

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Capital Expenditures	\$147,840	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Program Inc. (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>\$147,840</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
# Additional FTE Positions (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes X No

Capital Budget Number:

Fund <u>3901</u>	Dept <u>491</u>	Unit <u>1252</u>	Object <u>3401</u>	16,977.00
Fund <u>3901</u>	Dept <u>491</u>	Unit <u>1239</u>	Object <u>3401</u>	130,863.00
				\$147,840.00

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: Paul Paul 10/3/15

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Shen M
 11/4 OFMB 11/4

Dr. J. Jacobson
 Contract Administration
 11/10/15

B. Legal Sufficiency:

Paul F. JE 11/12/15
 Assistant County Attorney

C. Other Department Review:

 Department Director



Statement of Work No. 6

This Statement of Work No. 6 ("Statement of Work" or "SOW") is issued pursuant to the Professional/Maintenance Services and Proprietary Software License Agreement dated as of September 30, 2002 (the "Agreement") (R2002-1782) between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners ("COUNTY" or "PBC") and CGI Technologies and Solutions Inc. (formerly named American Management Systems, Incorporated) ("CONTRACTOR" or "CGI"). The parties agree that the terms and conditions of this SOW where applicable shall override and amend the terms and conditions of the Agreement for purposes of this SOW.

1. Effective Date of this Work Request.

This Statement of Work is effective upon the later of execution by both parties or January 1st, 2016, and, if not otherwise terminated in accordance with the Agreement or this Statement of Work, will remain in effect through June 30th, 2016.

2. Services to be Performed.

CGI will provide the following Consulting Services ("Services and Deliverables") for Business Intelligence & Reporting Tool (BIRT) forms development as set forth below. The parties' respective roles and responsibilities, and associated tasks, in performance of this SOW are further specified in Appendix A. Custom BIRT Forms and Email Script Development. CGI will provide the following Deliverables pursuant to this SOW.

A. BIRT Forms Conversion/Development Deliverables (14 forms).

Below is the list of COUNTY-specific Adobe PDF forms provided by the County which CGI evaluated for redevelopment in the Advantage 3.10.0.1 BIRT forms solution:

- a. Dunning Past Due Notice
- b. Invoice
- c. Inventory Pick and Issue Order (PI)
- d. RQN Document (RQN)
- e. Statement
- f. Stock Transfer Issue (TI)
- g. Central Purchase Order (CPO)
- h. Decentralized Purchase Order (DPO)
- i. Central Delivery Order (DO)
- j. Exempt/Non-Contract Order (EPO)
- k. Contract Deliver Order (KDO)
- l. Contract Notice (KPO)
- m. Emergency Mgmt Procurement Confirming Order (EMP)
- n. Check

B. BIRT Forms Email Script Customization Deliverables. CONTRACTOR will modify the COUNTY's existing custom Perl scripts (which sends Adobe files to the print server) for form email generation, to use with the BIRT solution. CGI's approach will not require any code changes at Advantage application level; however, the print job setup will be modified to accommodate custom email generation for the new BIRT forms solution. Some forms identified in Section 2.A. may have one or more Perl scripts associated with it.

These Custom Deliverables will be delivered on or before March 31st, 2016, assuming that this SOW is executed by CONTRACTOR and the COUNTY and the COUNTY has provided the resources specified in Section 6.E of this SOW, in time for work to begin before January 2016. Any delays may result in subsequent delays to the delivery schedule.



- C. BIRT Forms Administrator Baseline Training Class (2 day training). CGI will provide a remote, instructor-led BIRT training class. Appendix A. Section 4. Includes information on the training course.

