



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
PURCHASING DEPARTMENT  
**Amendment to Consultant/Service Provider  
Memorandum of Agreement**

Amendment Number 4  
Date of Amendment 08/22/2007

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, July 11, 2007 and July 25, 2007 as follows:

Add the attached Statement of Work for Functional HCM tuning.

Not to exceed \$294,700

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)

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

MAILING ADDRESS

CITY / STATE / ZIP CODE

TELEPHONE NUMBER / EXTENSION

PBSD 1843 (NEW 9/8/2000)

SIGNATURE OF CONSULTANT / SERVICE PROVIDER

TITLE

DATE

SIGNATURE OF AUTHORIZED SCHOOL / DEPARTMENT ADMINISTRATOR

DATE

SIGNATURE OF AREA / ASSISTANT SUPERINTENDENT

DATE

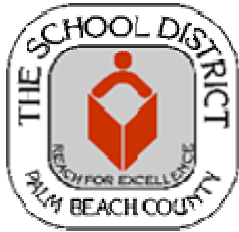
SIGNATURE OF SUPERINTENDENT / DESIGNEE

DATE

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

DATE

**Reviewed and Approved  
as to Legal Sufficiency**



## **Metaformers, Inc.**

### **Statement of Work – Functional HRMS Tuning**

**For: The School Board of Palm Beach County**

#### **Document information**

Number : 04  
Name : Statement of Work - Functional HRMS Tuning  
Edition : 2.3  
Date : August 24<sup>th</sup>, 2007

**Prepared By:** David Frederick  
**Date:** August 24<sup>th</sup>, 2007

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**THIS DOCUMENT IS THE STATEMENT OF WORK (“SOW”) AS DEFINED IN CONTRACTOR AGREEMENT (“Agreement”), dated as of August 29<sup>nd</sup>, 2007 (the “Effective Date”), between **Metaformers, Inc.**, and **THE SCHOOL BOARD OF PALM BEACH COUNTY**. This Statement of Work is dated as of August 29<sup>nd</sup>, 2007.**

## **1. Purpose**

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

Metaformers has completed assessments of the District’s Time and Labor and Payroll configuration and processing. During the analysis, issues were identified that lead to unstable or incorrect processing, which could affect pay for District employees.

District personnel are capable and have the time to resolve some of the identified issues. Other improvements require large amounts of time or analysis to implement successfully.

The tasks in this Statement of Work will be performed concurrently with other tasks in progress by Metaformers.

## **2. Approach**

Metaformers will perform the following tasks for the Board:

- Add Time and Labor Work Schedule enrollment to the Time Reporter Automation program (or create a second program if that is more efficient for the District).
- Analyze, test and implement check distribution functionality to reduce the amount of manual sorting required each pay period to distribute checks. Note: A modification to the check (PBHM0023) may have affected the PeopleSoft-delivered check distribution functionality.
- Improve, stabilize, and resolve issues with Time and Labor by defining business requirements, redeveloping rules where necessary, fine-tuning Workgroup and Time Reporting Code (TRC) configuration, developing a new application engine program to replace manual SQL used to calculate overtime for employees with multiple jobs and thoroughly testing the new solution.
- Review/document and assess HR configuration tables, including those that drive Compensation and Recruiting.
- Provide technical support for payroll for an additional 2 pay cycles.
- Revise existing program to update CTA members step, contract, and payrate for changes necessary after ratification of the FY 2008 contract.
- Review the configuration and working practices of the District and provide recommendations to improve the operational effectiveness and efficiency of the Commitment Control module.

## **3. Schedule**

The project is scheduled to begin Sept 4<sup>th</sup>. Completion dates vary by task, with the last task scheduled to be complete on November 28<sup>th</sup>.

The commitment control review and documentation task will consist of two weeks for the analysis and development of the recommendations.

## 4. Deliverables

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

- Updated program to automatically enroll employees in the correct Time and Labor work schedule.
- Improved check distribution process and associated documentation.
- Improved and fine-tuned Time and Labor module, including updated rules and possible simplification of Workgroups and Time Reporting Codes and associated documentation.
- A review of the HR configuration in use at the District, including recommendations on improving the accuracy and efficiency of the HR application.
- A revised program to update HR records of CTA members based upon ratified FY 2008 union contract.
- A Commitment Control review document which will include:
  - Recommended changes to configuration required to improve the operation of commitment control.
  - Recommended changes to working practice to support the revised configuration recommendations.
  - A review of known data issues and an evaluation of their impacts to the District's operations.

## 5. Deliverable Benefits

- Auto assignment of Time and Labor work schedule reduces risk of employee mispayment.
- Improved check distribution process greatly reduces amount of manual sorting required each pay period to deliver checks and advices to appropriate employees.
- Updated Time and Labor rules more accurately reflect current business requirements and reduce the risk of incorrectly paying employees.
- Modifying the program to update CTA members pay and contract information reduces the manual work necessary to make these changes and allows the revised pay rates to be paid to the union members sooner.
- A review of HR configuration will determine if any changes are needed to improve performance or efficiency.
- Technical payroll support allows the payroll department to continue to develop internal staff to support the payroll needs of the District.

## 6. Assumptions

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

- Payroll, Benefits, Human Resources, Benefits and Time and Labor personnel with knowledge of the Board's system are available for consultation.
- District personnel review and sign-off on requirements in a timely manner.
- District subject matter experts (SMEs) are available in a timely manner to perform testing on developed customizations.
- Access to a production-copy database with Time and Labor, Benefits, Human Resources and Payroll configuration is provided.
- The amount of time spent on technical payroll support and root cause analysis could impact the timeline for other tasks within this SOW.
- Desk space, computer, network and database access are provided for all consultants.

## 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
ERP Senior Consultant – David Frederick	145/175	\$79,000
Payroll Technical / ERP Consultant II – Matt McCaskey	180	93,600
Payroll Functional/ERP Consultant I – Bill Baumgarten	180	\$86,400
Payroll Functional / ERP Consultant III – Burke Tyer	145	\$23,200
Commitment Control Functional/ERP Consultant I – Doug Cazel	Flat Fee	\$12,500
<b>Total Price</b>		<b>\$294,700</b>

### Commitment Control Team

Doug Cazel, Senior Financials Consultant (on site)

Ed Bouryng, Senior Solutions Specialist (off site support for development of review and recommendations)

Christina Caporale, Senior Solutions Specialist (off site support for development of review and recommendations)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

:

**The School Board of Palm Beach County**

**Metaformers, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_