



Department of Purchasing and Contracting
Change Order Request Form

User Department:

From:

CPA No.:

Title:

Effective Date:

Expiration Date:

Contract APPROVED Amount:

Contractor(s)	Contract No.	Amount Spent	
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Total Amount Spent to Date:

User Department Recommendation:

Renew

Bid

Justification:

Department Director Signature

Date

Funding: General Enterprise 3 Digit Fund Code _____

CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Purchasing and Contracting Signature

Date

Change Request Summary

Project Name:	CIS enQuesta v5.0 Implementation	CR Number:	CR-032
Requestor:	Felecia Green, Paula Weems	Date Requested:	09/23/2020
System & Software PM:	Amanda Fitzpatrick	Priority:	High
Date Created:	09/23/2020	Revision Date:	9/23/2020

New Payment Milestones & Acceptance Criteria for CR-032

MS No.	Payment Milestone	Total	Est. Date
A3-01	2 Additional Cognos Author Licenses & 1 Administrator License – 100% due upon BOC approval and CEO signature	\$36,000.00	10/05/2020
A3-02	Execute CR-032 Contract – 45% of services due on upon BOC approval and CEO signature	\$559,035.00	10/05/2020
A3-03	CityWorks Additional Support (2-weeks remote testing/2-weeks onsite testing)	\$ 17,118.75	11/15/2020
A3-04	LevelOne Bill Print Integration Start	\$ 10,000.00	11/15/2020
A3-05	CityWorks Permanent Server Start	\$ 10,000.00	11/15/2020
A3-06	Update XML Mapping for Bill Print	\$ 41,250.00	12/01/2020
A3-07	Sanitation Landfill Integration/ Fleet Graph Development	\$ 55,000.00	03/15/2021
A3-08	Complete v6 Database Provision & Configuration	\$ 34,350.00	03/17/2021
A3-09	AR/GL Onsite Support (4-weeks onsite testing/ issue remediation)	\$ 32,725.00	03/30/2021
A3-10	Reports Data Conversion & Validation (data conversion/2-weeks of validation support) – Conversion 2	\$ 28,875.00	03/30/2021
A3-11	Complete 2 nd Data Conversion & Validation	\$ 10,000.00	03/30/2021
A3-12	Complete Capricorn Integration & BRD Completion	\$ 34,350.00	03/30/2021
A3-13	Complete Invoice Cloud Integration & BRD Completion	\$ 34,350.00	03/30/2021
A3-14	Complete DeKalb County Reports in New Environment (S&S Custom)	\$ 34,350.00	03/30/2021
A3-15	Bring DeKalb County Reports (DCG Development) up to v6	\$ 10,000.00	03/30/2021
A3-16	Technical Review of BRD Documentation Update	\$ 10,000.00	04/15/2021
A3-17	Complete Integration Test Plan	\$ 10,000.00	04/15/2021
A3-18	Wells Fargo Integration Start	\$ 10,000.00	4/15/2021
A3-19	Infrastructure Implementation (FTP Automation, Security Configuration, SSL, Etc.)	\$ 10,000.00	04/30/2021
A3-20	BPA Review and Update	\$ 10,000.00	05/15/2021
A3-21	Complete enQuesta v6 Environment Configuration	\$ 34,350.00	05/30/2021
A3-22	Update Test Cases (Shared Task with County & S&S)	\$ 10,000.00	05/30/2021
A3-23	enQuesta Refresher Training & Documentation Update	\$ 10,000.00	05/30/2021

MS No.	Payment Milestone	Total	Est. Date
A3-24	Functional Test Prep (Data Conversion/Validation)	\$ 10,000.00	06/15/2021
A3-25	Functional Testing Start	\$ 34,350.00	06/30/2021
A3-26	Functional Testing Acceptance	\$ 10,000.00	08/15/2021
A3-27	Complete Interface Migration from v5 to v6	\$ 10,000.00	09/01/2021
A3-28	Integration Testing Prep	\$ 10,000.00	09/01/2021
A3-29	Integration Testing Data Conversion & Validation	\$ 10,000.00	09/15/2021
A3-30	Integration Testing Start	\$ 34,350.00	09/30/2021
A3-31	Integration Testing Acceptance	\$ 10,000.00	10/15/2021
A3-32	End2End Testing Prep	\$ 10,000.00	10/15/2021
A3-33	End2End Testing Data Conversion & Validation	\$ 10,000.00	11/01/2021
A3-34	End2End Testing Start	\$ 34,350.00	11/01/2021
A3-35	End2End Acceptance	\$16,546.25	01/15/2022
A3-36	Additional Training Support	\$ 26,950.00	01/31/2022
Total		\$ 1,278,300.00	

Summarized Cost	
V6 Upgrade Scope Items	\$ 875,175.00
CR-032 Additional Scope Items	\$ 403,125.00
Total	\$ 1,278,300.00
Service Contingency	\$ 100,000.00
Travel Contingency	\$ 100,000.00
Report Writing Contingency	\$ 50,000.00
COVID-19/CPAK Retrofit Contingency	\$ 200,000.00
Total with Contingency	\$ 1,728,300.00

Payment Terms

1. Year 1 Maintenance for 2020 will be prorated from the Contract Amendment signing date to your renewal Support renewal date and will be due on signing **N/A**.
2. Support renewal amounts above for 2021-2023, will be included on your 2021-2023 annual support renewals **N/A**.
3. This Quotation is written under the guidelines set out in Contract No. 1072167.
4. This document has been reviewed and approved as to content and details the agreed upon project scope and cost by the below parties and signature does not indicate a legally binding agreement. This change request (CR-032) is not legally binding until a contract amendment is approved by the DeKalb Board of Commissioners and executed by the Chief Executive Officer.