



Change Order No. 6 – Work Order 10: Additional Business Analysis/Independent Testing on SCRs and County Data Validation Support QA SOW

Purpose

The purpose of this Change Order No. 6 – Work Order 10 is to establish a Statement of Work (SOW) outlining the scope, timeframe, staffing, and costs to 1) perform Additional Business Analysis/Independent Testing on Maintenance and Enhancement (M&E) System Change Requests (SCRs) and 2) provide County Data Validation Support services.

Scope

The scope of this Work Order is to provide additional support to the Consortium and covers two distinct efforts. Specifically, the QA team will:

1. **Perform Business Analysis/Independent Testing on M&E SCRs.** This includes:
 - A. Participating in meetings, discussions, and walkthroughs pertaining to SCR reviews, work products, and milestones.
 - B. Reviewing Accenture work associated with the SCRs:
 - I. General and technical design, including participation in design discussions with State sponsors, the Consortium, development of SCRs, and review and approval of SCRs via Change Control Board process
 - II. Developed enhancements
 - III. Testing of enhancements
 - IV. Updates to job aids, online help, and web-based training
 - V. Management of the enhancement process from concept/design through implementation
 - C. Conducting Independent Testing of SCRs. All Independent Testing will be conducted in accordance with the QA DEL #6 – QA Master Test Plan.
2. **Support the Consortium in the management of County Data Validation efforts for each CalWIN wave**, with the last wave going live October 2023. Tasks include:
 - A. Supporting the Consortium in planning for and leading the CalWIN county participation in County Data Validation.
 - B. Updating existing and developing new County Data Validation scenarios and scripts.
 - C. Supporting County Data Validation participants obtain access to the validation environments and confirm/set up user rights, configurations, tools, etc., for validation purposes.
 - D. Creating/updating processes to capture participant observations in Jira.
 - E. Supporting the configuration set up in Jira.
 - F. Providing functional and process support to county participants at the start of and throughout the validation period.



- G. Scheduling and facilitating county support sessions via Zoom, Teams, and/or other conferencing tools, as appropriate.
 - H. Supporting triage of participant findings.
 - I. Coordinating with and providing information to the Implementation Support Services team on County Data Validation items that will require additional actions after cutover.
3. Reporting on the QA activities, findings, recommendations, issues, risks, mitigation strategies, and outcomes from the additional Business Analysis/Independent Testing and County Data Validation services in the **QA DEL #7 – QA Monthly Test Report**.
 4. 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 Additional Business Analysis/Independent Testing on SCRs and County Data Validation Support tasks and work products identified in this Work Order is from March 2022 to October 2023.

Staffing

To perform the Additional Business Analysis/Independent Testing on SCRs and County Data Validation Support tasks and work products as outlined above, ClearBest is assigning an average of two (2) QA Business Analyst/Testers.

STAFF	SFY 21/22	SFY 22/23	SFY 23/24	TOTAL HOURS
QA Business Analyst/Tester	507	2,029	676	3,212
QA Business Analyst/Tester	506	2,028	676	3,210
TOTAL	1,013	4,057	1,352	6,422

Cost

The estimated effort for the Additional Business Analysis/Independent Testing on SCRs and County Data Validation Support services, which will be reported via the **QA DEL #7 – QA Monthly Test Report** is as follows:

QA STAFF ROLE	MONTHS	HOURS	RATE	COST
QA Business Analyst/Tester	19	3,212	\$114	\$366,168
QA Business Analyst/Tester	19	3,210	\$114	\$365,940
Total Cost		6,422		\$732,108



Costs by SFY

The cost schedules to support the Additional Business Analysis/Independent Testing on SCRs and County Data Validation Support services have been incorporated into the Quality Assurance Project Cost Schedules and are attached. The following provides the additional costs only by SFY:

DELIVERABLE	SFY 21/22	SFY 22/23	SFY 23/24	TOTAL
QA DEL #7 – QA Monthly Test Report	\$115,482	\$462,498	\$154,128	\$732,108
Total	\$115,482	\$462,498	\$154,128	\$732,108



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