3. Deliverable Acceptance.

For the purposes of this SOW, the COUNTY agrees to review each interim draft Deliverable and provide comments to CONTRACTOR within five (5) business days after receiving it from CONTRACTOR. The COUNTY will have the opportunity to review each final Deliverable for an acceptance period of ten (10) business days after delivery by Contractor (the "Acceptance Period") except for the check form which will have a 30 day acceptance period. COUNTY agrees to notify CONTRACTOR in writing by the end of the Acceptance Period either stating that the Deliverable is accepted in the form delivered by CONTRACTOR or describing in reasonable detail any substantive deficiencies that must be corrected prior to acceptance of the Deliverable. If CONTRACTOR does not receive any such deficiency notice from COUNTY by the end of the Acceptance Period, the Deliverable will be deemed to be accepted. If COUNTY delivers to CONTRACTOR a timely notice of deficiencies and CONTRACTOR determines that the items specified in the notice are deficiencies, CONTRACTOR will correct the specified deficiencies within a reasonable period of time. Upon receipt of a corrected Deliverable from CONTRACTOR, COUNTY will have a reasonable additional period of time, not to exceed ten (10) business days, to review the corrected Deliverable to confirm that the identified and agreed-upon deficiencies have been corrected. COUNTY will not unreasonably withhold, delay or condition its approval of a final Deliverable, including for non-substantive format or other changes described in Sections 7.D and 7.E of this SOW. In no event will the aggregate Acceptance Period for any Deliverable extend beyond 90 days from delivery by CONTRACTOR of the applicable Deliverable.

4. Compensation.

A. Method of Payments: CGI will complete the Services and Deliverables in Appendix A. for a firm fixed price of \$147,840 as itemized in Exhibit 4-1 Advantage Services Pricing.

Exhibit 4-1 Services Pricing

Total Services	Type of Services (Fixed Priced)	Pricing
A. Appendix A. BIRT Forms and Email Script Customization Deliverables	Per Deliverables	\$ 144,000
B. Appendix A. Section 4. BIRT Training Class	Per Deliverable	\$ 3,840
Total Pricing:		\$ 147,840

B. Payment Terms:

The COUNTY will authorize payment to CONTRACTOR based upon completion of identified tasks and COUNTY acceptance of deliverables in accordance with the procedures specified in Section 3 of this SOW. CONTRACTOR will address invoices to the SOW Manager, Linda Templeton, who will coordinate approval within the COUNTY. Payments will be made in accordance with the following schedule:

Exhibit 4-2: Payment milestones

Fixed Price Payment Milestones	Payment (USD)
1. Delivery of BIRT Form Designs (PDF of forms printed on CGI server)	\$ 25,000
2. Completion of BIRT Training	\$ 5,000
3. CONTRACTOR delivery of custom form deliverables (14 forms and custom email script)	\$ 92,000
4. Final Acceptance Testing of forms completed by COUNTY	\$ 15,840
5. Final Acceptance Testing of Email Script customization (COUNTY's Perl Scripts)	\$ 10,000



The invoice will be provided to the COUNTY's Statement of Work Manager for approval and be payable in full within thirty (30) days of receipt of the applicable invoice by the COUNTY.

5. Statement of Work Managers.

The Work Request Managers are:

COUNTY:	CGI:
Linda Templeton	Dana June McPherson

6. Additional Resources and Responsibilities of COUNTY.

COUNTY will provide the following resources and has the following responsibilities in addition to COUNTY responsibilities specified in Appendices in support performance of the Services:

- A. CGI will be provided remote access to all necessary server environments, software, tokens, etc. for VPN access. Access will be provided in a mutually agreed process.
- B. COUNTY will have a tested 3.10.0.1 upgraded Financial test environment ready for testing as detailed in Section 6.E.vi below, including the 3.10.0.1 release batch job on-line configuration, and installation of the BIRT software on the application server and Advantage Forms Engine on the print server, so the COUNTY is prepared to test the custom deliverables upon delivery from CGI.
- C. COUNTY will have the necessary hardware and Operating system in place at the onset of the project. The 3rd party software (i.e. BIRT and JBOSS, etc.) procured and in place at the onset of the project will be downloaded and ready to be implemented with CGI assistance as per Appendix A, section 1 BIRT Forms Development Deliverable/CGI Responsibility.
- D. COUNTY will provide resources to the project knowledgeable in the PBC's business processes and Advantage systems, including, but not limited to the 3.10.0.1 release system table setup, documents, current Adobe forms usage, and Nightly Cycle Processing.
- E. COUNTY will provide the following resources at the start of the project to facilitate CGI's development activities:
 - i. IFD files
 - ii. Adobe form PDF files
 - iii. Graphics
 - iv. Custom Perl scripts currently used in production for custom email
 - v. Existing forms test scripts
 - vi. COUNTY Advantage 3.10.0.1 Financial application code base (which has the COUNTY'S existing Java customization code applied, tested and updated (if applicable) by the COUNTY to confirm custom code works in baseline 3.10.0.1 release. At a minimum, COUNTY's testing in 3.10.01 should include verifying output (.dat file and form output review) from disbursement print job, generate invoice, past due, statement jobs, have correct format/data and forms print correctly in the current Adobe forms (data format output from 3.10.0.1 Advantage application is correct).
- F. COUNTY will provide timely assistance and support as requested by CGI for additional information, issue resolution, and other similar tasks associated with the development effort.
- G. COUNTY will have completed the baseline BIRT forms solution training class prior to delivery of forms (refer to Appendix A. Section 4 BIRT training).

