



OCAT Quality Assurance Statement of Work – Change Order 1, Revision 1

Purpose

The purpose of this Statement of Work (SOW) is to outline the scope, timeframe, staff, and costs required to perform Quality Assurance (QA) reviews of the Online CalWORKs Appraisal Tool (OCAT) deliverables and recurring work products. The purpose of Change Order 1, Revision 1 is to shift the funding for QA services between State Fiscal Years (SFYs) to account for the alignment of QA deliverables with the revised OCAT Vendor deliverables dates.

Scope

The scope of the OCAT QA effort includes:

1. Participation in meetings, discussions, and walkthroughs pertaining to OCAT work products and deliverables.
2. Development of DEL #1 - QA Monthly Status Report (OCAT) on the QA activities, findings, recommendations, issues, risks, and outcomes. At the Consortium's discretion, the deliverable contents can be incorporated into ClearBest's Deliverable #03 – QA Monthly Status Report, reducing the need for a separate deliverable.
3. Review of DEDs, draft and final deliverables, and work products of OCAT deliverables and creating the following QA Assessment Deliverables based on our approved approach and methodology identified in the ClearBest Deliverable #05 – DD&I Deliverable Review and Assessment Plan:
 - DEL #2 - Assessment of OCAT Project Control Document
 - DEL #3 - QA Assessment of OCAT Work Plan
 - DEL #4 - QA Assessment of OCAT RTM
 - DEL #5 - QA Assessment of OCAT General Design Document
 - DEL #6 – QA Assessment of OCAT Technical Design Document
 - DEL #7 - QA Assessment of OCAT Application SAWS Interfaces
 - DEL #8 - QA Assessment of OCAT Master Test Plan
 - DEL #9 - QA Assessment of OCAT Training Plan
 - DEL #10 - QA Assessment of OCAT Training Materials
 - DEL #11 - QA Assessment of OCAT System Documentation
 - DEL #12 - QA Assessment of OCAT Final Acceptance
 - DEL #13 - QA Assessment of OCAT M&O Transition Plan
4. Development of DEL #14 - QA M&O Monthly Status Report (OCAT) to report on ongoing performance, documentation updates, stabilization, and operations and maintenance of the OCAT tool. At the Consortium's discretion, the deliverable contents can be incorporated into ClearBest's Deliverable #03 – QA Monthly Status Report, reducing the need for a separate deliverable.
5. Reporting on QA findings at Weekly Status Meetings, PSC, JPA, and other stakeholder meetings as required.



OCAT deliverables that are out of scope for review and assessment include:

- OCAT Monthly Status Report
- Weekly Test Report

Timeframe

The anticipated timeframe for the review and reporting on designated OCAT Deliverables is from July 2019 to November 2020. M&O review and reporting on ongoing activities, document updates, and performance is anticipated to occur November 2020 to October 2021.

Staffing

Estimated staff to complete the OCAT QA Statement of Work have been estimated for both DD&I and M&O effort. The following table provides a percentage breakdown of QA participation in each project phase.

STAFF	DD&I HOURS	%	M&O HOURS	%
QA Technical Lead	2,468	100%	920	50%
QA Specialist	1,034	50%	0	0%
QA Sr. Administrative Assistant	138	2%	0	0%
QA Executive	154	2%	48	2%
Total Hours	3,794		968	

The QA Technical Lead and QA Specialist will lead the review of the majority of the deliverables. The QA Administrative Assistant will support the team in deliverable preparation and submission. The QA Executives will provide ongoing support and guidance to the Consortium and QA team as well as conduct quality reviews of QA deliverables.

Cost

The estimated effort for the OCAT QA Statement of Work is as follows:

PROJECT PHASE	HOURS	COST
OCAT DD&I Quality Assurance	3,794	\$501,194
OCAT M&O Quality Assurance	968	\$135,272
Total	4,762	\$636,466



The following provides a summary of Deliverable costs by SFY. With Revision 1, costs for Deliverables #7 and #11 shifted from SFY 19/20 to SFY 20/21 and Deliverable #12 shifted from SFY 20/21 to SFY 21/22.

DELIVERABLE	SFY 19/20	SFY 20/21	SFY 21/22	TOTAL
DEL #1 - QA Monthly Status Report (OCAT)	\$169,794	\$137,532		\$307,326
DEL #2 - Assessment of OCAT Project Control Document	\$1,480			\$1,480
DEL #3 - QA Assessment of OCAT Work Plan	\$1,540			\$1,540
DEL #4 - QA Assessment of OCAT RTM	\$7,138			\$7,138
DEL #5 - QA Assessment of OCAT General Design Document	\$26,238			\$26,238
DEL #6 - QA Assessment of OCAT Technical Design	\$18,272			\$18,272
DEL #7 - QA Assessment of OCAT Application SAWS Interfaces		\$46,988		\$46,988
DEL #8 - QA Assessment of OCAT Master Test Plan	\$10,144			\$10,144
DEL #9 - QA Assessment of OCAT Training Plan	\$9,904			\$9,904
DEL #10 - QA Assessment of OCAT Training Materials		\$19,944		\$19,944
DEL #11 - QA Assessment of OCAT System Documentation		\$22,016		\$22,016
DEL #12 - QA Assessment of OCAT Final Acceptance			\$18,888	\$18,888
DEL #13 - QA Assessment of OCAT M&O Transition Plan		\$11,316		\$11,316
DEL #14 - QA M&O Monthly Status Report (OCAT)		\$67,638	\$67,634	\$135,272
Total Cost	\$244,510	\$305,434	\$86,522	\$636,466

The cost schedules to perform and support the OCAT QA Statement of Work have been incorporated into the Quality Assurance Project Cost Schedules and are attached.



Change 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