

**THIRD AMENDMENT TO STANDARD CONTRACT  
BETWEEN COUNTY OF SOLANO and CherryRoad Technologies, Inc.**

This Third Amendment ("Third Amendment") is entered as of the twenty-third day of April 2019, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and CherryRoad Technologies, Inc. ("Contractor").

**1. Recitals**

- A. The parties entered into a contract dated February 27, 2018 (the "Contract"), in which Contractor agreed to provide services to upgrade PeopleSoft HCM to version 9.2.
- B. This Third Amendment represents an increase of \$49,995 for a change order for Technical Services associated with the implementation of eBenefits in the County's Human Resources Benefits Administration Application, and \$14,800 for on-site training for a total increase of \$64,795.
- C. The parties agree to amend the Contract as set forth below.

**2. Agreement**

**A. Statement of Work.**

The attached Exhibit A-2 is added.

**B. Budget Detail and Payment Provisions.**

The total amount of the contract is increased by \$64,795 for a total of \$151,911.


**3. Effectiveness of Contract.**

Except as set forth in this Third Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a Political  
Subdivision of the State of California

By   
Tim Flanagan, Chief Information Officer

CherryRoad Technologies, Inc.

By   
Jeremy Gulban, Chief Executive Officer

APPROVED AS TO FORM

By   
County Counsel

**SOLANO COUNTY**  
**eBENEFITS IMPLEMENTATION**  
**CHANGE REQUEST #001**

**Prepared for:**

**Solano County**

**Prepared by:**

**CherryRoad Technologies Inc.**  
**301 Gibraltar Dr. Suite 2C**  
**Morris Plains, NJ 07950**

Date	Version	Description	Author
3/19/2019	1.0	Document Creation – Initial Draft	M Rubilotta
3/21/2019	2.0	Updated with Training budget	M Rubilotta

*Review and Approval*

Date	Version	Approval

## 1. CHANGE REQUEST INFORMATION

### 1.1. Justification for Change

This Change Request, with an effective date of March XX, 2019, will serve as a change in terms to the Services Agreement and Statement of Work ("SOW") entered into on February 27<sup>th</sup>, 2018 by and between the Solano County ("County") and CherryRoad Technologies Inc. ("CherryRoad"), (the "Agreement"). Except as expressly amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

#### Updated Go Live Dates

The originally planned SOW included a 3-month timeline and 524 hours for the completion of the eBenefits project. Due to changes in scope and a break in the project the timeline and overall hours and cost has been adjusted with a new go live date of May 2019. CherryRoad and the County have collaborated to review the scope related deliverables and critical schedule considerations to develop a new go live date. The new go live date is now May 2019 and the shift will result in additional CherryRoad effort and cost to the County.

#### Scope/Timeline Changes

One of the underlying assumptions for the project was that the existing Benefits Administration configuration was accurately setup in preparation for the eBenefits project. During the requirements gathering sessions it was determined that the medical tables were not setup correctly. In addition, a PeopleTools upgrade was needed before the eBenefits project could continue. This caused additional work by both CherryRoad and the County leading to the project being put on hold in April 2018. The project resumed in November 2018 with the Planning stage needing to be done again.

In addition, budget for a formal Benefit Administration training has been included. The training will cover 3-4 days and up to 10 students with a trainer onsite for the training. The agenda for the training will include:

- Business Process Overview
- Setting up Automated Benefits Programs
- Setting up Eligibility for Automated Benefit Programs
- Setting up Events for Automated Benefit Programs
- Creating an Automated Benefit Program
- Examining the Benefits Administration Process
- Using eBenefits with Benefit Administration

The training will provide the County's functional/ business users the foundation necessary to support the PeopleSoft Benefit Administration application post implementation. The course description has been included in Appendix C of this Change Order.

**1.2. Description of Change**

The table below provides a summary of the changes to the Benefit Administration Statement of Work.

SOW Section	Original	Change
1.0	Anticipated timeline	The new timeline has been included in Appendix A.
Exhibit B	METHOD OF PAYMENT	Updated costing table has been included in Appendix B.

Only those changes that are expressly stated in this Change Request #001 are authorized by CherryRoad and the County.

**SECTION 2 – IMPACT ANALYSIS**

Change Complexity Classification: ☒ High  
☐ Medium  
☐ Low


Cost Impact	Description	Service Cost
	Go live extension	\$49,995
	Onsite Ben Admin Training	\$14,800
	<b>Total</b>	<b>\$64,795</b>

**SECTION 3 – IMPACT TO SCOPE OF SERVICES**

- **Resource Impact:** CherryRoad and the County will extend the project resources to accommodate the July 2019 go live (Appendix B).
- **Scope Impact:** -NA-
- **Budget Impact:** The change in date and scope has resulted in an increase in pricing (Appendix B).
- **Timeline Impact:** The go live date will be adjusted to May 2019. (Appendix A).

