



## Contract

**Commodity or Service:** Request for Proposal for the State of Wisconsin Department of Employee Trust Funds Financial Management Information Services (FMIS) Implementation Services

**Request for Proposal:** ETC0019

Sierra Systems Inc. *Sierra Systems US, Inc.*  
Amendment 2 *KB*

**Contract Period:** June 10, 2013, through December 31, 2018.  
Option by mutual agreement for two additional one year terms through December 31, 2020.

1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds, and the contractor whose name, address, and principal officer appears below;
2. Whereby the Department of Employee Trust Funds, agrees to direct the purchase and the contractor agrees to supply the contract requirements cited above in accordance with the terms and conditions of the request for bid cited above, and in accordance with the contractor's bid submitted on this request for bid; which request for bid is hereby made a part of this contract;
3. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employees or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. Contracts estimated to be over Fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan. Contractors with an annual work force of less than Fifty (50) employees are exempted from this requirement.

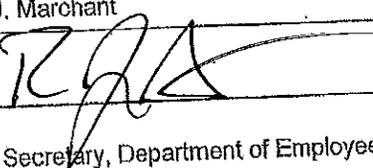
Within fifteen (15) working days after the award of the contract, the plan shall be submitted for approval to the contracting agency. Technical assistance regarding this clause is provided by [ETFPurchasement@etf.wi.gov](mailto:ETFPurchasement@etf.wi.gov) or the Wisconsin Office of Contract Compliance, Department of Administration, P.O. Box 7867, Madison, WI 53707-7867, (608) 266-5462.

5. For the purposes of administering this contract, or in the event of any conflict, ambiguity, or inconsistency among the terms of this Contract and the documents incorporated within, the Order of Precedence to resolve any inconsistencies is:
  - 1) this Contract,
  - 2) Wisconsin ETF and Sierra Systems/CedarCrestone Acquisition letter, dated May 21, 2013
  - 3) Standard Terms and Conditions, Additional Terms, Supplement Terms and Conditions, and RFP, dated June 10, 2013
  - 4) the Business Associate Agreement;
  - 5) Statement of Work-PeopleSoft Services, dated June 10, 2013
  - 6) RFP ETC0019 dated February 22, 2013; including amendments and appendices
  - 7) CedarCrestone, Inc response to RFP ETC0019 dated March 13, 2013 including all clarifications and explanations requested during the evaluation process.
6. For the purposes of administering this contract, or in the event of any conflict, ambiguity, or inconsistency among the terms of this Contract and the documents incorporated within, the Order of Precedence to resolve any inconsistencies is:
  - A) This Contract;
  - B) Wisconsin ETF and Sierra Systems/CedarCrestone Acquisition letter, dated May 21, 2013;
  - C) Standard Terms and Conditions, Additional Terms, Supplement Terms and Conditions, and RFP, dated June 10, 2013;
  - D) The Business Associate Agreement;
  - E) Statement of Work-PeopleSoft Services, dated June 10, 2013;
  - F) Statement of Work-PeopleSoft Services via change order request dated August 20, 2013 and specifically noting the per hour cost of \$165 per hour as identified in the section titled "Summary of Total Impact of Change," sub-section "Cost" not to exceed the total cost of \$337,755.

- G) Statement of Work-PeopleSoft Services via change order request dated February 13, 2014 and specifically noting the per hour cost of \$178 per hour as identified in the section titled "Summary of Total Impact of Change," sub-section "Cost" not to exceed the total cost of \$174,440.
- H) RFP ETC0019 dated February 22, 2013, including amendments and appendices;
- I) CedarCrestone, Inc. response to RFP ETC0019 dated March 13, 2013 including all clarifications and explanations requested during the evaluation process.

