

Attachment B

**Change Order #8 to Statement of
Work with Accenture**

Change Order #8

Change Order Number 8 to County of Santa Barbara, CA Workday Deployment Statement of Work Final

This Change Order #8 (“Change Order”) is issued under and is subject to the full County of Santa Barbara, CA Workday Deployment Statement of Work Final (“SOW”), dated July 5, 2022, issued pursuant to the Agreement for Services of Independent Contractor by and between Accenture, LLP, an Illinois limited liability partnership (“Accenture”), and the County of Santa Barbara (“Client”) dated May 24, 2022 (“Agreement”). Unless the context otherwise indicates, capitalized terms that are used but not defined in this Change Order shall have the meaning assigned to such terms in the SOW and the Agreement. To the extent that there is any conflict or inconsistency between the terms and conditions contained in this Change Order and the Agreement or the SOW, this Change Order shall prevail.

Scope, Schedule, Deliverables, Resources, Fees and Expenses, and Contract Terms

The Client has determined a Phase 1 go-live of August 2025 which will require an extension to the Workday project and the contract term. The new contract term will end no later than December 31, 2025. The Client is issuing this Change Order for Phase 1 to repurpose unused travel expenses of \$126,500.00 from the original contract amount and increase the contract amount by \$472,247.76 for extended services. Also, any remaining dollars from Change Order #7 at the end of the current contract term ending December 31, 2024 will be available for services provided under this Change Order. This Change Order amends the SOW with respect to Phase 1, 2, and 3 as follows:

1. Scope

There is no impact to Scope with this Change Order.

2. Schedule

With the repurposing of above available dollars to the Workday project and contract term extension, Phase 1 of the project will extend to August 31, 2025 and the remainder of the new contract term will be utilized to deploy Phase 3.

3. Deliverables

Attachment B1 to the Agreement is hereby amended as shown in the Schedule of Payment Milestones set forth below. Payment Milestones, Deliverables and Amounts in strikethrough are deleted by this Change Order, and Payment Milestones, Deliverables and Amounts in bold text are added by this Change Order.

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PAYMENT MILESTONE	DELIVERABLES	TARGET INVOICE DATE	AMOUNT
<p>Payment Milestone #1</p>	<p>P1BPA - Business Process Alignment Kickoff P1BPA – Vision Workshop P1BPA - High Level Project Plan</p>	<p>7/31/2022</p>	<p>\$236,250.00 Completed</p>
<p>Payment Milestone #2</p>	<p>P1BPA – Objectives Workshop P1BPA - Data History Options Document P1BPA - Data Cleanup and Validation Options Document P1BPA - Stakeholder Identification and Engagement Plan Document P1BPA - Current Business Processes Day in the Life (DITL) Workshops and Documentation P1BPA - Initial Integration Strategy Document P1BPA - Communication Matrix P1BPA – Sustainability Plan Document P1BPA - Current Key Business Processes Differences Document P1BPA – Preliminary Foundation Data Model Structure Document P1BPA - Actionable Plan from DITLs and WD BPOs Document P1BPA - Current Key Reports Inventory Document P1BPA - Initial Integrations Inventory and Diagram/Pattern Document P1BPA – Success Criteria Workshop P1BPA – Standard Processes Workshop P1BPA – High-Level Impact Assessment</p>	<p>8/31/2022</p>	<p>\$200,000.00 Completed</p>

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PAYMENT MILESTONE	DELIVERABLES	TARGET INVOICE DATE	AMOUNT
Payment Milestone #3	P1BPA - Business Process Alignment Workshop and Final Report Document Phase 1 - Project Management Plan Document Phase 1 - Initial Deployment Data Gathering Workbook Document Phase 1 - Change Readiness Survey Phase 1 - Foundation Tenant Phase 1 - Integration Discovery and Tracker Phase 1 - Communication Plan Phase 1 - Leadership / Sponsorship Workshop and Sponsorship Roadmap and Engagement Plan Phase 1 - Project Kickoff Document	9/30/2022	\$258,010.00 Completed
Payment Milestone #4	Phase 1 - Data Migration Strategy Document Phase 1 - Business Readiness / Change Management Strategy Document Phase 1 - Test Plan and Schedule Document	10/31/2022	\$285,000.00 Completed
Payment Milestone #5	Phase 1 - Tenant Management Plan Document Phase 1 - Deployment Data Gathering Workbook Document Phase 1 - Knowledge Sharing Plan Document Phase 1 - High Level Training Strategy Document Phase 1 - Final Integration Strategy Document	11/30/2022	\$299,100.00 Completed
Payment Milestone #6	Phase 1 - Design Decision Guides and/or Workbooks Phase 1 - Accenture Integration Requirements and Field Mapping Document	12/31/2022	\$282,000.00 Completed
Payment Milestone #7	Phase 1 - Configuration Tenant Phase 1 - Customer Confirmation Session Playback Phase 1 - End User Training Curriculum Document	1/31/2023	\$276,000.00 Completed
Payment Milestone #8	Phase 1 - Report Workshop w/ Reports Document Phase 1 - Impact Assessment Document P2BPA - Business Process Alignment Kickoff P2BPA - High Level Project Plan P2BPA - Data History Options Document P2BPA - Data Cleanup and Validation Options Document P2BPA - Stakeholder Identification and Engagement Plan Document P2BPA - Current Business Processes Day in the Life (DITL) Workshops and Documentation P2BPA - Initial Integration Strategy Document	2/28/2023	\$276,000.00 Completed
Payment Milestone #9	Phase 1 - End to End Tenant P2BPA - Communication Matrix P2BPA - Sustainability Plan Document P2BPA - Current Key Business Processes Differences Document P2BPA - Actionable Plan from DITLs and WD BPOs Document P2BPA - Current Key Reports Inventory Document P2BPA - Initial Integrations Inventory and Diagram/Pattern Document P2BPA - High-Level Impact Assessment P2BPA - Business Process Alignment Workshop and Final Report Document	3/31/2023	\$282,000.00 Completed