7. Assumptions and Other Provisions.

- A. The roles and responsibilities of the parties shall be as set forth in the Appendices and other sections within the SOW.



- B. On or before execution of this SOW, the parties will execute Amendment No. 21 to the Professional/Maintenance Services and Proprietary Software License Agreement dated as of September 30, 2002 (the "Agreement") to provide the license and maintenance for the third party forms solution software needed (JBOSS and BIRT) for the 3.10.0.1 release.
- C. The deliverables under this SOW are not incorporated in the baseline Advantage software and therefore considered custom to the COUNTY. It will be the responsibility of the COUNTY to merge these customizations into future Advantage releases.
- D. BIRT provides an open source designer based on Eclipse that can be used to design new forms. Please note that the designer technology between BIRT and Adobe is different and there could be some differences between the two layouts, thus the BIRT developed forms could look and vary in formatting. The forms will be developed based on the capabilities, features, and technology available in the baseline BIRT solution.
- E. There are features that existed with Adobe Central Pro that are not provided with BIRT, such as preloaded barcode fonts that can be used to add barcodes in Advantage forms is a feature which is not provided by BIRT out of the box. For more information on feature differences between Adobe Central Pro and BIRT, please contact us at cgiadvantage@cgi.com.
- F. CGI's pricing of the forms development is based off the PDF forms provided, and assumes no changes are needed to the Advantage application code specific to the COUNTY's custom forms and that the xml that is generated after application of the 3.10.01 upgrade, will work with the COUNTY custom forms to complete the BIRT forms migration. It is assumed that as part of the COUNTY's separate 3.10.0.1 upgrade project, the COUNTY will merge, test and apply any Advantage application code customizations changes (if needed) to confirm works in the 3.10.0.1 baseline release. COUNTY should do a test run and compare in 3.10.0.1 with Adobe to confirm that COUNTY's custom Advantage 3.10.0.1 format and data output in the Adobe forms are correct and no upgrade impact to the java customizations in 3.10.0.1. This testing and verification in 3.10.0.1 should occur prior to delivering the COUNTY's Advantage application code to CGI for CGI to start this BIRT SOW services. If changes are required to the Java customization to cause it to interoperate with the BIRT forms, CGI will be responsible for making the changes as part of the scope of this SOW. If during the course of developing the forms, it is discovered that a code change is necessary, that information will be presented and evaluated to determine if additional services are subject to change order or will be performed by the COUNTY.
- G. CGI will test developed forms in the CGI Advantage environment running the Advantage batch jobs (Generate Invoice, Generate Dunning Messages, Generate Statement and Disbursement Printing) on a CGI printer prior to delivery. The BIRT forms are rendered in pdf format and the assumption is PBC printers can print .pdf formatted files.
- H. CGI will deliver the custom deliverables to COUNTY through pre-approved drop box site or other means as determined with the project team which includes:
 - i. The completed forms and the 14 .rpt design files
 - ii. The java and/or Perl code needed to implement the email scripting solution updates
 - iii. Sql script needed for making updates to the COUNTY's tables in the Advantage application as required for BIRT forms migration. COUNTY will refer to the 3.10.0.1 baseline BIRT patch release for documentation on the BIRT patch and required Advantage application table changes.
- I. Pricing is based on delivery of the custom deliverables together, as one deliverable package. If multiple iterations of software delivery are required, price and schedules will be adjusted accordingly through a change order.
- J. Warranty support period is 90 days from delivery of custom deliverables.
- K. As part of the forms conversion, no technology or third party upgrades will be undertaken. If a form conversion needs third party upgrade or certification, price and schedule will be revised through a change order.
- L. It is assumed all work will be completed remotely. If travel is deemed necessary and mutually agreed upon by the parties, it will be billed as an additional cost.
- M. COUNTY will continue to use the CSG Support Center facilities for BIRT baseline software related issues and patches in accordance with the Professional/Maintenance Services and Proprietary Software License Agreement dated as of September 30, 2002 (the "Agreement"). CGI will use