**Contract Number: ETC0019** Request for Proposal for the State of Wisconsin Department of Employee Trust Funds Financial Management Information Services (FMIS) Implementation Services-**Amendment 2**

**Request for Proposal:** ETC0019 Sierra Systems Inc. *Sierra Systems US, Inc. RB*

<b>State of Wisconsin Department of Employee Trust Funds</b>	
By Authorized (Name)	Employee Trust Funds
By (Name)	Robert J. Marchant
Signature	
Title	Deputy Secretary, Department of Employee Trust Funds
Phone	608.266.9854
Date (MM/DD/YYYY)	3/24/14

<b>To be Completed by Contractor</b>	
Legal Company Name	Sierra Systems, Inc. <i>Sierra Systems US, Inc. RB</i>
Trade Name	ITServeco
Taxpayer Identification Number	76-0741206
Company Address (City, State, Zip)	1255 Alderman Drive Alpharetta, GA 30005
By (Name)	Kevin Bryant
Signature	
Title	General Manager (GM) US - Sierra Systems, Inc. <i>US RB</i>
Phone	888.380.9364
Date (MM/DD/YYYY)	3-21-14



## CHANGE ORDER REQUEST FORM

<b>PROJECT NAME AND CONTROL NUMBER: FINANCIALS IMPLEMENTATION, CHANGE ORDER #2.</b>
REQUESTOR: BOB WILLET
ORGANIZATION: WIETF
DATE OF REQUEST: 02/13/2014

<b>PROPOSED CHANGE(S) AND REASON/JUSTIFICATION FOR CHANGE (INDICATE URGENCY LEVEL)</b>
URGENCY LEVEL: <input checked="" type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW

<b>DESCRIPTION OF CHANGE</b>
THIS CHANGE ORDER WILL EXTEND THE ORIGINAL GO-LIVE TIMELINE FROM FEB 28, 2014 TO MARCH 31, 2014. ADDITIONALLY, TWO ITEMS WILL BE MOVED FROM PHASE 2 TO THE CURRENT PROJECT SCOPE INCLUDING:
<ul style="list-style-type: none"><li>• LOCKBOX/E-PAYMENT FUNCTIONALITY</li><li>• ACH FUNCTIONALITY</li></ul>

<b>IMPACT OF CHANGE(S)</b>
<b>IMPACT ON PERSONNEL:</b> THIS CHANGE ORDER WILL IMPACT THE PROJECT PERSONNEL DUE TO THE NEED ADDITIONAL HOURS REQUIRED FOR EXTENDED TIME PERIOD TO CUTOVER.
<b>IMPACT ON OTHER RESOURCES (E.G., WIETF'S HARDWARE, INFRASTRUCTURE, ETC.):</b> NO OTHER PLANNED IMPACTS ON OTHER RESOURCES.
<b>IMPACT ON SCHEDULE:</b> USER ACCEPTANCE TESTING WILL BE EXTENDED FOR ITEMS UNABLE TO BE COMPLETED IN UAT2. ADDITIONAL SCOPE ITEMS WILL IMPACT SCHEDULE AS EXECUTION REQUIRES DEVELOPMENT, TESTING AND CUTOVER EXECUTION TIME.
<b>IMPACT ON REQUIREMENTS:</b> THIS CHANGE ORDER WILL CHANGE NEW REQUIREMENTS REGARDING THE LOCKBOX, E-PAYMENT AND ACH FUNCTIONALITY.



**IMPACT OR COST:**

THE CHANGE WILL ADD ADDITIONAL COSTS TO THE PROJECT WITH THE INCREASED PROJECT COST AS OUTLINED IN THE SUMMARY SECTION.

**ASSUMPTIONS / RISKS:**

**MODULE ASSUMPTION:**

- THIS CHANGE ORDER WILL ADD FUNCTIONALITY INTO THE CURRENT PROJECT SCOPE AND EXTEND THE GO-LIVE DATE TO MARCH 31, 2014.

