

Project Change Order # 2

This change order form is used for requesting, documenting and approving changes to the Workday deployment including but not limited to: changes to project scope; changes for a major configuration element; project timeline/schedule changes; integration specifications changes; addition of resources; or any other deliverable change from the originally planned Workday deployment.

Summary

Client:	City of Grand Prairie
SOW/Project Name:	PROJ_62996/City of Grand Prairie - HCM/FINs Big Bang -Launch
Change Order #:	GP CO2
Project Manager (Client):	Laura Adams
Project Sponsor (Client):	Lisa Norris
Engagement Manager:	James Smith
Acceptance Due Date:	08/19/2025
Change Type:	Functional and Technical Scope Updates for Existing Functional Areas
Impact Assessed by:	James Smith
Priority:	High
Billing	Bill under current project
Is new PO# required?	No new PO# needed

Request Description

1. Add 15 Additional Bank Accounts
2. Add 12 Additional Benefit Groups
3. Add Budget Award Budgets to Functional Scope
4. Add Late Fees and Interest Fees to Scope for Customers Workstream
5. Add Customer Contracts to Scope for Customers Workstream
6. Add Sales Items
7. Add Alternate Fiscal Schedule for One Company
8. Add Cost Reimbursables to Functional Scope
9. Add P-Card Integration
10. Add Internal Projects to Scope
11. Add Project Phases and Tasks to Scope
12. Add Project Budgeting to Scope
13. Add HCM BP Modifications to Scope
14. Increase Supplier Qualification Forms Development in Strategic Sourcing
15. Add 6RFX Templates to Scope
16. Increase Project Milestone Development to Scope
17. Expand Configuration WSS Contracts Tool
18. Increase Level of Effort for Strategic Sourcing Approval Groups
19. Add Additional Testing Support for Strategic Sourcing
20. Add Performance Improvement Template to Scope
21. Add Disciplinary Action Form Template to Scope
22. Add Geofencing to Scope
23. Additional Performance Review Template for Rookie/EMS (Rookie Book)
24. Remove Integrations That Will Not Be Developed from Scope
25. Add Integrations That Need to Be Brought into Scope

Business Purpose / Reason for Change

1. **Add 15 Additional Bank Accounts** a. *Reason for Change*: Client requires 24 Bank Accounts to set up in Workday for operations. b. *Reason for Scope Update*: SOW limits the number of Bank Accounts to 10.
2. **Add 12 Additional Benefit Groups** a. *Reason for Change*: Client requires 15 Benefit Groups in Workday to meet eligibility and plan differences to accurately administer benefits. b. *Reason for Scope Update*: SOW is limited to 5 Benefit Groups.
3. **Add Budget Awards to Functional Scope** a. *Reason for Change*: Client will utilize Project Budgeting functionality in Workday. b. *Reason for Scope Update*: Project Budgets are explicitly out of scope in the SOW.
4. **Add Late Fees and Interest Fees to Customers Workstream** a. *Reason for Change*: Client would like to automate adjustments to invoices/contracts to account for late and interest fees in Customer Contracts. b. *Reason for Scope Update*: Functionality currently out of scope.
5. **Add Customer Contracts to Customers Workstream** a. *Reason for Change*: Client seeks to further automate billing for recurring invoice fees based on Customer Contracts; requires functionality setup in Workday. b. *Reason for Scope Update*: Functionality currently out of scope. c. Data conversion limited to 1550 customer contracts.
6. **Add Sales Items** a. *Reason for Change*: Additional functionality to further automate adding costs to existing contracts. b. *Reason for Scope Update*: Functionality currently out of scope.
7. **Add 1 Alternate Fiscal Schedule for One Company** a. *Reason for Change*: Client requires a second fiscal schedule. b. *Reason for Scope Update*: Original scope includes only one fiscal schedule.
8. **Add Cost Reimbursables to Functional Scope** a. *Reason for Change*: Accounting functionality our group needs to configure for existing Scope Sync items. b. *Reason for Scope Update*: Not communicated in original SOW.
9. **Add P-Card Integration** a. *Reason for Change*: Client confirmed they will continue processing routine purchases via P-Card and require integration. b. *Reason for Scope Update*: Explicitly stated to be out of scope in original SOW—likely to allow evaluation between P-Cards and Expense Cards during implementation. c. Data Conversion for 600 credit cards
10. **Add Internal Projects to Scope** a. *Reason for Change*: Client judged this will reduce administrative burden from tracking in legacy systems. b. *Reason for Scope Update*: Not included in original SOW as legacy does not support this process.
11. **Add Project Phases and Tasks to Scope** a. *Reason for Change*: Client judged this will reduce administrative burden from tracking project details externally. b. *Reason for Scope Update*: Not included in original SOW as legacy does not support this process.
12. **Add Project Budgeting to Scope** a. *Reason for Change*: Client will use Project Budgeting functionality in Workday. b. *Reason for Scope Update*: Explicitly out of scope per SOW.

