
Project Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://localhost/maricopa/index.html
Go Links
http://localhost/maricopa/appchange/addProgtest.asp?ID=23&SEQ=32 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://localhost/maricopa/appchange/addProgtest.asp?ID=23&SEQ=32
Go Links
Application-Change Control
Add Modification Testing Record
[Help][List][Add]
Add Modification Test
Please fill in fields below. When you are finished click the Add Button.
Application: Personnel Reporting(PER001.SQR)
Revision: 0002
Environment: Unit Test (Developer)
Status: Open
Responsible: Smith,Dan
Accepted:
Accepted Date:
Comments:
Migrated:
Migration Date:
Migrated To:
Add
Local intranet
Sign Out
Home
Information
Tracking
News & Events
Documents
InSession-Scheduling
FastTrack-Issues
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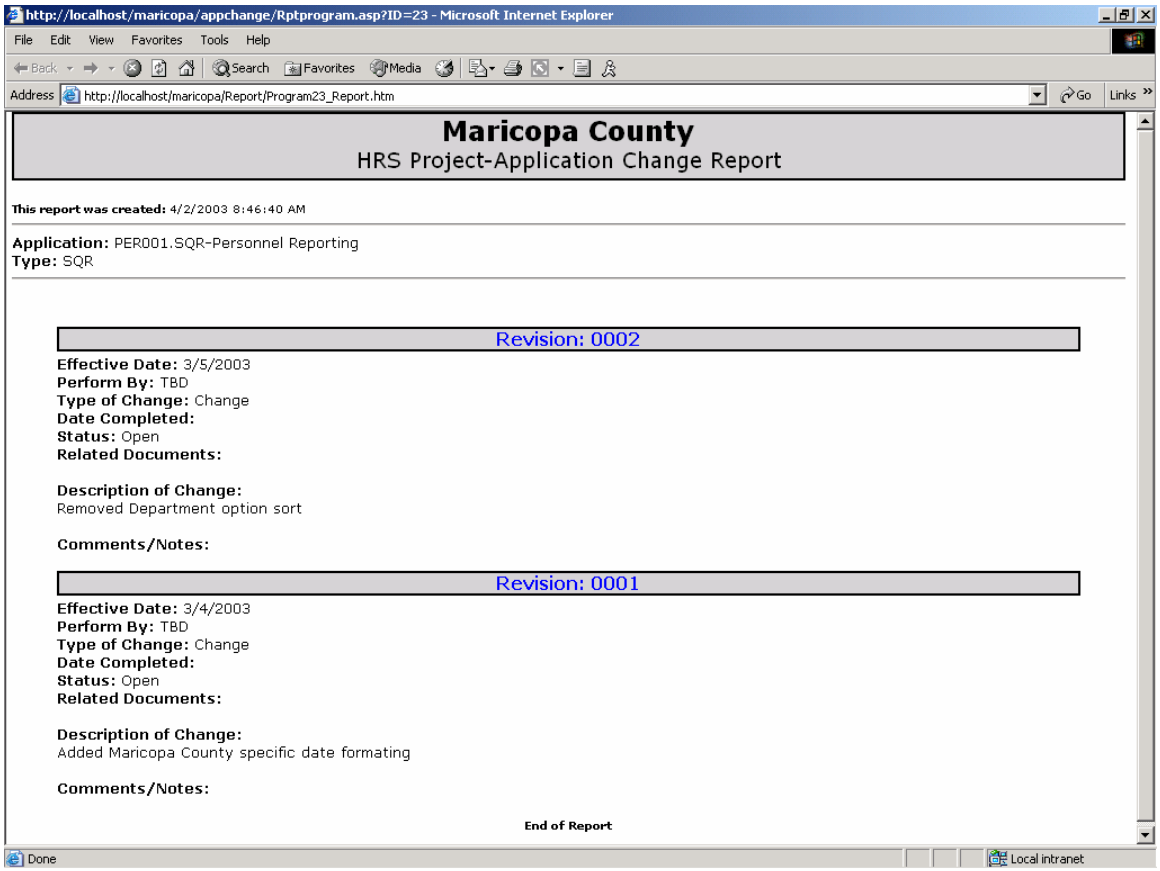
Web Report



http://localhost/maricopa/appchange/Rptprogram.asp?ID=23 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://localhost/maricopa/Report/Program23_Report.htm

Maricopa County

HRS Project-Application Change Report

This report was created: 4/2/2003 8:46:40 AM

Application: PER001.SQR-Personnel Reporting
Type: SQR

Revision: 0002

Effective Date: 3/5/2003
Perform By: TBD
Type of Change: Change
Date Completed:
Status: Open
Related Documents:

Description of Change:
Removed Department option sort

Comments/Notes:

Revision: 0001

Effective Date: 3/4/2003
Perform By: TBD
Type of Change: Change
Date Completed:
Status: Open
Related Documents:

