**Attachment 61**

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| First Data Government Solutions (“First Data”)  Change Order CO-053  IPED |
| California Automated Consortium Eligibility System |

Submitted: July 27, 2018

# Statement of Purpose:

This Change Order CO-053 (“Change Order”) is related to the Agreement (the “Agreement”) dated as of October 29, 2007, as amended, by and between the California Automated Consortium Eligibility System (“Consortium”) and First Data Government Solutions, LP ("First Data"). Unless the context indicates otherwise, all capitalized terms that are used, but not defined, in this Change Order, shall have the meaning assigned to such terms in the Agreement.

As regulated by All County Letters (“ACLs”) 17-34 and 17-53E, the California Department of Social Services (“CDSS”) must implement the Elderly Simplified Application Project (“ESAP”) the CalFresh program as part of the Improving Participation for the Elderly and Disabled (“IPED”) initiative that is focused on simplifying the application process and reporting requirements for elderly and disabled non-assistance CalFresh households. The ESAP includes three waivers that apply only to Non-Assistance CalFresh (“NACF”) cases wherein all household members are elderly and/or disabled with no earned income. As a result, Enhancements are required to add notices of action for the ESAP in the C-IV System.

This Change Order includes an additional 77 hours of Services for the First Data QA Team.

These additional Services are based on the following Accenture tasks:

|  |  |  |
| --- | --- | --- |
| **#** | **Accenture Task Description** | |
| **1** | **Design** | • Overall general and technical design, including participation in joint application design sessions with State stakeholders and SAWS consortia, development of System Change Requests (“SCRs”), and review and approval of SCRs via Change Control Board process |
| **2** | **Build** | • Develop enhancements |
| **3** | **System Test** | • Test enhancements |
| **4** | **Training** | • Deliver release communication, release notes and online help updates |
| **5** | **Management** | • Manage the enhancement process from concept/design through implementation |

To accomplish these tasks and meet all current commitments, First Data will add staffing hours in the form of one part-time equivalent.

First Data will work collaboratively with the Consortium and the Development Contractor team to maximize the timeliness and success in the implementation of the changes. First Data will perform the following Services as prioritized and agreed to by the Consortium and First Data:

* Participate in requirements, design and build meetings and provide real-time input and feedback, as appropriate;
* Review System Change Requests (“SCRs”) to validate design points are captured and align with C-IV standards and provide feedback, as appropriate;
* Review and monitor SCR level of effort, costs, schedule and implementation plan for completeness and accuracy and provide feedback, as appropriate;
* Conduct Joint System Testing as prioritized by the Consortium in a shared System Test environment with controlled data where possible. Each test will include production-like activities which will be tracked and validated through the QA testing process;
* Provide the Development Contractor team with thoroughly documented System Investigation Requests (“SIRs”) in a timely manner when an issue is discovered as a result of the testing;
* Promptly complete a retest of SIRs and report findings through SCR and SIR repository tracking tool when the code corrections have been promoted to the test environment;
* Conduct a review to assess the SCR production readiness and provide a formal recommendation for the Go/No Go decision (“Greenlight”); this recommendation does not include readiness of County business operations;
* Review resulting work products and provide recommendations as appropriate;
* Leverage existing weekly and monthly status reports and meetings to document and discuss QA progress and status updates;
* Identify and escalate issues and risks, as appropriate, by leveraging existing C-IV project management processes; and
* Assist the Consortium with communications, planning and problem solving during design, test and implementation.

Assumptions:

1. A maximum of 77 QA hours will be worked.
2. Any changes in scope between the Change Order Cost and the final scope of work will require a separate assessment and cost for QA.
3. Funding is available for this effort as outlined in this Change Order. In the event that funding is not available for the Services included in this Change Order, the work may be performed as part of QA services associated with the maintenance and operations of the system. As agreed upon in writing by the Consortium Executive Director and First Data Project Manager, or as a revision to this Change Order.

# Schedule:

The Services associated with this Change Order shall commence and be completed by State Fiscal Year (“SFY”) 2018/19.

# Total Change Order Cost:

The costs associated with this Change Order are summarized in the table below. The costs will be billed in accordance with Section 6.6 of the Agreement and as reflected in Section IV below and Exhibit A.

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| --- | --- | --- |
| **Total Change Order Costs** | **SFY 2018/19** | **Change Order Total** |
| QA Services | $10,257 | $10,257 |

# Payment Schedule:

The following table outlines the charges for the Services to be invoiced monthly based on actual hours.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position/Title** | **Hourly Rate** | **Hours** | **Cost** | **SFY 18/19 Total** |
| Business Analyst/ Tester | $133.71 | 77 | $10,257 | $10,257 |
| **Total** |  | **77** | **$10,257** | **$10,257** |

# Impact on the Agreement:

The changes outlined in this Change Order are incorporated into the Agreement dated October 29, 2007, and Amendment No. Sixty-Two dated July 27, 2018, as follows:

* Exhibit A, Financial Matters – The total increase to the Prices and Charges under the Agreement is incorporated into Sections A, C and D.

# Change Order Approval

**Subject: Change Order CO-053 – IPED**

The subject document is accepted as allowing First Data to proceed with Change Order CO-053– IPED.

**CALIFORNIA AUTOMATED CONSORTIUM ELIGIBLITY SYSTEM**

By:

Printed Name: \_\_\_\_\_\_

Title:

Date:

By:

Printed Name: \_\_\_\_\_\_

Title:

Date:

Notice Address:

California Automated Consortium Eligibility System  
Attention: Executive Director  
11290 Pyrites Way, Suite 150

Rancho Cordova, CA 95670-4481