**DEVELOPMENT SCOPE:**

- CONVERSIONS: NO NEW CONVERSIONS REQUIRED FOR ADDITIONAL FUNCTIONALITY.
- INTERFACES: ONE NEW INTERFACE WILL BE INCLUDED FOR E-PAY.
- CUSTOMIZATIONS: NO NEW CUSTOMIZATIONS ARE REQUIRED FOR ADDITIONAL FUNCTIONALITY.
- WORKFLOW: NO NEW WORKFLOWS ARE REQUIRED FOR ADDITIONAL FUNCTIONALITY

**REPORTS AND QUERIES: REQUIRED FOR ADDITIONAL FUNCTIONALITY TRAINING:**

- NO NEW TRAINING WILL BE REQUIRED FOR ADDITIONAL FUNCTIONALITY.

**POST PRODUCTION SUPPORT:**

- THE SIERRA SYSTEMS POST-PRODUCTION SUPPORT WILL FOLLOW THE ROLL-OFF DATES THAT ARE OUTLINED IN THE SECTION BELOW, SUMMARY OF TOTAL IMPACT OF CHANGE / PERSONNEL.

**RISKS:**

- THIS CHANGE ORDER WILL ADD SCOPE AND TIME TO THE PROJECT. THE RISK CAN BE MITIGATED WITH RAPID EXECUTION OF REQUIRED TASKS ON BOTH THE SIERRA AND ETF SIDE.

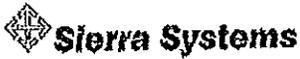
**ALTERNATIVES TO PROPOSED CHANGE(S) (IF ANY)**

**SUMMARY OF TOTAL IMPACT OF CHANGE**

**PERSONNEL:**

- GL/KK RESOURCE EXTENDED 320 HOURS TO 5/23/14. INCLUDES 1.5 MONTH OF POST PROD SUPPORT
- AM/AP RESOURCE EXTENDED 100 HOURS TO 6/06/14. INCLUDES 2.5 MONTHS OF POST PROD SUPPORT
- PO RESOURCE WILL HAVE 1.5 MONTHS OF POST PROD SUPPORT. 2 WEEKS OF TIME WAS REMOVED FROM HIS POOL AND ADDED TO THE GL/KK RESOURCE. END DATE IS 5/16/14.
- AR/BI RESOURCE EXTENDED 160 HOURS TO 5/24/14. INCLUDES 2 MONTHS OF POST PROD SUPPORT
- TECHNICAL LEAD RESOURCE EXTENDED 480 HOURS TO 5/24/14. INCLUDES 2 MONTHS OF SUPPORT
- 2 TECHNICAL RESOURCES REMAIN THE SAME THROUGH 4/25/14. INCLUDES 1 MONTH OF SUPPORT.
- 2 TRAINING RESOURCES WILL FINISH THEIR TASKS ON 2/28/14.

**OTHER RESOURCES:**



<ul style="list-style-type: none"> <li>PM EXTENDED ONE MONTH</li> </ul>
<b>SCHEDULE:</b> <ul style="list-style-type: none"> <li>PROJECT CUTOVER TIMELINE EXTENDED TO MARCH 31, 2014</li> </ul>
<b>REQUIREMENTS:</b>
<b>COST:</b> <ul style="list-style-type: none"> <li>\$174,440 INCLUDING           <ul style="list-style-type: none"> <li>980 HOURS X 178/HR</li> <li>THESE HOURS WILL BE INVOICED MONTHLY AT THE END OF EACH MONTH WHERE THE NEW SERVICES ARE PERFORMED.</li> </ul> </li> </ul>

**REQUIRED APPROVALS:**

REVIEWER NAME	DEPARTMENT	DECISION	DATE
JERRY DIETZEL <i>JD</i>	PROJECT BUSINESS LEAD	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	3/12/14
BOB WILLETT <i>BW</i>	ETF SPONSOR	<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	3/12/14
BOB MARTIN <i>BM</i>	ETF LIAISON	<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	3/7/14

*Kevin Bryant*  
 Sierra Systems Approval  
 Kevin Bryant

Date 3-13-14

*Robert Marchant*  
 WI ETF Approval  
 Robert Marchant

Date 3/24/14