



Change Order No. 6 – Work Order No. 9: Quality Assurance Project Management Services

Purpose

The purpose is to provide the proposed Statement of Work to perform Quality Assurance (QA) Project Management Services to continue to support Cultural Transformation, State and Federal Fiscal/Budget support, CalSAWS System Certification support, and other Project Management Services, as required.

Scope

The scope of the QA Project Management Services includes the continuation of:

- **Cultural Transformation Leadership** to support CalSAWS change initiatives including planning and communicating; training others; providing implementation support on specific change initiatives; leading change initiatives; providing strike team leadership; and identifying and addressing resistance. The objective will be to create reusable practices for tactical implementation of the changes including, but not limited to, strategy development, design, deployment, evaluation, and continuous improvement.
- **Fiscal/Budget Support** of the activities to prepare Implementation Advance Planning Document Updates (IAPDUs). Activities may include, but are not limited to:
 - Creation and maintenance of the CalSAWS IAPDU and other IAPDUs, as requested.
 - Creation of presentation materials for IAPDU review meetings.
 - Preparation for and participation in IAPDU review meetings with the Joint Powers Authority, Project Steering Committee, State and federal approval agencies, and other stakeholders, as requested.
 - Support of other fiscal-related activities and tasks, as requested.
- **CalSAWS System Certification Support** to facilitate meetings and coordinate activities relating to achieving federal certification of the CalSAWS system.
- **Other Project Management Services** as directed and requested by the Consortium.

The activities and outcomes of the QA Project Management Services will be reported in the ClearBest CalSAWS Del #03 – QA Monthly Status Report.

Timeframe

The anticipated timeframe for the Project Management Services is from December 1, 2021 – October 31, 2023.

Staffing

The following table provides a breakdown of the average monthly hours estimated for providing QA Project Management Services.



STAFF	AVG ESTIMATED MONTHLY HOURS
QA Executive – Wendy Battermann	80
QA Executive – Frank Ono	28
QA Executive/Change Specialist – Gretchen Williams	100
Total Estimated Monthly Hours	208

Cost

Costs will be invoiced monthly on a **time-and-materials** basis. The estimated cost for the QA Project Management Services is as follows:

QA PROJECT MANAGEMENT SERVICES	HOURS	HOURLY RATE	COST
SFY 2021/22	1,378	\$154	\$212,212
SFY 2022/23	2,460	\$154	\$378,840
SFY 2023/24	954	\$154	\$146,916
Total	4,792		\$737,968

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