**SECTION 4 – NON-COLLUSION AND ACCEPTANCE:**

The undersigned attests under penalties of perjury that he is the representative, agent, member or officer of the contracting party, that he has not, nor has any other member, employee, representative, agent or officer of the firm, company, corporation or partnership represented by him, directly or indirectly, to the best of his knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he has not received or paid, any sum of money or other consideration for the execution of this Change Request other than that which appears upon the face of the Change Request.

Approved by:		on:	// 04-01-2019
	CherryRoad Technologies Inc.		Date
Approved by:			//
	Solano County		Date

**Appendix A – Timeline**

The original timeline assumed a 3-month timeline. Based on the need to address Benefits Administration configuration and the PeopleTools upgrade the project was suspended from May-October 2018 and the Planning & Analysis stage was revisited as a new CherryRoad resource was assigned.

The new timeline is included below.

<b>Phase 1 - eBenefits</b>	<b>March</b>	<b>April</b>	<b>May-Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>
<b>Requirements</b>										
<b>Design/ Develop</b>										
<b>Testing &amp; Training</b>										
<b>Deployment</b>										
<b>OE Support</b>										



## Appendix B – Method of Payment

The following table shows the hours worked to date through February:

Customer: Project	Resource	Mar-18 Actual Time	April 2018 Actual Time	May 2018 Actual Time	June 2018 Actual Time	July 2018 Actual Time	August 2018 Actual Time	September 2018 Actual Time	October 2018 Actual Time	November 2018 Actual Time	December 2018 Actual Time	January 2019 Actual Time	February 2019 Actual Time	Total Actual Time
County of Solano CA : SOLA0010 PeopleSoft eBenefits														
	Pi Chung				8.00					9.00	0.00			8.00
	Hardin, Suzanne									45.00	168.00			291.00
	McDaniels, Lorie									41.00	32.00			73.00
	Ramos, Carmen	60.00	102.00	0.00		0.00				0.00	0.00			162.00
	Ramachandran			1.00	29.00									30.00
	Sekumar													
		60.00	102.00	1.00	37.00	0.00	0.00	0.00	0.00	41.00	77.00	168.00	80.00	584.00

\*Lorie worked 82 hours but Sekumar agreed to pay for 50% of her time (41 hours)

The following table shows what is needed to complete the eBenefits project,.

Item	Hours
Original Budget	524
Worked Thur mid Feb	524
Remaining Hours for completion	376
Hours Credit	73
Change Order Hours	303
Change Order Amount	\$49,995.00

The 'Hours Credit' refers to the additional 73 hours worked by Lorie McDaniels. CherryRoad had previously agreed and provided a credit for 41 hours of the 114 Lorie had worked. The credit above is for the remainder of the time.

# Functional Course

Change Request #001

Appendix C – Benefit Administration Course Description

## PeopleSoft v9.2 Benefits Administration

### Human Capital Management (HCM)

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# Agenda

Developed for implementation team members and functional end users, PeopleSoft Benefits Administration v9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the Benefits Administration module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

**Prerequisites:**

- PeopleSoft v9.2 Foundations (HCM)

## Business Process Overview

- Describing the Base Benefits Foundation Tables and Benefit Programs
- Describing the Benefits Administration Process
- Describing the Benefits Administration Components Within the Benefit Program Table
- Describing Sources of Information About Benefit Administration

## Setting Up Automated Benefits Programs

- Describing the Benefit Administration Course Activity Scenario Overview
- Activating Benefits Administration
- Determining the Benefits Administration Start Date
- Identifying the Benefit Program Fields Activated with Benefits Administration

## Setting Up Eligibility for Automated Benefits Programs

- Defining Benefit Eligibility Rules

## Setting Up Eligibility for Automated Benefits Programs (cont'd)

- Setting Up Employee Eligibility Criteria
- Using Configurable Parameters
- Identifying Employee Eligibility Overrides

## Setting Up Events for Automated Benefit Programs

- Defining Events in Benefits Administration
- Identifying Benefits Administration Actions
- Identifying Event Classes
- Defining Event Rules

## Creating an Automated Benefit Program

- Defining an Automated Benefit Program
- Defining Plan Type and Options for a Program
- Defining Costs and Credits for a Program

# Agenda

## Setting Up Health Plans

- Defining Eligibility Based on Employees' Geographic Location
- Creating Eligibility Criteria at the Benefit Option Level
- Defining Event Processing Rules for Health Plans
- Controlling the Display of Plan Types and Options

## Setting Up Life Insurance and Disability Plans

- Defining Life Insurance and Disability Plans
- Setting Up Event Rules for Life Insurance and Disability Plans
- Cloning an Event Rule

## Setting Up Savings Plans

- Defining Savings Plans
- Defining Savings Plan Event Rules

## Setting Up Flexible Spending Accounts

- Defining Flexible Spending Account Plans
- Defining Event Rules for Flexible Spending Accounts