13. **Add HCM BP 1 additional dynamic Modification to Scope** a. *Reason for Change:* Will simplify long-term maintenance. b. *Reason for Scope Update:* SOW allowed only 1 dynamic BP; modification will reduce steps and support easier long-term updates.
14. **Increase Supplier Qualification Form Development in Strategic Sourcing** a. *Reason for Change:* Client seeks increased configuration during implementation. b. *Reason for Scope Update:* Original SOW assumed knowledge transfer and post-go-live refinement. c, consultant has confirmed we are still working on collecting these as of 7.23.25
15. **Add 6RFX Templates to Strategic Sourcing Scope** a. *Reason for Change:* Client seeks increased configuration during implementation. b. *Reason for Scope Update:* Original SOW assumed knowledge transfer and post-go-live refinement.
16. **Increase Project Milestones Development to Strategic Sourcing Scope** a. *Reason for Change:* Client seeks increased configuration during implementation. b. *Reason for Scope Update:* Original SOW assumed knowledge transfer and post-go-live refinement.
17. **Expand Configuration for WSS Contracts Tool** a. *Reason for Change:* Client seeks increased configuration during implementation. b. *Reason for Scope Update:* Original SOW assumed knowledge transfer and post-go-live refinement and underestimated city complexity and variety of template contracts used.
18. **Increase Effort for Strategic Sourcing Approval Groups** a. *Reason for Change:* Client seeks increased configuration during implementation. b. *Reason for Scope Update:* Original SOW assumed knowledge transfer and post-go-live refinement.
19. **Increase Testing Support for Strategic Sourcing** a. *Reason for Change:* Client seeks increased support in testing during implementation. b. *Reason for Scope Update:* Original SOW assumed knowledge transfer and post-go-live refinement. c. cost represents increase in hours and timeline to assist in testing of additional scope addressed in items 14-18
20. **Add Performance Improvement Template to Scope** a. *Reason for Change:* Client will automate this process, previously done outside the legacy system. b. *Reason for Scope Update:* Functionality not included in original scope.
21. **Add Disciplinary Action Form Templates to Scope** a. *Reason for Change:* Client seeks increased configuration during implementation for various disciplinary action categories and reasons currently used. . b. *Reason for Scope Update:* Currently handled outside of system.
22. **Add Geofencing to Scope** a. *Reason for Change:* Lifeguards and other non-exempt employees require geolocation restrictions for clock-in/out. b. *Reason for Scope Update:* Not originally included in SOW. c. Up to 50 locations
23. **Add two additional Performance Review Templates for Rookie/EMS (Rookie Book)** a. *Reason for Change:* Lifeguards and other non-exempt employees require geolocation restrictions for clock-in/out. b. *Reason for Scope Update:* Not originally included in SOW.

24. Remove Integrations That Will Not Be Developed *Details to be listed below*
25. Add Integrations That Need to Be Brought Into Scope *Details to be listed below*

Impact Assessment

Project Activities Affected:	Additional Scope for existing functional areas	
Project Schedule Impact:	None	
	Line Item	Invoice Amount
Estimated Effort and Costs:	15 additional Bank Accounts	\$10,914.00
	12 Additional Benefit Groups	\$9,822.60
	Budgeting – Awards	\$5,457.00
	Late Fees & Interest Fees - Customer Accounts	\$5,457.00
	Customer Contracts	\$13,096.80
	Sales Items - Customer Accounts	No charge
	Alternate Fiscal Schedule	No charge
	Custom Invoice	\$17,462.40
	Cost Reimbursables (missed in SOW)	No charge
	PCard Integration JPM 550 Credit Cards + Daily Transactions	\$43,656.00
	Internal Projects - Projects	\$13,096.80
	Project Phases and Tasks	\$26,193.60
	Budgeting - Projects	\$5,457.00
	HCM- Rec BP modifications for Job App (missed in SOW)	No charge
	15 Supplier Qualifications Forms	No charge
	6RX Templates	\$3,672.00
	8-10 Project Types (up from 3-4)	\$4,080.00
	Milestones for all project types (missed in SOW)	No charge
	WSS Contracts Tool	\$4,896.00
	Approval Groups (complexity not clear in scoping)	No charge
	Additional Testing Support for Strategic Sourcing	\$5,304.00
	Additional PIP Template	\$13,096.80
	Disciplinary Action Template	\$6,548.40
	Geofencing	\$8,731.20
	Additional Templates (Rookie + EMS)	\$32,742.00
	Geofencing	\$8,731.20
	1 Custom Invoice (BIRT Tool Integration)	\$17,462.40
	QCD Dental Outbound Cloud Connect	\$(15,279.60)
	TMRS Retirement Savings Inbound Cloud Connect	\$(19,645.20)
	Navia HSA or FSA Funding Outbound Cloud Connect	\$(8,731.20)