commercially reasonable efforts to prioritize issues and patches as provided by the Agreement to support the schedule set forth in this SOW.

- N. The level of effort assumed by CONTRACTOR for each Deliverable is provided based on the CGI's understanding of the COUNTY's requirements, as documented in requirements in Section 2. Any material changes to the requirements or functionality documented within, or additional services requested, will require that a Change Order to the SOW will be executed and agreed upon by the COUNTY and CONTRACTOR. Such changes may include, but are not limited to:
- i. Material alteration of the Custom forms or email script requirements or functionality identified during the design or development process.
 - ii. General changes to the price, schedules, or procedures outlined in within this SOW.



IN WITNESS WHEREOF, the Board of COUNTY Commissioners of Palm Beach COUNTY, Florida, has made and executed this Statement of Work No. 6 on behalf of the COUNTY and CONTRACTOR has hereunto set its hand the day and year written above.

ATTEST:
SHARON BOCK, Clerk & Comptroller

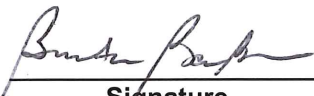
PALM BEACH COUNTY, BOARD OF
COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Mayor


WITNESS:

CONTRACTOR:



Signature
BONITA BARBOUR

Name (type or print)

CGI Technologies and Solutions Inc.


Signature
MICHAEL R WAPLE

Name (type or print)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

(Corporate Seal)

By: 

COUNTY Attorney

APPROVED AS TO TERMS AND
CONDITIONS

By: 

ISS Director



Appendix A. Custom BIRT Forms and Email Script Development

Description of Services or Deliverables by Task	CGI Responsibility	Client Responsibility	Deliverables/ Acceptance Criteria
1. BIRT Forms Development Deliverable	Lead	Support	
<p><i>Friendly reminder: The BIRT required 3.10.0.1 database changes are documented in the BIRT guides included with the BIRT patch (COUNTY should request 3.10.0.1 BIRT patch from CSG as part of your upgrade project).</i></p>	<p>CGI will establish and maintain a 3.10.0.1 Financial test environment (at CGI location) to complete the BIRT Conversion development tasks (environment will be maintained for six months which includes 90 day warranty period).</p> <p>CGI development activities include:</p> <ol style="list-style-type: none"> Design, develop, unit test fourteen (14) custom BIRT forms as listed in Section 2. Services of this SOW. CGI's testing will take place in the CGI 3.10.0.1 Advantage Financial environment and on CGI printers. CGI will package and deliver .rptdesign files for the 14 custom forms and the necessary java and/or Perl code needed to implement the email scripting solution. In addition, CGI will provide sql scripts to make the updates to the tables in the Advantage application as required for BIRT forms migration. <p>CGI will provide consulting services to assist COUNTY with installing and configuring the BIRT and JBoss software (up to 20 hours).</p>	<ul style="list-style-type: none"> COUNTY will be responsible for installation of the 3.10.0.1 BIRT software; CGI supports. CGI will provide sql scripts to make the changes needed to the Advantage batch job parameters and form tables as part of the BIRT forms delivery package. It is assumed the COUNTY will update the nightly cycle scripts with these changes as part of the COUNTY'S 3.10.0.1 upgrade project. COUNTY will install the CGI provided custom BIRT forms deliverable package in the COUNTY Test environment, CGI will support remotely. 	<p><u>Deliverable #1:</u> Design Document for the PDF generated BIRT custom forms (14 forms).</p> <p><u>Acceptance Criteria:</u> Delivery of the BIRT Design Document.</p> <p><u>Deliverable #2:</u> Packaging /Delivery of COUNTY's Custom deliverables (deliverable package included items specified in Task 1.c. of this Appendix A.</p> <p><u>Acceptance Criteria:</u> COUNTY confirms receipt of CGI's custom deliverable package.</p>
2. Perl Scripts Development Deliverable	Lead	Support	
<p>CGI will reference the documentation provided by the COUNTY on 6/15 regarding which forms are to be printed and/or handled through online PDF print process.</p> <p>COUNTY's existing Perl scripts applies to only 8 document types.</p> <p>Printed versions of the Purchase Order forms do not use Perl scripts. Perl scripts are not used for the Printed Requisitions. The printed version of the Requisition forms are printed only through the CGI online PDF</p>	<p>CGI will complete development activities to modify COUNTY's existing Perl scripts for BIRT, which includes:</p> <ol style="list-style-type: none"> Advantage application set-up <ul style="list-style-type: none"> Print Server Setup with parameters. Add new Print Server to define separate location for these customized cases of email generation. BIRT server set-up <ul style="list-style-type: none"> Customize AdvFormsModule (java module picking data files and processing to generate appropriate output) to include additional email functions. One time change in java files). java program executed through task scheduler to poll new 		

