

Project Name:	Microsoft GP Upgrade	Change Order:	CO - 001
Requestor:	Grand Rapids Public Utilities Commission	Date Prepared:	Jan 2, 2025
Project Managers:	Ali Raoofi	Priority:	High
Title	Request for Direct Microsoft GP Upgrade into Production		

Summary of the Change Request and Proposed Solution

This Change Order has been prepared in response to the request from the Grand Rapids Public Utilities Commission (GRPUC) to upgrade their Microsoft GP directly into the production environment. This request involves bypassing the upgrade in the Test environment and completion of User Acceptance Testing.

GRPUC acknowledges and accepts full responsibility for any issues or complications that may arise as a result of this expedited process.

Impact to Project Scope, Schedule, Costs, Deliverables and Identify Risks

Impact to Project Scope:

- The project scope will remain unchanged.

Impact to Project Schedule:

- The project schedule will remain unchanged.

Impact to Project Costs:

- The project costs will remain unchanged.

Impact to existing milestones:

- The following updates will be made to the milestone and payment terms:

Previous Milestones

- 50% due on signing
- 25% due on installation in test
- 25% due on installation in production



New Milestones

- 50% due on signing
- 50% due on installation in production

Terms and Conditions

- This change order is valid for 30 days.
- This change order is based on the current information available. If a scope change occurs, Cogsdale will work with the client to come to a mutually acceptable adjustment to the original change order.

Approval

Signature indicates the parties have read, understood and agreed to all the contents of this change order.

GRPUC:

Signed: _____

Julie Kennedy | General Manager

Date: _____

1-3-2025

Cogsdale:

Signed: _____

Ali Raoofi | Team Lead, Professional Services

Date: Jan 3, 2025

Client	Grand Rapids Public Utilities Commission	Client Contact	Jean Lane
Project Manager		Prepared By	Kirk Crowder
Reference Number	QUO-06963	Case Number	
Quote Effective Date	Oct 28, 2024	Client PO	
Description	Microsoft Dynamics GP Upgrade		

Pricing

	Quantity	Rate	Total
Services			
Technical Upgrade	1	\$ 12,375.00	\$ 12,375.00
Sub-Total			\$ 12,375.00
Total			\$ 12,375.00

Payment Terms

Upon execution of this quote the following payment terms will apply:

Services

- 50% due on signing.
- 25% due on installation in test.
- 25% due on installation in production environment.

Maintenance and Support

N/A

Expenses

N/A – Work to be performed remotely.

Notes

- This quote is valid for 60 days from the quote effective date.
- This quote is fixed based on the current information available. If a scope change occurs Cogsdale will work with the client to come to a mutually acceptable adjustment to the original quote.
- Client must be current with their annual Maintenance and Support Contract during the life of the project.
- Typically, scheduling of resources is 2-4 weeks out from the receipt of an approved SOW/quote unless otherwise agreed upon.
- Client must ensure that they have prerequisites (i.e., SQL Server) and hardware in place that meets the minimum requirements for Microsoft Dynamics GP. System Requirements can be found at https://docs.microsoft.com/en-us/dynamics/s-e/gp/mdgp2018_system_requirements.
- If client has an outstanding AR balance over 30 days, Cogsdale reserves the right to stop or not start project work.
- Statement of work is defined in the sections following the authorization.

Client Description

Grand Rapids Public Utilities Commission (GRPUC) would like to upgrade Microsoft Dynamics GP from their current version to the latest version which includes the new Payroll Tax updates.

Statement of Work

Technical Upgrade

A technical consultant will work with GRPUC to perform the following tasks:

- Install the latest version of Microsoft Dynamics GP on a test server. This includes restoring production data to a test environment for testing.
- Install and verify the latest version of Microsoft Dynamics GP in a production environment after testing is completed by GRPUC.
- Provide assistance with any technical issues that arise during testing.
- Provide go-live support the week upgrade put in place. This includes technical issues that arise with the software installation.
- Project Management. A project manager will provide overall project guidance, project plan, risk management, time reporting, status reports, scope, and budget control.
- Services to be provided remotely.

Grand Rapid Public Utilities Commission's Responsibilities

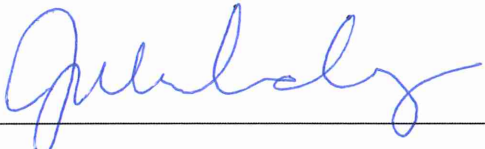

1. Provide IT assistance for accessing environments.
2. Verify access to remote meeting options are available (LiveMeeting, Teams, Remote Desktop, and/or Zoom).
3. Provide a Test environment for the upgrade.
4. Verify Test environment upgrade prior to performing upgrade in Production environment.
5. Ensure appropriate staff at GRPUC are available for general questions.

Under no circumstances shall Cogsdale Corporation be liable for any special, indirect, consequential, punitive, or incidental damages of any kind and shall not be liable for loss of profits, works stoppage, system failure or malfunction, loss of data or any other damages or losses in connection with this statement of work. Cogsdale Corporation shall not be liable to pay any amount, in the aggregate, that is greater than the fees received by Cogsdale Corporation under this statement of work.

Authorization

Signature indicates the parties have read, understood, and agreed to all the contents of this quote.

In lieu of a signature, a purchase order can be provided to indicate acceptance of this quote.

Authorized by Client:	Authorized by Cogsdale:
 Name/Date 12-30-2024	 Name/Date: Kirk Crowder Oct. 28, 2024

For Inquiries, Please Contact:

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