



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

**Amendment to Consultant/Service Provider
Memorandum of Agreement**

Amendment Number 2

Date of Amendment 07 / 11 / 2007

Consultant/Service Provider Metaformers, Inc.

This Amendment Agreement by and between a duly authorized representative of The School District of Palm Beach County, Florida, (hereinafter referred to as the District) and the above named Consultant/Service Provider (hereinafter referred to as the Consultant/Service Provider) stipulates the changes to the original Consultant/Service Provider Memorandum of Agreement.

CHANGES MADE TO THE AGREEMENT ARE AS FOLLOWS

Revise the Agreement approved by the School Board on April 25, 2007 and amended on June 6, 2007 as follows:

Add the attached Statement of Work - Bridge Pay.

Maximum number of hours to be increased by 440

Not to exceed \$78,800.

In witness whereof, this amendment has been executed on this day and year first above written.

CONSULTANT/SERVICE PROVIDER INFORMATION

SIGNATURES

NAME (type or print)

SIGNATURE OF CONSULTANT / SERVICE PROVIDER TITLE DATE

SOCIAL SECURITY NUMBER (last four digits only) / EMPLOYEE ID NUMBER

SIGNATURE OF AUTHORIZED SCHOOL / DEPARTMENT ADMINISTRATOR DATE

MAILING ADDRESS

SIGNATURE OF AREA / ASSISTANT SUPERINTENDENT DATE

CITY / STATE / ZIP CODE

SIGNATURE OF SUPERINTENDENT / DESIGNEE DATE

TELEPHONE NUMBER / EXTENSION

SIGNATURE OF SCHOOL BOARD CHAIRMAN (if over \$10,000) DATE

PBSD 1843 (NEW 9/8/2000)

Reviewed and Approved
as to Legal Sufficiency *[Signature]* 7/2/07



Metaformers, Inc.

Statement of Work – Bridge Pay

For: The School Board of Palm Beach County

Document information

Number : 01
Group :
Name : Statement of Work – Bridge Pay
Edition : 1.0
Date : June 26th, 2007

Prepared By: David Frederick
Date: June 26th, 2007
Revision:

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THIS DOCUMENT IS THE STATEMENT OF WORK (“SOW”) AS DEFINED IN CONTRACTOR AGREEMENT (“Agreement”), dated as of June 26th, 2007 (the “Effective Date”), between Metaformers, Inc., and THE SCHOOL BOARD OF PALM BEACH COUNTY. This Statement of Work is dated as of June 26, 2007.

1. Purpose

The School Board of Palm Beach County (“the District”) enters into this agreement with Metaformers, Inc. for work performed related to the District’s PeopleSoft HCM system.

The District has agreed to pay teachers a one time payment between the end of the 2006-07 school year and beginning of the 2008-09 school year. Due to recently enacted legislation, the start of the school year is later than usual this year. Teachers would have gone four weeks between the last check of 2006-07 and 2007-08 school years. The District agreed to advance a certain group of teachers a pay advance, known as “bridge pay”. The District asked Metaformers to assist in developing and implementing a solution.

The District requires current state Time and Labor process and configuration documentation. Metaformers will review configuration tables and interview District subject matter experts to establish and document the business process flow, configuration and use of the Time and Labor module.

The District would like Metaformers to update the documentation developed for PeopleSoft Payroll processing to include processing steps unique to the District. This builds upon work previously completed by Metaformers and provides a more valuable end-product.

2. Approach

Metaformers will perform the following tasks for the District:

- Document, configure, test, and implement in production a solution to advance pay to eligible teachers. This special pay is known as “bridge pay.”
- Document, configure, test, and implement a method by which to recover (repay) the bridge pay back to the District.
- Note: Metaformers personnel will be available to support the solution in production remotely.
- Interview District personnel to determine how Payroll and Time and Labor are utilized by the District.
- Review and document Time and Labor configuration tables
- Develop an assessment of the current state Time and Labor business processes and configuration and develop recommendations for improved use.
- Update the current PeopleSoft Payroll “generic” procedure documentation to include information specific to the way in which the District processes Payroll (current state).

3. Schedule

Work on the bridge pay solution will begin no later than July 11th, 2007 and finish July 20th, 2007. The District expects to run payroll to create the bridge pay check the week of August 9th.

The addition of this scope of work affects two other workstreams by one week. The Payroll Worklist is delayed by one week and is now scheduled for Production cutover the week of July 30th. The Time Reporter Data automation workstream is now scheduled for Production cutover July 16th.

4. Deliverables

Metaformers will develop and deliver the following documents as part of the Time and Labor portion of this scope of work:

- Time and Labor Business Process Flow Maps of current state from point of data entry to General Ledger posting (provided in MS-Visio format)
- Configuration data and interpretation, which will include table dumps and or screen shots
- Assessment of configuration with recommendations for changes for improvement
- End-user procedures (for up to 3 different end-user groups)
- Administration (or back-end) procedures – how to run the back end processes to support and maintain the Time and Labor system.

Metaformers will develop and deliver the following as part of the Bridge Pay portion of this scope of work:

- An approach document that clearly defines the configuration needed and the modification needed to deliver a solution.
- A functional and technical specification that documents the modification needed to deliver the bridge pay solution.

5. Deliverable Benefits

- Teachers receive a bridge payment, satisfying the District's agreement with the union and assisting teachers meet their financial obligations between school years
- An automatic re-payment through the deduction configuration recovers the bridge pay in 26 equal payments, resulting in minimal maintenance for the District
- The District will have a comprehensive set of business process maps that document their Time and Labor processes.
- The District will have a set of procedures that can be used to train end users and administrators in Time and Labor processes.
- The District will have an assessment with which they can begin formulating a plan to improve their Payroll and Time and Labor business processes.

6. Assumptions

Metaformers makes the following assumptions with respect to the work specified in this document:

- Payroll and Time and Labor personnel with knowledge of the district's system are available for consultation.
- Access to a production-copy database with Time and Labor and Payroll configuration is provided.
- Payroll personnel are available for individual or "small group" training sessions.
- District personnel can provide business requirements for table configuration.
- The Time and Labor documentation process begins at data entry and ends at the General Ledger interface.
- Bridge pay has a higher priority than previously-contracted work. This other work will be delivered later as a result of the bridge pay work. Updated production cutover dates for the affected workstreams is detailed in Section 3 – Schedule.

7. Contractor Resources and Compensation

Customer shall pay Metaformers the following consulting fee for the changes set forth in this Statement of Work in accordance with the following terms.

Resource	Hourly Rate	Price per Consultant
Bill Baumgarten	180	\$72,000
Matt McCaskey	170	\$6,800
Total Price		\$78,800

The hourly rate is inclusive of all travel expenses to and from the client site.