



## Change Order No. 6 – Work Order 8: CalFresh Public Assistance Definition Alignment QA SOW

### Purpose

The purpose of this Change Order No. 6, Work Order 8, is to establish a Statement of Work (SOW) outlining the scope, timeframe, staffing, and costs to perform Quality Assurance (QA) reviews of the CalFresh Public Assistance Definition Alignment Design, Development, and Implementation (DD&I) work products, deliverables, services, and testing.

### Scope

Accenture's corresponding SOW for the CalFresh Public Assistance Definition Alignment QA services is milestone-based rather than deliverable-based. Although some work products are delivered, payment is not tied directly to the completion and approval of those work products. To provide the Consortium with timely information, ClearBest will conduct quality reviews of the delivered work products, services, and test outcomes and report findings monthly via Monthly Status reports. The scope of this effort includes:

1. Participation in meetings, discussions, and walkthroughs pertaining to CalFresh Public Assistance Definition Alignment deliverables, work products, and milestones.
2. Development of **DEL #1 - QA Monthly Status and Test Report (CF Public Asst Def)** on the QA activities, findings, recommendations, issues, risks, mitigation strategies, and outcomes from the assessment of Accenture's:
  - General and technical design, including participation in design discussions with State sponsors, the Consortium, development of System Change Requests (SCRs), and review and approval of SCRs via Change Control Board process;
  - Develop enhancements;
  - Test enhancements;
  - Updates to job aids, online help, and web-based training; and
  - Management of the enhancement process from concept/design through implementation

Creation of QA assessment reports will be based on ClearBest's approved approach and methodology identified in the ClearBest Deliverable #05 – DD&I Deliverable Review and Assessment Plan. To support the nature of the milestone-based SOWs, the reports will be included as appendices in the QA Monthly Status Report (CF Public Asst Def).

3. Reporting on QA findings at the CalSAWS Weekly Status Meetings, Project Steering Committee (PSC), Joint Powers Authority (JPA) Board Meetings, and other stakeholder meetings as required.

### Timeframe



The timeframe for the review and reporting on CalFresh Public Assistance Definition Alignment tasks and work products identified in this Work Order is from October 2021 to June 2022.

### Staffing

To perform the QA Assessments of the CalFresh Public Assistance Definition Alignment work products/ deliverables as outlined above, ClearBest is assigning two (2) part-time QA Business Analyst/Testers.

| STAFF                      | TIME PERIOD            | DD&I HOURS |
|----------------------------|------------------------|------------|
| QA Business Analyst/Tester | 12/1/2021 – 06/30/2022 | 756        |
| <b>TOTAL HOURS</b>         |                        | <b>756</b> |

### Cost

The estimated effort for the CalFresh Public Assistance Definition Alignment DD&I Statement of Work, which will be reported via the **Deliverable #1 – QA Monthly Status Report (CF Public Asst Def)** is as follows:

| QA STAFF ROLE              | MONTHS | HOURS      | RATE  | COST            |
|----------------------------|--------|------------|-------|-----------------|
| QA Business Analyst/Tester | 7      | 756        | \$114 | 86,184          |
| <b>Total Cost</b>          |        | <b>756</b> |       | <b>\$86,184</b> |

### Costs by SFY

The cost schedules to support the CalFresh Public Assistance Definition Alignment DD&I QA Services have been incorporated into the Quality Assurance Project Cost Schedules and are attached. The following provides the costs only by SFY:

| DELIVERABLE   | SFY 21/22       | SFY 22/23       | TOTAL           |
|---|-----------------|-----------------|-----------------|
| DEL #1 – QA Monthly Status and Test Report (CF Public Asst Def) | \$61,560        | \$24,624        | \$86,184        |
| <b>Total</b>  | <b>\$61,560</b> | <b>\$24,624</b> | <b>\$86,184</b> |



**Work Order Approval**

IN WITNESS WHEREOF, the Parties have set their hands hereunto as of the Execution Dates set forth below.

**CalSAWS Consortium**

By: \_\_\_\_\_  
Printed Name: Michael Sylvester  
Title: Board Chair  
Date: \_\_\_\_\_

**ClearBest, Incorporation**

By: \_\_\_\_\_  
Printed Name: Wendy Battermann  
Title: President  
Date: \_\_\_\_\_

**CalSAWS Consortium**

By: \_\_\_\_\_  
Printed Name: John Boule  
Title: Executive Director  
Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jeff Mitchell  
Consortium Legal Counsel