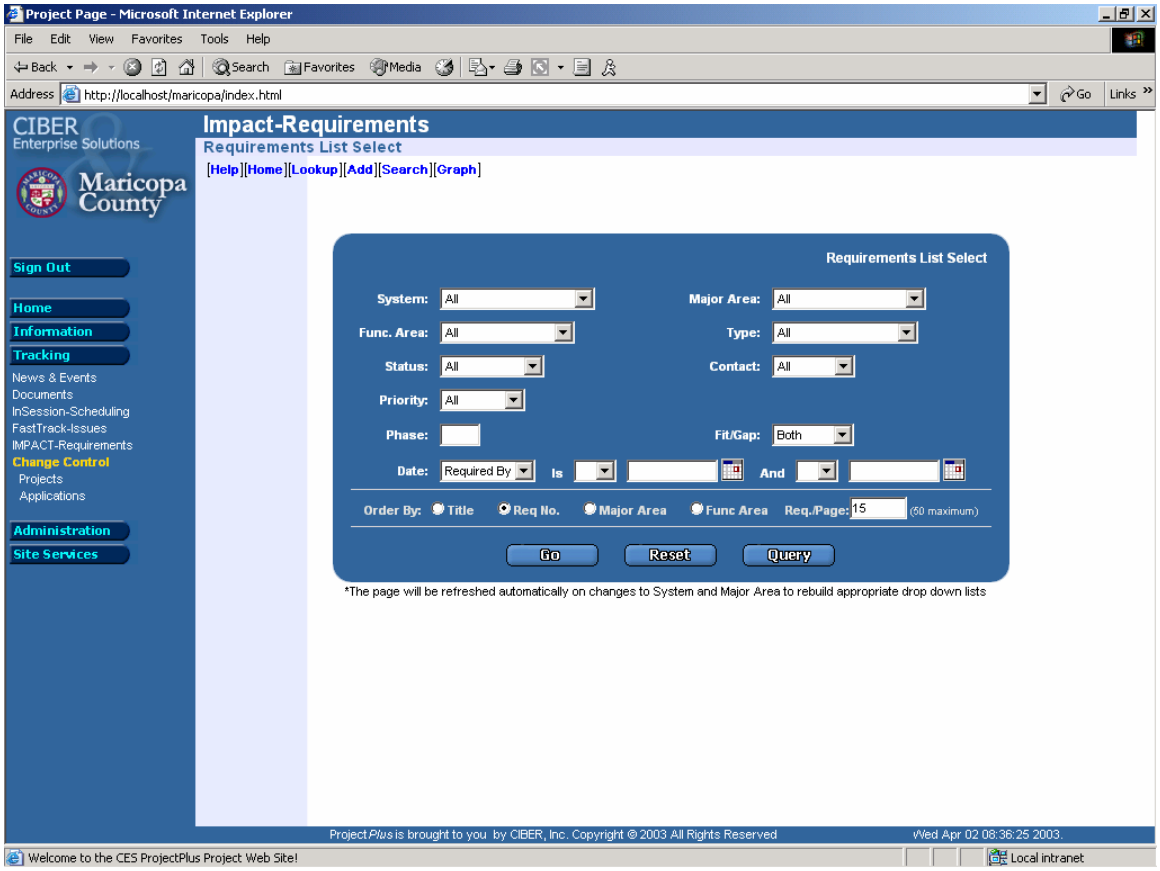
Description of Change:
Added Maricopa County specific date formating

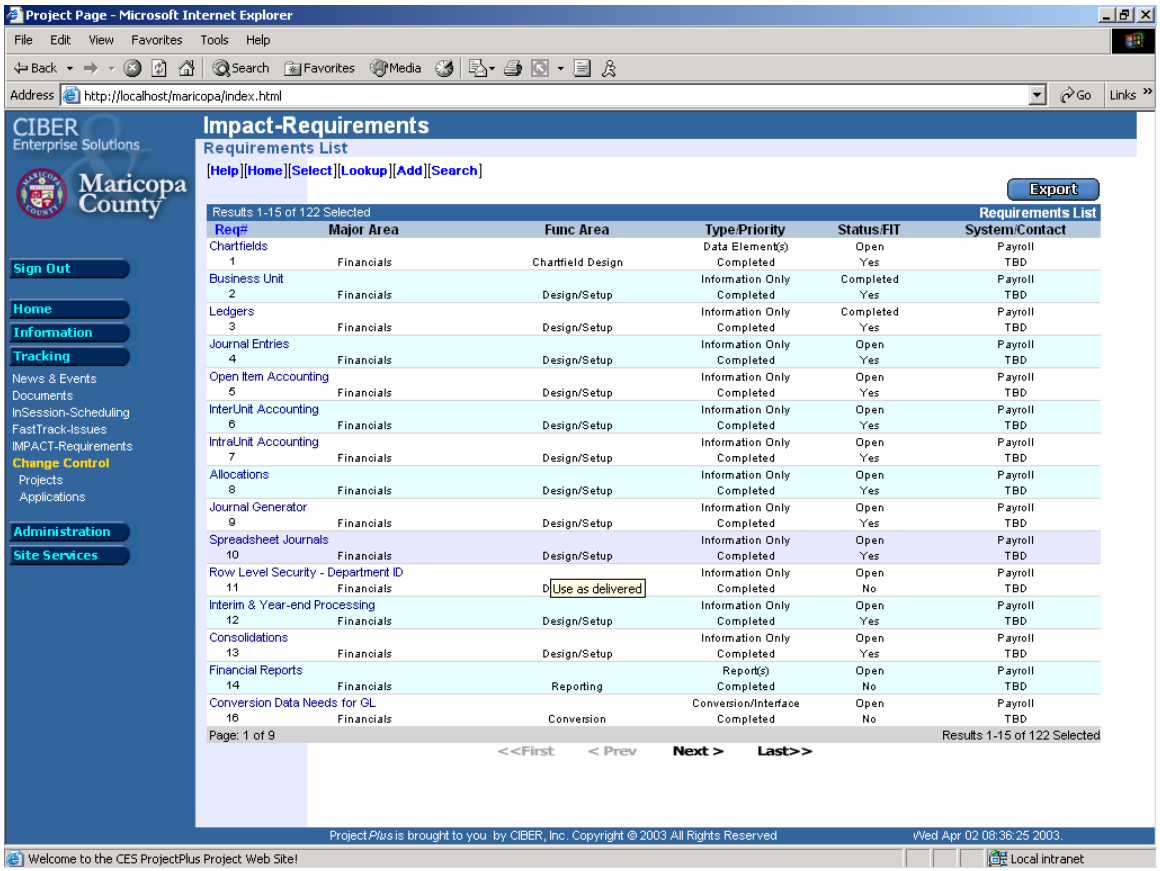
Comments/Notes:

End of Report

Done Local intranet

PP Fit/Gap Requirements Tracking





Project Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://localhost/maricopa/index.html Go Links

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Maricopa County

Sign Out

Home
Information
Tracking
News & Events
Documents
InSession-Scheduling
FastTrack-Issues
IMPACT-Requirements
Change Control
Projects
Applications

Administration
Site Services

Requirement | Solutions | Comments | Modifications | Estimates

Please update fields below. When you are finished click the Update Req Button.
*The page will be refreshed on changes to System or Major Area to refresh drop down lists.
Verify Functional and Major Area are correct before you update Requirement.

Req No: 41 **Project Phase:** 1

Title: Address Usage

System: Human Resources

Major Area: Personnel Records

Functional Area: Design/Setup

Description: Maricopa requires the ability to secure police officer addresses; need to conform to Arizona privacy requirements for public employees; must be able to indicate preferred address for CR purposes

Justification:

Type: Undefined

Status: Open **Required Date:**

Priority: Completed

Contact: TBD

Reporting Frequency: N/A

Include as a Req? ☑ **Included in package?** ☐ **Needs more analysis?** ☑

Currently exists in Legacy System? ☐

Update Delete

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Change Control
Projects
Applications

Administration
Site Services

Requirement | Solutions | Comments | Modifications | Estimates

Please update fields below. When you are finished click the Update Req Button.

Requirement: Address Usage (#41)

[Recommended][Alternative 1][Alternative 2][Alternative 3]

Recommended Solution

Description:
RPA may meet privacy requirement

Type of Change:
- (●) None
- ( ) Modification to the Existing/Delivered System
- ( ) Customization/Bolt on to the System

Explanation of Estimate:

Estimated Hours: **Estimated Dollars:**

Policy/Practice Change:

Vision/Benefit/Cost Reduction:

Risks/Adverse Impact:

Impact on Upgrade:

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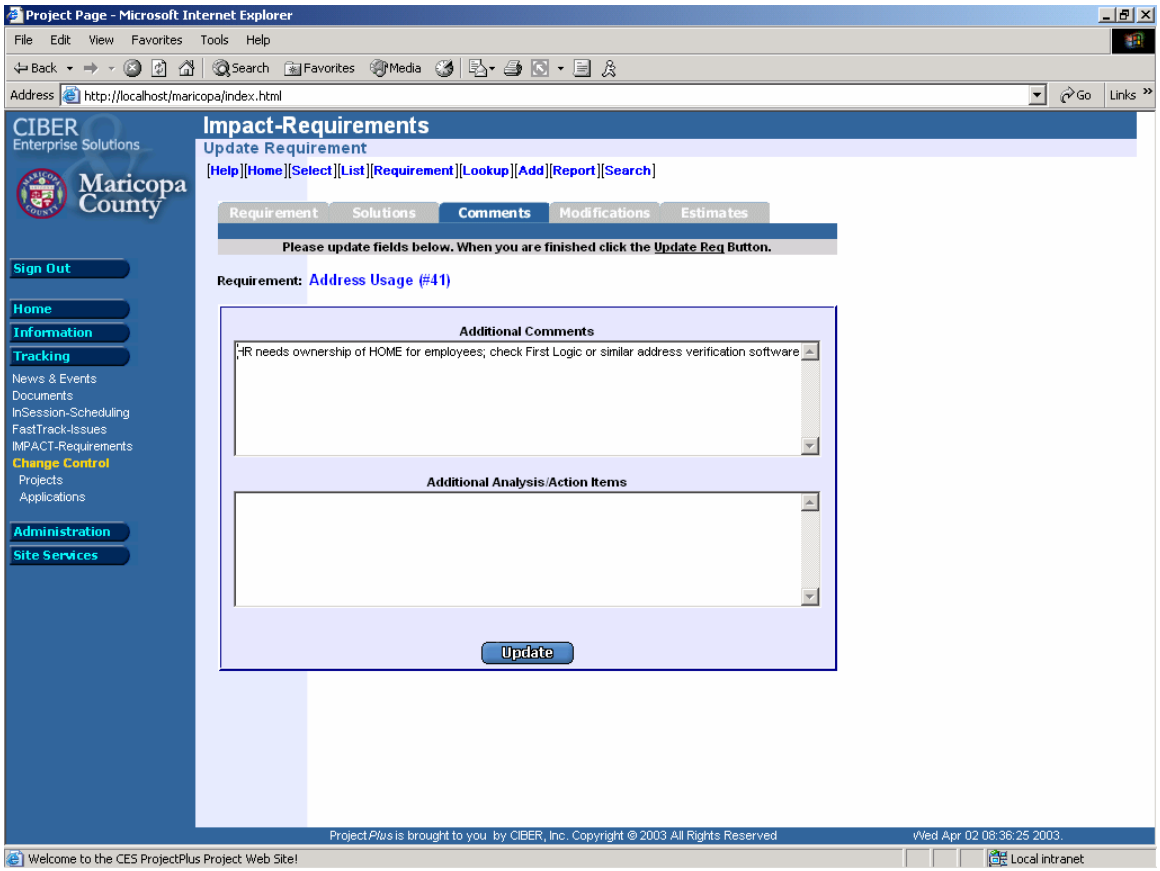
Project Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://localhost/maricopa/index.html
Go Links
CIBER Enterprise Solutions
Maricopa County
Impact-Requirements
Update Requirement
[Help][Home][Select][List][Requirement][Lookup][Add][Report][Search]
Requirement Solutions Comments Modifications Estimates
Please update fields below. When you are finished click the Update Req Button.
Requirement: Address Usage (#41)
Additional Comments
-IR needs ownership of HOME for employees; check First Logic or similar address verification software
Additional Analysis/Action Items
Update
Sign Out
Home
Information
Tracking
News & Events
Documents
InSession-Scheduling
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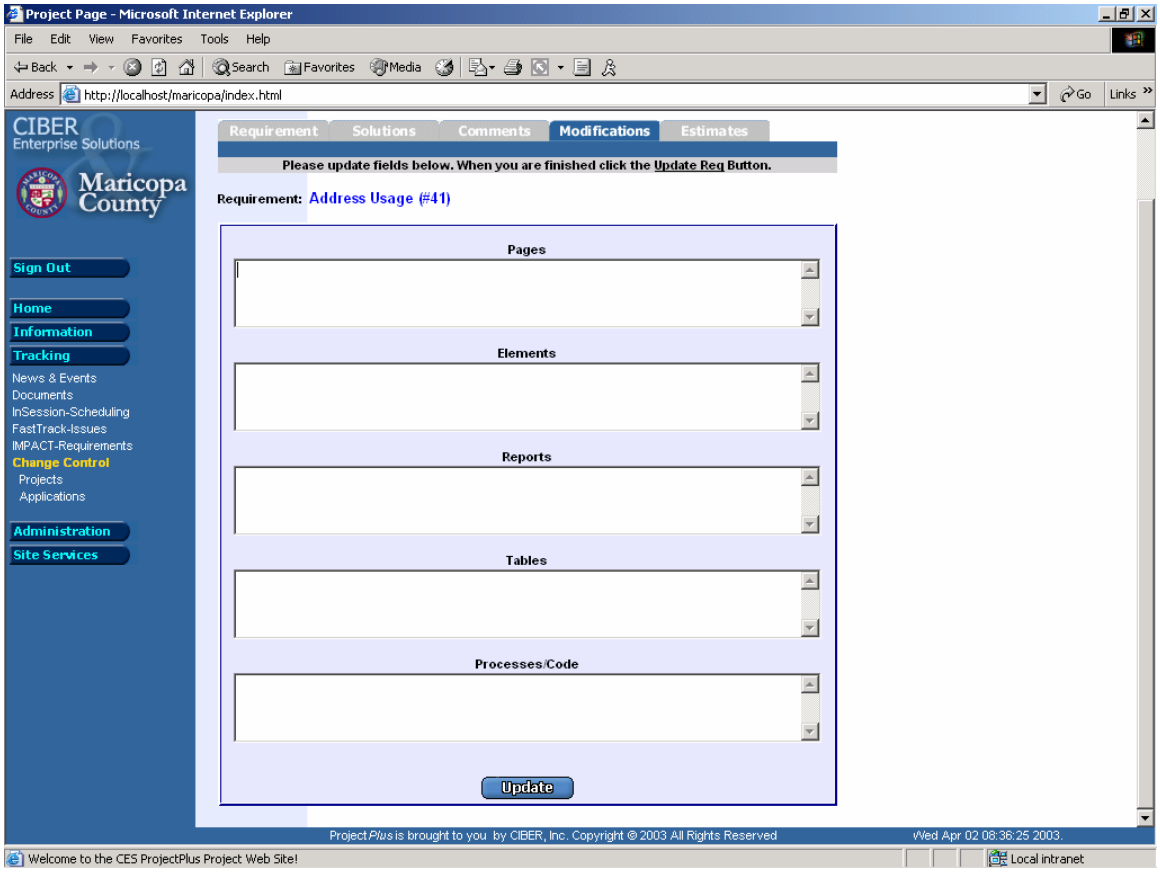
Project Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://localhost/maricopa/index.html
Go Links
CIBER Enterprise Solutions
Maricopa County
Requirement Solutions Comments Modifications Estimates
Please update fields below. When you are finished click the Update Req Button.
Requirement: Address Usage (#41)
Pages
Elements
Reports
Tables
Processes/Code
Update
Sign Out
Home
Information
Tracking
News & Events
Documents
InSession-Scheduling
FastTrack-Issues
IMPACT-Requirements
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Projects
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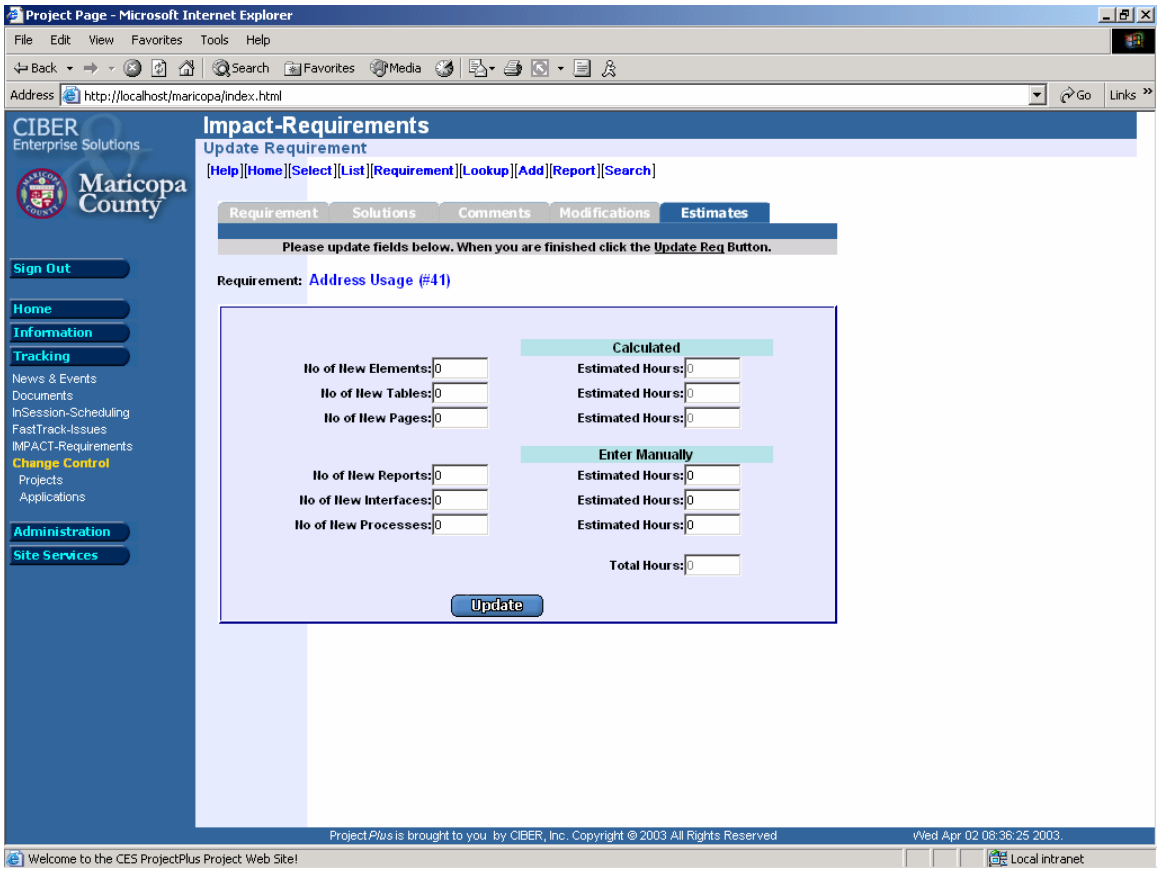
Welcome to the CES ProjectPlus Project Web Site!
Local intranet