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PAYMENT MILESTONE	DELIVERABLES	TARGET INVOICE DATE	AMOUNT
Payment Milestone #10	Phase 1 - Completed Smoke Tests Results Document Phase 2 - Project Management Plan Document Phase 2 - Initial Deployment Data Gathering Workbook Document Phase 2 - Foundation Tenant Phase 2 - Integration Discovery and Tracker Document Phase 2 - Communication Plan Phase 2 - Project Kickoff Document	4/30/2023	\$375,750.00 Completed
Payment Milestone #11	Phase 2 - Leadership / Sponsorship Workshop and Sponsorship Roadmap and Engagement Plan Phase 2 - Data Migration Strategy Document Phase 2 - Business Readiness / Change Management Strategy Document	5/31/2023	\$375,600.00 Completed
Payment Milestone #12	Phase 2 - Test Plan and Schedule Document Phase 2 - Tenant Management Plan Document Phase 2 - Knowledge Sharing Plan Document Phase 2 - High Level Training Strategy Document	6/30/2023	\$376,800.00 Completed
Payment Milestone #13	Phase 2 - Design Decision Guides and/or Workbooks Phase 2 - Configuration Tenant	7/31/2023	\$382,950.00 Completed
Payment Milestone #14	Phase 2 - Customer Confirmation Session Playback Phase 2 - End User Training Curriculum Document	8/31/2023	\$394,350.00 Completed
Payment Milestone #15	Phase 1 - Cutover Plan Document Phase 2 - Report Workshop w/ Reports	9/30/2023	\$383,940.00 Completed
Payment Milestone #16	Phase 2 – Impact Assessment Document	10/31/2023	\$312,550.00 Completed
Payment Milestone #17A	Phase 1 – Draft Completed Go-Live Checklist I Document Phase 1 – Draft Completed Go-Live Authorization Form Document Phase 1 – Draft Pre-Production/Gold Tenant	11/30/2023	\$163,775.00 Completed
Payment Milestone #18	Phase 2 – Time Tracking Testing in January and February Phase 2 – Payroll Testing in January and February Phase 2 – Absence Configuration in February	2/29/2024	\$200,000.00 Completed
Payment Milestone #19	Phase 2 – Time Tracking Testing in March Phase 2 – Payroll Testing in March Phase 2 – Absence Configuration in March	3/31/2024	\$200,000.00 Completed
Payment Milestone #20	Phase 2 – Time Tracking Testing in April Phase 2 – Payroll Testing in April Phase 2 – Absence Testing Support in April	4/30/2024	\$200,000.00 Completed
Payment Milestone #21	Phase 1 – Status Report on Extended Time Phase 2 – Time Tracking Testing in May Phase 2 – Payroll Testing in May Phase 2 – Absence Testing Support in May	5/31/2024	\$150,000.00 Completed
Payment Milestone #22	Phase 1 – Status Report on Extended Time	6/30/2024	\$48,600.00 Completed
Payment Milestone #23	Phase 1 – Status Report on Extended Time Phase 1 – Accenture Developed Integrations Test Results Document	7/31/2024	\$214,325.00 Completed
Payment Milestone #24	Phase 1 – Status Report on Extended Time Phase 2 – Accenture Integration Requirements and Field Mapping Document	10/31/2024	\$178,100.00 Completed