	Adhoc Bank Transaction Inbound Cloud Connect	\$(10,914.00)
	The Standard Life Insurance & STD Ins Outbound	\$(8,731.20)
	Colonial AD&D Insurance Outbound	\$(8,731.20)
	Nation Wide Deferred Compensation Insurance Outbound	\$(15,279.60)
	Deer Oaks Employee Assistance (EAP) Insurance Outbound	\$(15,279.60)
	Alliance Work Partners Employee Assistance (EAP) Insurance Outbound	\$(15,279.60)
	TASC FSA and DCA	\$8,731.20
	InTime Solutions to Workday	\$19,645.20
	INCODE - Accounting Journals Inbound	\$10,914.00
	SpryPoint - Account Journals Inbound	\$10,914.00
	OpenGov - Budget Accounting Journals Outbound	\$10,914.00
	Surgery Plus Outbound (Lantern)	\$10,914.00
	Fire House ESO (not talent but TT system)	\$19,645.20
	ACH Debits (Ex: Utility Payments)	\$19,645.20
	Virtual Card Recon File	\$10,914.00
	Exempt OASDI tax Studio	\$19,645.20
Total CO#2		\$253,694.40

Updated Payment Terms

Already Paid Invoices – Dark Grey Shading

Already Invoiced – Light Gray Shading

Invoices to be updated by Change order – Blue Shading

Milestone	Previous Invoice Date	Updated Invoice Date (after CO1)	Previous Total (CO#1)	Updated net Amount (CO#2)
Strategy Sign Off	12/6/2024	12/6/2024	\$303,956.80	\$303,956.80
Plan Stage Sign off	2/7/2025	2/7/2025	\$455,935.20	\$455,935.20
Architect and Configure (alignment) Complete FAS	5/12/2025	5/12/2025	\$455,935.20	\$455,935.20
Architect and Configure: End of Stage	9/26/2025	9/26/2025	\$467,716.20	\$467,716.20
Test Stage: End of End to End Testing.	4/3/2026	4/3/2026	\$467,716.20	\$551,714.30

Test Stage: End of Parallel Test Stage	7/24/2026	7/24/2026	\$467,716.20	\$551,714.30
Deploy Stage: Completion of Move to Production	9/13/2026	9/13/2026	\$315,737.80	\$372,303.26
Postproduction Support. Completion of Project	11/20/2026	11/20/2026	\$154,579.40	\$183,712.14
Project Total for All Phases			\$3,089,293	\$3,342,987.40
Estimated Expenses				\$75,989.20
Grand Total				\$3,418,976.60

Original SOW Invoice Schedule

Fixed Fee and Invoicing				
Milestone / Event	Invoice Date	Invoice Amount	CSLLC Investment	Total Invoice Amount
Strategy Stage: Strategy Sign off	12/6/2024	\$ 342,956.80	-\$39,000	\$ 303,956.80
Plan Stage: Delivery of Plan Artifacts	2/7/2025	\$ 514,435.20	-\$58,500	\$ 455,935.20
Architect & Configure Stage (Alignment Stage): Sign off of Foundation Alignment Session	5/12/2025	\$ 514,435.20	-\$58,500	\$ 455,935.20
Architect & Configure Stage: Completion of Customer Confirmation Sessions (CCS)	8/8/2025	\$ 514,435.20	-\$58,500	\$ 455,935.20
Test Stage: Completion of End-to-End Test	1/23/2026	\$ 514,435.20	-\$58,500	\$ 455,935.20
Test Stage: Completion of Parallel Test	3/20/2026	\$ 514,435.20	-\$58,500	\$ 455,935.20
Deploy Stage: Completion of Move-to-Production (Go-Live)	5/1/2026	\$ 342,956.80	-\$39,000	\$ 303,956.80
Post-Production support: Completion of Project	6/12/2026	\$ 171,478.40	-\$19,500	\$ 151,978.40
Project Total for All Phases		\$ 3,429,568	-\$390,000	\$ 3,039,568.00
Estimated Expenses				\$ 75,989.20
Grand Total				\$ 3,115,557.20

Assumptions

- All Assumptions from the Statement of Work dated October 15, 2024 apply to this Change Order. The scope and budget for Strategic Sourcing remains the same.
- No adjustments/additions to data conversion scope unless stated in this or previous change orders.
- Cognizant acknowledges and agrees that the updated estimates set forth herein have been provided in good faith based upon information provided by City of Grand Prairie as set forth herein.
- To the extent that the scope expands beyond what is set forth herein, the parties shall work together in good faith to revise the estimates and resource requirements.

Authorization

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City of Grand Prairie Authorization Signature	Collaborative Solutions, LLC Authorization Signature
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Cheryl De Leon	
Name	Name
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Deputy City Manager	
Title	President
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Date	Date
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