Project Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://localhost/maricopa/index.html
Go Links
CIBER Enterprise Solutions
Maricopa County
Impact-Requirements
Update Requirement
[Help][Home][Select][List][Requirement][Lookup][Add][Report][Search]
Requirement Solutions Comments Modifications Estimates
Please update fields below. When you are finished click the Update Req Button.
Requirement: Address Usage (#41)
Calculated
No of New Elements: 0 Estimated Hours: 0
No of New Tables: 0 Estimated Hours: 0
No of New Pages: 0 Estimated Hours: 0
Enter Manually
No of New Reports: 0 Estimated Hours: 0
No of New Interfaces: 0 Estimated Hours: 0
No of New Processes: 0 Estimated Hours: 0
Total Hours: 0
Update
Sign Out
Home
Information
Tracking
News & Events
Documents
InSession-Scheduling
FastTrack-Issues
IMPACT-Requirements
Change Control
Projects
Applications
Administration
Site Services
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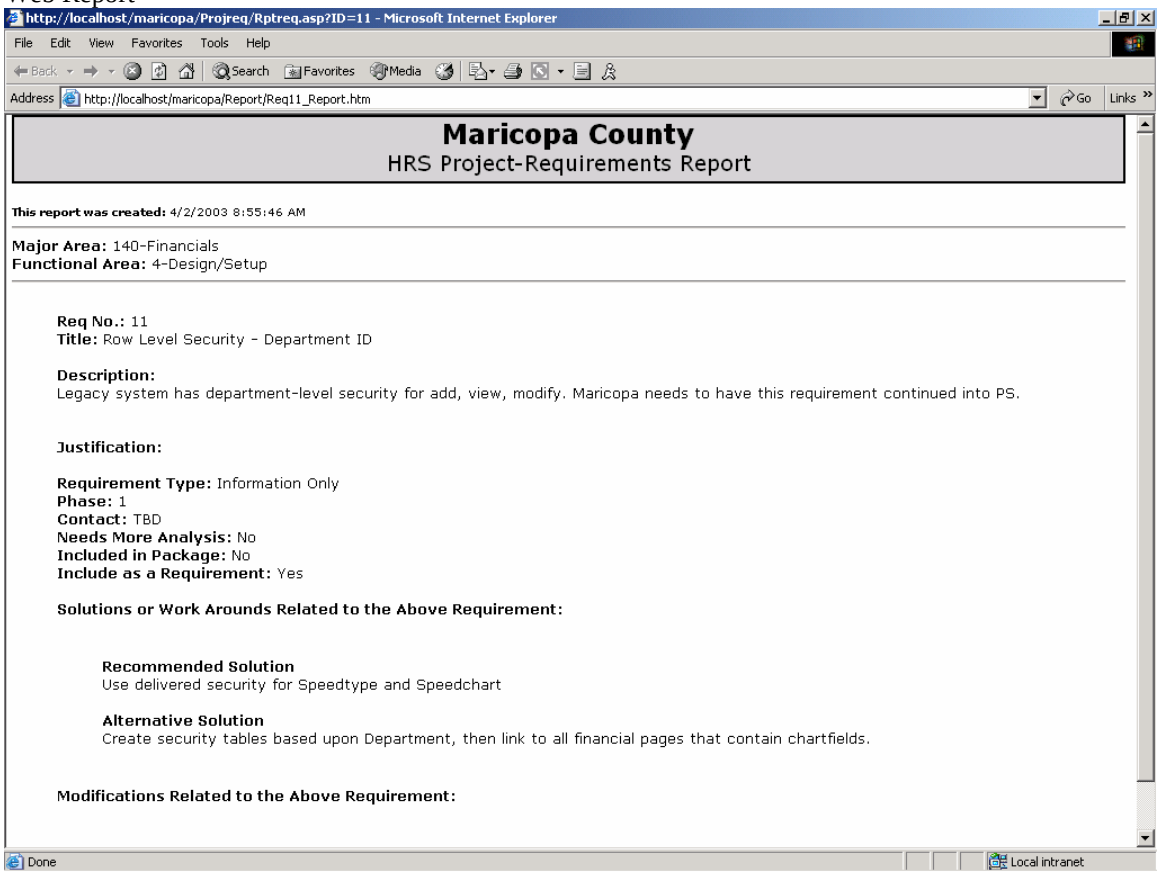
Wed Apr 02 08:36:25 2003.
Welcome to the CES ProjectPlus Project Web Site!
Local intranet

