

Project Change Request

Document Information	
EMC Project Manager	Robin W Garrison
Project Change Number	CR3
EMC Sales Order Number(s)	30557944
Project Name	PTAX Modernization
Customer	County of San Luis Obispo
Primary Project Number	PS-0140428
Secondary Project Number(s)	
Current Version	V1 - Final
Date Change Request Created	April 27, 2016

1 Introduction

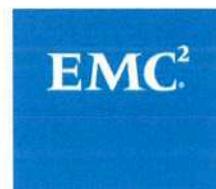
A change to the project's baseline has been identified. This document captures the detail of this change and the impact it will have to the project being delivered.

1.1 Project Description

Modernization of the County of San Luis Obispo's Property Tax System involving the migration of the system to an open systems platform.

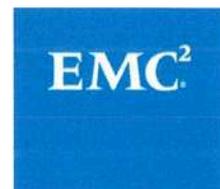
1.2 Project Expected Benefits

Removes dependence on mainframe and its associated costs and restrictions.



1.3 Change Specification

Change Specification	
Change Requested or Has Occurred?	Requested
Change Requestor(s) Name and title	Shawn Shurick, IT Manager, Applications
Date Change Requested	April 26, 2016
Change Justification / Purpose	Provide guaranteed support during the first 12 months of the warranty period.
Details of Identified Change	See Scope section below.



2 Change Specification Response – Impact Assessment

2.1 Scope

Customer has requested that EMC provide a skilled and experienced resource to augment their team to support the following target activities and tasks:

- Break/fix support for the Customer’s Property Tax system during the annual Roll processing
- Extended support of production system beyond the annual Roll period
- Timely response to issues critical to the Customer’s continued and successful use of their Property Tax system

It is Customer’s responsibility to define, prioritize, direct, and manage EMC resources time for execution of any activity and creation of any work product. No specific deliverables are proposed within this statement of work.

2.2 Resources

This CR outlines the skills that will be provided to Customer at San Luis Obispo, CA.

EMC will provide one (1) resource allocated at 50 percent (80 hours/month), and one (1) project management resource for 4 hours/month to assist in tracking and monitoring of support activities, to augment the Customer’s staff for this engagement with the following skills and experience:

Resource	Rate	Hours	Skills	Location
Advisory Solution Architect	22,500/month	80/month	<ul style="list-style-type: none"> • Advanced knowledge of Micro Focus platform • Advanced knowledge of SQL Server • Advanced knowledge of Powershell • Advanced knowledge of .net and .aspx 	Remote
Senior Project Manager	Included	4/month	<ul style="list-style-type: none"> • Advanced knowledge of the project management discipline and EMC’s delivery and engagement practices 	Remote

Any unused hours, in any given month, cannot be carried over or combined into future months by customer. EMC, at their discretion, may choose to carry hours over due to business decisions that may cause the resource to be less available than planned. The duration of this CR will be 12 months. Beginning at the end of the first month, the Customer can terminate the CR with 30 days of notice. The CR will start on July 1, 2016 and extend through June 30, 2017.

2.3 Schedule

EMC personnel, with approval from Customer, shall be entitled to take time off for training, meetings, vacation or other reasons in accordance with the schedule as shown in the Time Off table below.

Estimated Engagement Length	Time Off
Three months	Five work days
Six months	Ten work days
One year	Fifteen work days per year



A work week, as defined in this SOW is Monday to Friday, 9:00 AM to 6:00 PM Eastern Time. This work week outline can be modified by the joint consent, in writing, of the Customer project sponsor and EMC.

Except in the case of an emergency or sickness, personal time, professional education, or vacation time will be communicated in writing to Customer two (2) weeks prior to EMC personnel taking time off.

EMC reserves the right to supplement or substitute resources when, in EMC's business judgment, work assignments, tasks or project activities will benefit from such expertise or as necessary due to training, vacation, illness, termination of employment or other reason. Holidays for EMC personnel during the engagement will follow the EMC Corporation holiday schedule:

EMC Holiday	Date
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Thanksgiving	November 24, 2016
Day after Thanksgiving	November 25, 2016
Christmas	December 26, 2016
New Year's Day	January 2, 2017
President's Day	February 20, 2017
Memorial Day	May 29, 2017

2.4 Assumptions

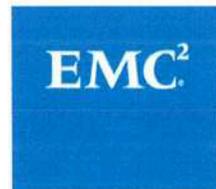
The Customer has requested that Jeff Koenig be staffed in the Advisory Solution Architect role. EMC will make best efforts to notify and coordinate any staffing changes with the Customer with as much advance notice as possible. The Customer will have the right to interview, and either accept or reject potential candidates.

2.5 Costs

Consultant shall provide all Services and Deliverables to the Customer under this Change Order for the fixed price of \$270,000. EMC will invoice the County of San Luis Obispo in 12 equal payments of \$22,500 on the 1st day of each month starting on July 1st, 2016.

SLO may cancel this CR with 30 days of notice beginning on the first day of the second month of the engagement. No further payments will be due from or paid to EMC by the Customer upon cancellation of this CR.

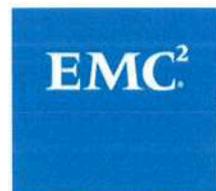
Invoice	Amount	Invoice Date
Invoice 20	\$22,500	7/1/2016
Invoice 21	\$22,500	8/1/2016
Invoice 22	\$22,500	9/1/2016
Invoice 23	\$22,500	10/1/2016
Invoice 24	\$22,500	11/1/2016
Invoice 25	\$22,500	12/1/2016
Invoice 26	\$22,500	1/1/2017
Invoice 27	\$22,500	2/1/2017
Invoice 28	\$22,500	3/1/2017
Invoice 29	\$22,500	4/1/2017
Invoice 30	\$22,500	5/1/2017



Invoice	Amount	Invoice Date
Invoice 31	\$22,500	6/1/2017

2.6 Expenses

Travel and related expenses incurred by EMC in its performance of the Services and taxes are NOT included in the stated fees. EMC will invoice Customer for actual travel and related expenses incurred by EMC and taxes on a regular basis and Customer will pay such amounts pursuant to the Agreement or, if not specified in the Agreement, net thirty (30) days from invoice date (despite any other payment obligations for Services provided hereunder). Unless otherwise approved by Customer, such travel and related expenses will be in accordance with Customer's expense policy as provided in Exhibit G of the original contract. For budgeting purposes expenses are estimated at and will not exceed \$10,000.



3 Agreement to Proceed

CONTRACTOR:

EMC Corporation, A Massachusetts Corporation, d/b/a EMC Peripherals, Inc.

By: **Brandon Smith** Digitally signed by Brandon Smith
Date: 2016.05.12 17:25:41 -07'00'

Date: _____

COUNTY:

COUNTY OF SAN LUIS OBISPO

A Public Entity in the State of California

COUNTY COUNSEL:

Approved as to form and legal effect.

Tim McNulty
Deputy County Counsel
By: _____
Deputy County Counsel

_____ **5.13.2016**
Date

COUNTY OF SAN LUIS OBISPO

A Public Entity in the State of California

By: _____

Chair, Board of Supervisors Date

Attest By: _____

County Clerk and Ex-Officio Clerk of the Board of Supervisors Date

