

**ARLINGTON, VIRGINIA 22201
AGREEMENT NO. 23-DTS-RFP-201
AMENDMENT NUMBER 1**

This Amendment Number 1 is made on 5/5/2023 and amends Agreement Number 23-DTS-RFP-201 ("Main Agreement") dated January 26, 2023, between Sierra-Cedar, LLC ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor agree to amend the Main Agreement as follows:

1. **Clause 19. Covid-19 Vaccination Policy for Contractors** is hereby deleted in its entirety.
2. **Reference to Go-Live date** is hereby changed to July 1, 2024 for ERP and EPM and September 1, 2024 for HCM. For the period between ERP go-live and HCM go-live:
 - The EBS Payroll to Cloud GL integration will be automated using the conversion process where the EBS payroll costing journals will be posted to the EBS GL and then converted and cross walked to a conversion journal in Cloud GL.
 - Synchronization of Employee data (new employees and changes to existing employees), employee bank account information changes and other such data situations will be analyzed for an optimum solution and addressed separately at a later time.
3. **Exhibit B Milestone/Deliverables/ Contract Pricing** is hereby deleted in its entirety and replaced with the attached [Revised Exhibit B: Milestone/Deliverables/Contract Pricing](#) to adjust the deliverables and payments for ERP and HCM due to the Go-Live date change. **The total price of the contract remains the same at \$5,782,637.00.**

All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

SIERRA-CEDAR, LLC

AUTHORIZED DocuSigned by:
SIGNATURE: Dr. SHARON T. LEWIS
89B86B1AD301462...

AUTHORIZED DocuSigned by:
SIGNATURE: Kevin Bryant
AE859806E242440...

NAME: DR. SHARON T. LEWIS

NAME: Kevin Bryant

TITLE: PURCHASING AGENT

TITLE: GM - Public Sector

DATE: 5/5/2023

DATE: 5/4/2023

REVISED EXHIBIT B

MILESTONES/DELIVERABLES/CONTRACT PRICING

Milestone #	Major Milestone Name/Description	Deliverable	Deliverable Est Year/Month	Deliverable %	Payment Amount
1	Organizational Kickoff Agenda and Meeting	Deliverable	2023-Apr	2.00%	\$ 112,652.74
		Monthly Totals	2023-Apr	2.00%	\$ 112,652.74
2	Project Management Plan, Project Schedule	Deliverable	2023-May	3.00%	\$ 168,979.11
		Monthly Totals	2023-May	3.00%	\$ 168,979.11
3	Technical Strategy, Environment Strategy	Deliverable	2023-Jun	5.00%	\$ 281,631.85
		Monthly Totals	2023-Jun	5.00%	\$ 281,631.85
4	Conference Pilot 1 (CRP1, ERP)	Milestone	2023-Jul	2.00%	\$ 112,652.74
		Monthly Totals	2023-Jul	2.00%	\$ 112,652.74
5	Requirements Traceability Matrix (Initial, ERP)	Deliverable	2023-Aug	2.50%	\$ 140,815.93
		Monthly Totals	2023-Aug	2.50%	\$ 140,815.93
6	Conference Pilot 2 (CRP2, ERP)	Milestone	2023-Sep	2.50%	\$ 140,815.93
7	Conference Pilot 1 (CRP1, HCM)	Milestone	2023-Sep	2.00%	\$ 112,652.74
8	Key System Design Considerations (ERP)	Deliverable	2023-Sep	1.00%	\$ 56,326.37
9	<u>Optional Modules Analysis and Recommendation</u>	Milestone	2023-Sep	2.00%	\$ 112,652.74
		Monthly Totals	2023-Sep	7.50%	\$ 422,447.78
10	Requirements Traceability Matrix (Initial, HCM)	Deliverable	2023-Oct	2.50%	\$ 140,815.93
11	Change Management Plan	Deliverable	2023-Oct	4.00%	\$ 225,305.48
		Monthly Totals	2023-Oct	6.50%	\$ 366,121.41
12	Specifications – Conversions (ERP)	Deliverable	2023-Nov	3.00%	\$ 168,979.11
13	Conference Pilot 2 (CRP2, HCM)	Milestone	2023-Nov	2.50%	\$ 140,815.93
14	Key System Design Considerations (HCM)	Deliverable	2023-Nov	1.00%	\$ 56,326.37
		Monthly Totals	2023-Nov	6.50%	\$ 366,121.41
15	Specifications – Interfaces (ERP)	Deliverable	2023-Dec	2.00%	\$ 112,652.74
16	End User Training Strategy	Deliverable	2023-Dec	2.00%	\$ 112,652.74
		Monthly Totals	2023-Dec	4.00%	\$ 225,305.48
17	Development and Unit Test – Conversions (ERP)	Deliverable	2024-Jan	2.00%	\$ 112,652.74
18	Test Scripts and Test Scenarios for System Integration Testing (ERP)	Deliverable	2024-Jan	1.50%	\$ 84,489.56
19	Specifications - Conversions (HCM)	Deliverable	2024-Jan	3.00%	\$ 168,979.11