Web Report


http://localhost/maricopa/Projreq/Rptreq.asp?ID=11 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://localhost/maricopa/Report/Req11_Report.htm
Go Links
Maricopa County
HRS Project-Requirements Report
This report was created: 4/2/2003 8:55:46 AM
Major Area: 140-Financials
Functional Area: 4-Design/Setup
Req No.: 11
Title: Row Level Security - Department ID
Description:
Legacy system has department-level security for add, view, modify. Maricopa needs to have this requirement continued into PS.
Justification:
Requirement Type: Information Only
Phase: 1
Contact: TBD
Needs More Analysis: No
Included in Package: No
Include as a Requirement: Yes
Solutions or Work Arounds Related to the Above Requirement:
Recommended Solution
Use delivered security for Speedtype and Speedchart
Alternative Solution
Create security tables based upon Department, then link to all financial pages that contain chartfields.
Modifications Related to the Above Requirement:
Done
Local intranet

Change Request Form

Conversion Signoff

Deliverable Signoff

Interface:

Description:

Validation Requirements:

Date presented: _____

Date verification needs to be completed: _____

Verified by: _____

Date completed: _____

Corrections:

Corrections needed: **NO** **YES**

Explain correction needed:

Approval:

Approved by: _____ **Date:**

Approved by: _____ **Date:**

Approved by: _____ **Date:**

Approved by: _____ **Date:**

EAGLE PROJECT TEST CASE FORM

Test Case #: **Benefit Program:**

Test Case Title:

Test Case Module:

Test Case Objective

_____

_____

Employee Name: **Employee Number:**

Test Assigned To: **Date to Be Entered:** **Payroll Schedule:**

Test Procedure

_____

_____

_____

_____

Expected Results

_____

_____

Data Fields To Review _____ _____ _____ _____

Pages/Reports To Review _____ _____ _____ _____

Actual Results

_____

_____

Date Problem Reported: _____ **Problem Number:** _____

Date Test Case Successful: **Approved By:**

TEST FORM FIELDS

Test Case Number	Required. Sequential test case number assigned by Testing Coordinator.
Test Case Module	Required. Name of system module being tested.
Benefit Program	Required for Benefit Administration Testing Only. The Benefit Program Number of the employee being tested.
Test Case Objective	Required. Narrative describing the objective of the test case.
Employee Name	The Employee's Name
Employee Number	The Employee Number. Used if the form needed to process this test case requires an employee number.
Test Assigned To	Users initials.
Date to be Entered	Date the test case was entered.
Payroll Schedule	The Payroll Schedule Number in which this test will be processed; if appropriate
Test Procedure	A narrative description of how the test case will be carried out.
Expected Results	A narrative detail description of how the test case user expects the program to function.
Data Fields To Be Reviewed	A list of the data fields that must be reviewed to verify the results of the test.
Pages/Reports To Be Reviewed	A list of the reports to be reviewed to verify the results of the test.
Actual Results	A narrative description of the test results.
Date Problem Reported	If the test case failed, date the problem was reported.
Problem Number	Number assigned by the Problem Coordinator
Date Test Case Successful	The date this test case was performed and the results were approved.
Approved By	The signature of the User authorized to accept the test as satisfactorily completed.