<p>print process, so there is not a print resource indicated.</p>	<p>location for data files.</p> <p>c) Updated Perl scripts will be executed by referring newly added configuration file.</p> <ul style="list-style-type: none"> • Create new (or update existing scripts) Perl scripts (equivalent of previous files). • Read required XML nodes for Email, Subject and Message details. • Update related json file to populate/update: emailTo, emailFrom, emailCc, emailSubject, emailMessage fields. 		
<p>3. Forms Deliverables-Testing Support</p>	<p>Support</p>	<p>Lead</p>	
	<ul style="list-style-type: none"> • CGI will provide up to 40 hours for issue resolution, configuration and testing support. . 	<ul style="list-style-type: none"> • COUNTY is responsible for system and user acceptance testing of the 3.10.0.1 baseline BIRT forms solution and Custom BIRT deliverables. • COUNTY’S user acceptance testing will take place in the COUNTY’s 3.10.0.1 Test environment using COUNTY printers. • COUNTY will lead BIRT forms deployment (BIRT patch, software and the CGI provided custom deliverables) implementation to Production; CGI supports. 	<p>Deliverable #3: Completion of “unit” acceptance testing.</p> <p>Acceptance Criteria: Deliverable acceptance as specified in Section 3 of this SOW.</p> <ol style="list-style-type: none"> Forms print on the COUNTY printer/s. The form format matches the form’s PDF file (for the 14 custom forms) CGI printed on the CGI printer. email functionality of custom Perl script deliverable works in BIRT form solution (email and distribution of the forms).
<p>4. BIRT Forms Training</p>	<p>Joint</p>	<p>Joint</p>	
<p>Course ID : BIRT-506B Course Description Technical practicum focuses on helping participants understand and use BIRT to customize or develop and deploy forms. Topics include Eclipse BIRT Report Designer Overview; Customize a Form; Create a New Form; Advantage Forms Engine Overview; Output Parameters Setup (existing forms) and Output Devices.</p>	<p>Training will be delivered remotely as an interactive, instructor lead training (ILT). Training pricing includes delivery of baseline training materials.</p> <p>NOTE: This course is an alternative course to Forms Administration – Adobe (T-506) and should be taken by clients developing/maintaining forms with the BIRT tool.</p>	<p>Target Participants (up to 6 attendees)</p> <ul style="list-style-type: none"> • Forms developer/ • Administrator <p>This is an Instructor Facilitated session with hands-on exercises.</p>	<p>Deliverable #4: Delivery of Training Class.</p> <p>Acceptance Criteria: Training class has been completed.</p>