



Change Order No. 6 – Work Order 5: CalWORKs Time Clock QA SOW

Purpose

The purpose of this Statement of Work (SOW) is to outline the scope, timeframe, staffing, and costs to perform Quality Assurance (QA) reviews of the CalWORKs Time Clock Design, Development, and Implementation (DD&I) work products, deliverables, services, and testing.

Scope

For this Premise Item, Accenture's SOW for the CalWORKs Time Clock QA services is milestone-based rather than deliverable-based. Although some work products are produced, 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 CalWORKs Time Clock deliverables, work products, and milestones.
2. Development of **DEL #1 - QA Monthly Status and Test Report (CW Time Clock)** 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
 - Management of the enhancement process from concept/design through implementation

Creation of QA assessment reports will be based on our 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 (CW Time Clock).

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 CalWORKs Time Clock tasks and work products identified in this Work Order is from October 2021 to March 2022.



Staffing

To perform the QA Assessments of the CalWORKs Time Clock work products/ deliverables as outlined above, ClearBest is assigning one (1) full-time and one (1) part-time QA Business Analyst/Tester.

STAFF	TIME PERIOD	DD&I HOURS
QA Business Analyst/Tester	10/1/2021 – 03/31/2022	1,008
QA Business Analyst/Tester	10/1/2021 – 03/31/2022	583
TOTAL HOURS		1,591

Cost

The estimated effort for the CalWORKs Time Clock DD&I Statement of Work, which will be reported via the **Deliverable #1 – QA Monthly Status Report (CW Time Clock)** is as follows:

QA STAFF ROLE	MONTHS	HOURS	RATE	COST
QA Business Analyst/Tester	6	1,008	\$114	\$114,912
QA Business Analyst/Tester	6	583	\$114	\$66,462
Total Cost		1,591		\$181,374

Costs by SFY

The cost schedules to support the CalWORKs Time Clock 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	TOTAL
DEL #1 – QA Monthly Status and Test Report (CW Time Clock)	\$181,374	\$181,374
Total	\$181,374	\$181,374



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