EAGLE PROJECT TEST PROBLEM FORM

Test Problem Number	Test Problem Title

Test Problem Description

_____

_____

_____

Page where problem occurred: _____

What action preceded this problem? _____

List the steps that preceded this problems: _____

List Additional Keys (Effective Date and Sequence)_____

Submitted By: _____ **Date Submitted:** _____

Priority (Circle One): High Med Low Test Case Number:

Employee Name:	Employee Number:

Test Problem Area (Circle Area/s)

General Tables	Benefit Tables	On-line Page	Conversion
Open Enrollment	Event Maintenance	Report	Other _____

Test Problem Resolution

Resolution Assigned To: _____ **Date Assigned:** _____

Expected Resolution Date: _____ **Preliminary Sizing:** _____

Resolution:_____

_____

Resolved By: _____ **Resolution Date:** _____

Re-test Results

Re-test Date: _____ **Tested By:** _____

_____

_____

Date Problem Resolution Test Successful: **Approved By:**

Maricopa County Eagle Project Weekly Status Report

TO:

CC:

FROM:

DATE:

SUBJECT: **Weekly Status Report For Week Ending xxxxxx**

ACCOMPLISHMENTS

Task	% Complete *	Est hours remaining

*Task Completion % Legend

%	Description
10%	Task Started
20-49%	In Progress
50%	Task Complete
75%	Testing Complete
100%	Final Approval / Signoff

HOURS

Consultant	# of hours	Task

DELIVERABLES

The following deliverables were completed and submitted to the County for signoff:

- xxx
- xxx
- xxx

OPEN PROJECT ISSUES / CRITICAL PATH ITEMS

- XXX
- XXX
- XXX

CONCERNS / COMMENTS

- XX
- XX
- XX

PLANNED ACTIVITIES FOR NEXT WEEK

- XX
- XX
- XX

STAFFING FOR NEXT 4 WEEKS

Consultant / Task	Week 1	Week 2	Week 3	Week 4

Maricopa County Eagle Project Monthly Status Report

To: [Steering Committee]

CC: []

From: [project manager]

Date: [date]

Re: Monthly Project Status Report – PeopleSoft Eagle Project

As of: [date]

EXECUTIVE OVERVIEW:

PROJECT SUMMARY:

Following are the project metrics as-of the status effective date:

BASELINE VS. ACTUAL RESULTS (or copy of current project plan summary)

Activity		% Comp.	Sched. Start	Sched. Finish	Plan Hours	Completed Plan Hours
Software Implemen-tation	Baseline		[date]	[date]		
	Current		[date]	[date]		
Technical Support	Baseline		[date]	[date]		
	Current		[date]	[date]		
Production	Baseline		[date]	[date]		
	Current		[date]	[date]		
Test Support	Baseline		[date]	[date]		
	Current		[date]	[date]		
Project Total	Baseline		[date]	[date]		
	Current		[date]	[date]		

COMPLETION PERCENTAGES
(list all Phase 1 and Phase 2 components)

Phase 1		Fit/Gap Analysis	Appl Config.	System Testing	Doc.and Training	Migration To Prod	Total
HR	Last Period **This Period**						
Benefits	Last Period **This Period**						
Payroll	Last Period **This Period**						
Time & Labor	Last Period **This Period**						
EPM	Last Period **This Period**						
Phase 2		Fit/Gap Analysis	Appl Config.	System Testing	Doc.and Training	Migration To Prod	Total
ESS/MSS	**This Period**						
Total Project	Last Period **This Period**						

Project Plan Updates

- Xxx
- Xxx
- Xxx
-

BUSINESS DECISIONS:

- xxx
- xxx
- xxx

RECENT ACCOMPLISHMENTS:

- xxx
- xxx
- xxx

NEXT STEPS:

- xxx
- xxx
- xxx
-

STAFFING:

CIBER Staffing Issues

- xxx
- xxx
- xxx

Maricopa County Staffing Issues

- xxx
- xxx
- xxx

OPEN ISSUES:

- xxx
- xxx
- xxx

A copy of the full Issue Log is Attached.

CHANGE CONTROL:

The Change Control Log is attached. Following is a disposition summary of the change control items:

Project-to-Date Change Control		Project Impact Summary
Total Change Control Items:		Hours Added to Project:
Rejected:	_____	
Sub-Total:		Cost Added to Project:
Deferred to Subsequent Phase:	_____	
Sub-Total:		Percent of Work Completed:
Approved:	_____	
Pending:		Hours Invoiced:

Exhibit B-6

Knowledge Transfer Matrix

Focus Area/Element(s)	Evidence of Knowledge Transfer	Knowledge Transfer Action Plan/Status	Baseline Assessment	Assessment Period 1		Assessment Period 2		Assessment Period 3	
Program / Project Management				**Period Target**	**Period Assessment**	**Period Target**	**Period Assessment**	**Period Target**	**Period Assessment**
Capability to define, coordinate, and integrate project and/or team activites and deliverables	Develops, maintains, and monitors phase work plan(s), timeline and milestones	Develop work plan for a sub-section of the project and take ownership for monitoring and updating plan	Complete basic work plan	Yes	Workplan with interdependencies included		Manage integrated project plan		
	Provides status updates and communicates issues	Provide documented status updates weekly	Full ownership	Yes	Expanded status reporting		Report to steering committee		
Understanding of program methodology, deliverables, and quality standards	Can define and describe phase-specific work packages and key deliverables.								
	Applies knowledge of implementation strategy and process to development of team-specific approaches and deliverables								