		Monthly Totals	2024-Jan	6.50%	\$ 366,121.41
20	Specifications – Reports (ERP)	Deliverable	2024-Feb	2.00%	\$ 112,652.74
21	Specifications – Interfaces (HCM)	Deliverable	2024-Feb	2.00%	\$ 112,652.74
		Monthly Totals	2024-Feb	4.00%	\$ 225,305.48
22	Development and Unit Test – Interfaces (ERP)	Deliverable	2024-Mar	2.00%	\$ 112,652.74
23	System / Integration Testing (ERP)	Milestone	2024-Mar	2.00%	\$ 112,652.74
24	Test Scripts and Test Scenarios for System Integration Testing (HCM)	Deliverable	2024-Mar	1.50%	\$ 84,489.56
25	Development and Unit Test - Conversions (HCM)	Deliverable	2024-Mar	2.00%	\$ 112,652.74
26	Requirements Traceability Matrix (Initial, EPM)	Deliverable	2024-Mar	1.00%	\$ 56,326.37
		Monthly Totals	2024-Mar	8.50%	\$ 478,774.15
27	Training material delivery (ERP)	Deliverable	2024-Apr	1.50%	\$ 84,489.56
28	Test Scripts and Test Scenarios for User Acceptance Testing (ERP)	Deliverable	2024-Apr	2.00%	\$ 112,652.74
29	Specifications – Reports (HCM)	Deliverable	2024-Apr	2.00%	\$ 112,652.74
30	Specifications – Conversions, Interfaces, Reports (EPM)	Deliverable	2024-Apr	1.00%	\$ 56,326.37
		Monthly Totals	2024-Apr	6.50%	\$ 366,121.41
31	Development and Unit Test – Reports delivered (ERP, EPM)	Deliverable	2024-May	2.50%	\$ 140,815.93
32	System / Integration Testing (HCM)	Milestone	2024-May	2.00%	\$ 112,652.74
33	Development and Unit Test – Interfaces (HCM)	Deliverable	2024-May	2.00%	\$ 112,652.74
34	System / Integration Testing (EPM)	Milestone	2024-May	1.00%	\$ 56,326.37
		Monthly Totals	2024-May	7.50%	\$ 422,447.78
35	User Acceptance Testing, Finalized Requirements Traceability Matrix, Automated Testing Tool (configured scripts) (ERP, EPM)	Milestone	2024-Jun	2.50%	\$ 140,815.93
36	Finalized Cutover Plan (ERP, EPM)	Deliverable	2024-Jun	2.50%	\$ 140,815.93
37	Training material delivery (HCM)	Deliverable	2024-Jun	1.50%	\$ 84,489.56
38	Test Scripts and Test Scenarios for User Acceptance Testing (HCM)	Deliverable	2024-Jun	2.00%	\$ 112,652.74
39	Training material delivery (EPM)	Deliverable	2024-Jun	1.00%	\$ 56,326.37
		Monthly Totals	2024-Jun	9.50%	\$ 535,100.52
40	End User Training delivery (ERP, EPM)	Milestone	2024-Jul	0.50%	\$ 28,163.19
41	Go-Live Acceptance (ERP, EPM)	Milestone	2024-Jul	3.00%	\$ 168,979.11
42	Development and Unit Test – Reports delivered (HCM)	Deliverable	2024-Jul	2.50%	\$ 140,815.93

		Monthly Totals	2024-Jul	6.00%	\$ 337,958.22
43	Production Support - Months 1 and 2 (ERP, EPM)	Milestone	2024-Oct	2.00%	\$ 112,652.74
44	User Acceptance Testing, Finalized Requirements Traceability Matrix, Automated Testing Tool (configured scripts) (HCM)	Milestone	2024-Aug	2.50%	\$ 140,815.93
45	Finalized Cutover Plan (HCM)	Deliverable	2024-Aug	2.50%	\$ 140,815.93
		Monthly Totals	2024-Aug	7.00%	\$ 394,284.59
46	End User Training delivery (HCM)	Milestone	2024-Sep	0.50%	\$ 28,163.19
47	Go-Live Acceptance (HCM)	Milestone	2024-Sep	3.00%	\$ 168,979.11
		Monthly Totals	2024-Sep	3.50%	\$ 197,142.30
48	Production Support - Months 3 and 4 (ERP, EPM)	Milestone	2024-Nov	0.00%	\$ 75,000.00
		Monthly Totals	2024-Oct	0.00%	\$ 75,000.00
49	Production Support - Months 1 and 2 (HCM)	Milestone	2024-Nov	2.00%	\$ 112,652.74
		Monthly Totals	2024-Nov	2.00%	\$ 112,652.74
50	Production Support - Months 3 and 4 (HCM)	Milestone	2025-Jan	0.00%	\$ 75,000.00
		Monthly Totals	2025-Jan	0.00%	\$ 75,000.00
	Total			100%	\$ 5,782,637.00

Assumptions / Risks

For the period between ERP go-live and HCM go-live:

- The EBS Payroll to Cloud GL integration will be automated using the conversion process where the EBS payroll costing journals will be posted to the EBS GL and then converted and cross walked to a conversion journal in Cloud GL.
- Synchronization of Employee data (new employees and changes to existing employees), employee bank account information changes and other such data situations will be analyzed for an optimum solution and addressed separately at a later time.

Alternatives to Proposed Change(s) (if any)

Summary of Total Impact of Change