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PAYMENT MILESTONE	DELIVERABLES	TARGET INVOICE DATE	AMOUNT
Payment Milestone #25	Phase 1 – Status Report on Extended Time Phase 1 – Final Completed Go-Live Checklist Document Phase 1 – Final Completed Go-Live Authorization Form Document Phase 1 – Final Pre-Production/Gold Tenant Phase 1 – Month of Post Production Support	8/31/2025	\$200,000.00
Payment Milestone #26	Phase 3 – Prism Use Case Scope Phase 3 – Data Extracts Review and Workshops	9/30/2025	\$32,400.00
Payment Milestone #27	Phase 3 – Reporting Requirements	10/31/2025	\$35,100.00
Payment Milestone #28	Phase 3 – Published Prism Data Sources Phase 3 – Prism Use Case Reports	11/30/2025	\$32,400.00
	Total of Payments		\$6,651,000.00
	The following deliverables for the remainder of Phase 2 will be moved to a different change order and payment milestone schedule to include payment milestone #, target invoice date, and amount once the restart and replan for Phase 2 has been determined: Phase 2 - Accenture Developed Integrations Test Results Document Phase 2 - End to End Tenant Phase 2 - Completed Smoke Tests Results Document Phase 2 - Cutover Plan Phase 2 - Parallel Payroll Tenant Phase 2 - Completed Go-Live Checklist I Phase 2 - Completed Go-Live Authorization Form Phase 2 - Production Tenant Phase 2 – Marketing the Change Workshop Phase 2 – Recognize the Value Workshop		

4. Resources – Appendix C, Section 2.2, Table 11

A number of Client and Accenture resources will be extended through December 31, 2025 to complete Phase 1 and Phase 3. The extended Accenture resources are noted below with the project end date for each:

- Project Manager: Accenture Project Manager – end date August 31, 2025
- Architects: Accenture Functional Consultants - end date August 31, 2025
- Senior Consultant: Accenture Data Consultant – end date August 31, 2025
- Consultant: Accenture Integration Consultant – end date August 31, 2025
- Leadership: Accenture Delivery Lead – end date December 31, 2025
- Leadership: Accenture Executive Sponsor – end date December 31, 2025

5. Fees and Expenses – Paragraph C of Exhibit B is amended to read in its entirety as follows:

C. The milestones and payment schedule for Services is set forth in **Attachment B1**. It is understood and agreed by the County and Accenture that the timing of deliverables and payment milestone amounts for deliverables yet to be completed for Phase 2 are anticipated to be documented in future paperwork once the County determines a restart of the pause. For clarity, payment obligations are conditioned on work and Deliverables (as defined in **Exhibit A – Statement of Work**) being performed and functional in conformance with the Agreement, including, but not limited to,

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Exhibit A - Statement of Work, as demonstrated by acceptance testing. The table below specifies the Project Team hours expected for Accenture to support the County during Timeline extensions requested by the County in Change Order #7, along with the rates and estimated totals.

Role	2024			Expend
	Rate	Hours	Total	Thru 10/31/2024
Project Manager	\$360.00	260	\$93,600.00	\$14,580.00
Architects	\$330.00	195	\$64,350.00	\$10,725.00
Senior Consultant	\$314.15	65	\$20,419.75	\$ 2,670.28
Consultant	\$278.10	57	\$15,851.70	\$ 1,529.55
Leadership	\$425.00	130	\$55,250.00	\$19,550.00
Leadership	\$425.00	26.5	\$11,276.34	\$ 2,125.00
		733.5	\$260,747.79	\$51,179.83

For Change Order #8, remaining dollars of the Workday project and the contract cap increase estimated at \$598,747.76 utilized in the following order:

- Remaining dollars from unused travel expenses – \$126,500.00
- Increase contract cap - \$472,247.76

The below table lays out the estimated hours from January 1, 2025 to December 31, 2025.

Role	2025		
	Rate	Hours	Total
Project Manager	\$370.80	600	\$222,480.00
Architects	\$339.90	450	\$152,955.00
Senior Consultant	\$323.57	150	\$ 48,536.18
Consultant	\$286.44	60	\$ 17,186.58
Leadership	\$437.75	300	\$131,325.00
Leadership	\$437.75	60	\$ 26,265.00
		1,620	\$598,747.76

Effective Date

The Effective Date of this Change Order shall be January 1, 2025.

Signatures

This Change Order may be signed in counterparts, each of which shall be deemed an original.

The Parties expressly agree that electronic signatures may be utilized for execution of this Change Order. The Parties acknowledge and agree that (i) the issuance of an electronic signature shall be valid and enforceable as to the signing Party to the same extent as an inked original signature; and (ii) these documents shall constitute "original" documents when printed from electronic files and records established and maintained by either Party in the normal course of business.

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IN WITNESS WHEREOF, the parties hereto have caused this Change Order to be executed by their duly authorized representatives as identified below.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

COUNTY OF SANTA BARBARA:

By: _____
Deputy Clerk

By: _____
Chair, Board of Supervisors

Date: _____

RECOMMENDED FOR APPROVAL:

Information Technology Department

CONTRACTOR:

ACCENTURE LLP

DocuSigned by:
Chris Chirgwin
By: _____
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Department Head

DocuSigned by:
Mary Sheffield
By: _____
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Authorized Representative
Name: Mary Sheffield
Title: Managing Director

APPROVED AS TO FORM:

Rachel Van Mullem
County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

Signed by:
Lauren Wideman
By: _____
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Deputy County Counsel

Signed by:
Shawna Jorgensen
By: _____
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Deputy

APPROVED AS TO FORM:

Greg Milligan, ARM
Risk Management

Signed by:
Greg Milligan
By: _____
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Risk Management