Knowledge Transfer Evaluation Form

Employee Name _____ Title/Role _____
Evaluator Name _____ Title/Role_____

Project Related/Team Member Participation

Legend: 1 = Expert, 2= Very Good, 3 = Good, 4 = Fair, 5 = Little, N = None or N/A							
Participation Level	**Period 1** mm/yy	**Period 2** mm/yy	**Period 3** mm/yy	**Period 4** mm/yy	**Period 5** mm/yy	**Final** mm/yy	**Comments**
Attended PeopleSoft Related Training							
Fit/Gap Analysis Participation							
Application Configuration and Design Sessions							
Participation in Configuration and Set up							
Review of Meeting Notes							
Creates Test Scripts							
Training Preparation							
Status Report Preparation Timely							
Crystal/Query Reporting							

Knowledge Transfer Evaluation Form

Employee Name _____ Title/Role _____
Evaluator Name _____ Title/Role_____

Payroll Earnings

Legend: 1 = Expert, 2= Very Good, 3 = Good, 4 = Fair, 5 = Little, N = None or Not Applicable						
Payroll Competency / Knowledge Level	**Period 1** mm/yy	**Period 2** mm/yy	**Period 3** mm/yy	**Period 4** mm/yy	**Final** mm/yy	**Comments**
Additional Pay Set Up						
FLSA						
Vacation Pay						
Holiday Pay						
Shift Pay						
Multiple Paylines usage						
Retro Pay						
Multiple Jobs						
Gross Up processing						

Payroll Taxes

Legend: 1 = Expert, 2= Very Good, 3 = Good, 4 = Fair, 5 = Little, N = None or Not Applicable						
Competency / Knowledge Level	**Period 1** mm/yy	**Period 2** mm/yy	**Period 3** mm/yy	**Period 4** mm/yy	**Final** mm/yy	**Comments**
Standard Tax Calculations						
Additional Withholding						
Flat Amount Withholding						
Percentage Withholding						
FICA Exempt						
Medicare Only						
One-time Tax Overrides						

Knowledge Transfer Evaluation Form

Employee Name _____ Title/Role _____
Evaluator Name _____ Title/Role_____

Employee Paycheck Data

Legend: 1 = Expert, 2= Very Good, 3 = Good, 4 = Fair, 5 = Little, N = None or Not Applicable						
Competency / Knowledge Level	**Period 1** mm/yy	**Period 2** mm/yy	**Period 3** mm/yy	**Period 4** mm/yy	**Final** mm/yy	**Comments**
Garnishments						
Direct Deposit						
One time override Direct Deposit						
Suppress Advice Print						
General Deduction Set up						
General Deduction one time overrides						

Payroll Process

Legend: 1 = Expert, 2= Very Good, 3 = Good, 4 = Fair, 5 = Little, N = None or Not Applicable						
Competency / Knowledge Level	**Period 1** mm/yy	**Period 2** mm/yy	**Period 3** mm/yy	**Period 4** mm/yy	**Final** mm/yy	**Comments**
Paysheet Creation						
Paycheck Calculation						
Paycheck Confirmation						
Pay Unsheet						
Pay Unconfirm						
Paycheck Print (Checks/Advices) including file to bank						
Paycheck Reprint						
PERS Process						

Knowledge Transfer Evaluation Form

Employee Name _____ Title/Role _____
Evaluator Name _____ Title/Role_____

Miscellaneous Payroll Processes

Legend: 1 = Expert, 2= Very Good, 3 = Good, 4 = Fair, 5 = Little, N = None or Not Applicable						
Competency / Knowledge Level	**Period 1** mm/yy	**Period 2** mm/yy	**Period 3** mm/yy	**Period 4** mm/yy	**Final** mm/yy	**Comments**
Update Sick/Vacation Accruals						
Payroll to Project Costing (interface)						
Direct Deposit File Creation - ACH						
Mass Change (Earnings and Deductions)						
Online Check						
Payroll Reconciliation (Recon files)						
Check/Deduction/Earnings Balance Adjustments						
GL Interface						

Prepare Reports

Legend: 1 = Expert, 2= Very Good, 3 = Good, 4 = Fair, 5 = Little, N = None or Not Applicable						
Competency / Knowledge Level	**Period 1** mm/yy	**Period 2** mm/yy	**Period 3** mm/yy	**Period 4** mm/yy	**Final** mm/yy	**Comments**
Payroll Control Totals						
PERS Report						
Print Payroll Reports						
Print Qtr Payroll Reports						
Print Payroll Tax Reports						
W-2's & W-2c						

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PRICING SHEET C70 35 06 NIGP 20810 B07000011

Terms:	NET 30
Vendor Number:	**W000001574 X**
Telephone Number:	**630/424-1400**
Fax Number:	~~303/779-6144~~ **630/629-5130**
Contact Person:	~~Michael Davies~~ **Diane Johnson**
E-mail Address:	~~mdavies~~ **btaylor**@ciber.com
Company Web Site:	www.ciber.com
Certificates of Insurance	Required
Performance Bond Required	$2,000,000.00
Contract Period:	To cover the period ending **March 31, 2013**