## Reviewing Employee Records in Benefits Administration

- Reviewing the Benefits Administration Process
- Defining a Default Benefit Program
- Describing the Difference Between Base Benefits and Benefits Administration Enrollments
- Reviewing Employees' Benefits Elections

## Examining the Benefits Administration Process

- Explaining the Benefits Administration Process
- Identifying Process Statuses at Each Phase of the Benefits Administration process
- Identifying Benefits Administration Processing Records
- Describing Each Phase of the Benefits Administration Process

## Using Cross Plan Validation

- Explaining Cross Plan Validation Functionality
- Setting Up Cross Plan Validation in a Benefit Program
- Creating Domestic Partner or Nonqualified Dependent Benefit Plans
- Using eBenefits for Enrollment

## Using eBenefits with Benefits Administration

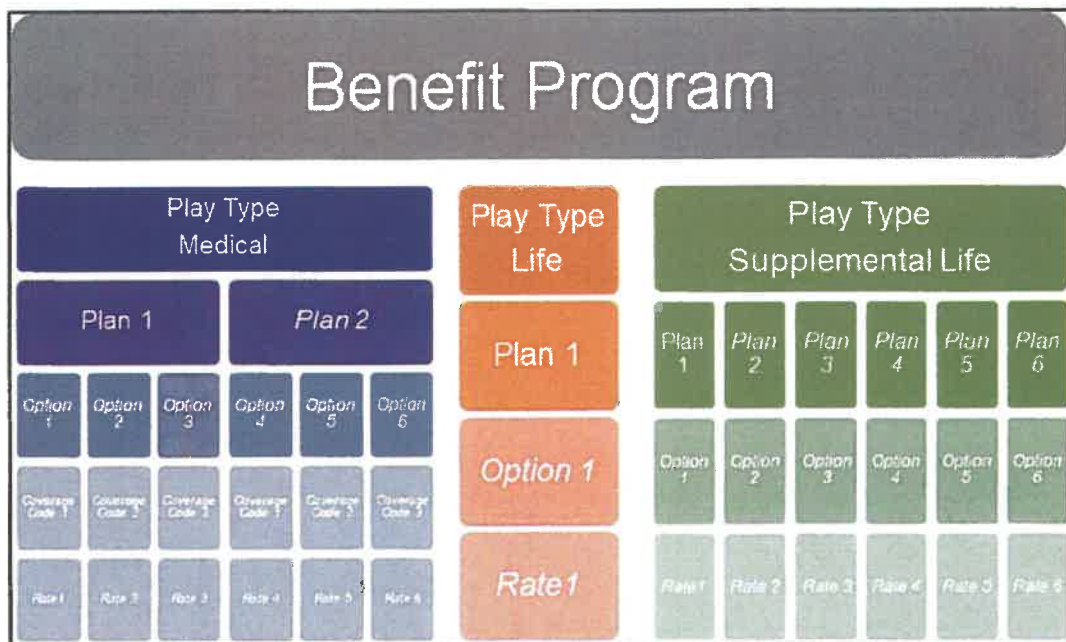
- Explaining eBenefits Functionality
- Defining eBenefits Setup
- Configuring Life Events

## Describing Multiple Jobs with Benefits Administration

- Defining Multiple Jobs
- Setting Benefit Record Numbers For Employees
- Specifying Multiple Job Processing Options
- Setting Multiple Job Options for Eligibility Rules
- Defining Multiple Job Options for Geographic Location
- Reviewing Eligibility with Multiple Jobs
- Calculating Benefits Deductions for Multiple Jobs
- Reviewing Processing Results

## Business Process Overview

- Describing the Base Benefits Foundation Tables and Benefit Programs
  - **Benefit Program:** A collection of benefits for which an employee may be eligible.
  - **Plan Type:** A type of benefit offered to an employee. Sample plan types include
    - Medical, Dental, Vision, Life, Supplemental Life, 401(k), Vacation, FSA, etc.
  - **Benefit Plan:** A specific benefit offering from a particular provider.
  - **Coverage Code:** The amount of coverage provided for a specific benefit plan. Sample coverage codes include 'Employee Only' or 'Family' coverage.
  - **Benefit Rate:** The premium amount or cost of a specific benefit. Rates may be broken up in to employee and employer paid portions. Some benefits may have the same rate for all employees (Flat Rate) or the Rates may be defined based upon an employees age, years of service, or coverage amount.





▪ Describing the Benefits Administration Process

- **HR Actions trigger Benefit Events:** Events are employee record changes that affect employee benefits options. Some common benefit events include employee hires, promotions, marital status changes and birth or adoption events.
- **Events are Processed through the Benefits Administration Process:** Events may need to be processed several times through the BAS process.

1. During the first run of the BAS Process:

- Events are Schedule
- Benefit Programs are assigned
- Options are prepared
- Enrollment Forms are generated

2. During the second run of the BAS Process:

- Elections are loaded into the BAS Participant tables
- Process status is updated to Finalized Enrolled (FE) or Election Error (EE)
- Confirmation Statements are printed

