

California Statewide Automated Welfare System (CalSAWS)

County Purchase SO-02-2024 Sonoma County – Legacy Form Name Re- Index

I. Overview:

Pursuant to Section 4.6 of Exhibit X (Maintenance and Operations (“M&O”) Extension) of the Amended Restated and Revised Leader Replacement System Agreement dated August 16, 2019 (the “Base Agreement”) between CalSAWS Consortium and Accenture LLP (“Accenture”), Sonoma County (“County”) has requested the re-indexing of Medi-Cal documents, as further described in this County order form (the “County Purchase”).

II. Scope:

The County identified a business need to update the indexing of 33,752 Medi-Cal documents migrated from its legacy imaging system to CalSAWS Hyland as part of the County cutover to the CalSAWS System in 2023. This requires a one-time mass re-indexing of documents based on County-provided comma separated value (“CSV”) file(s). An existing re-indexing iScript will be modified and used to update the indexing of documents based on a County-provided CSV file(s).

This County Purchase includes one-time Regulatory and Administrative (“R&A”) Change Budget Services of up to sixty-four (64) hours to assist the County with the following:

- Accenture will review the County-provided import CSV file(s) prior to execution of re-index script in the Production environment.
- The County will provide CSV(s) to re-index files.
- The CSV format will be agreed upon during the engagement.
- Hyland LLC (“Hyland”) will perform metadata updates and/or overrides based on the metadata provided in the CSV(s).
- Hyland will use existing Re-indexing iScript.
- This estimate assumes a maximum volume of 50,000 documents.
- Following Accenture and County review, Hyland will execute the re-indexing iScript in the Production environment.
- Accenture will coordinate efforts between Hyland and the County, inclusive of:
 - Transfer of environment credentials,
 - Provide up to four (4) one (1)-hour vendor coordination/checkpoint meetings,
 - Provide up to four (4) one (1)-hour meetings with the County and Hyland,
 - Provide coordination of validation efforts, and
 - Troubleshoot CSV formatting.
- The scope of this County Purchase includes the modification of existing iScript(s) that include logic to update document indexing based on County provided CSV mapping file(s).

This County Purchase also includes one-time Regulatory and Administrative (“R&A”) Change Budget Services of up to eight (8) hours for administration of the County Purchase order. This includes the management of the County Purchase work plan, coordination with CalSAWS teams and the County, tracking of the County Purchase progress, and providing status updates.

The scope of this County Purchase includes the following:

- One-Time R&A Change Budget Services

III. Assumptions:

- The charges set forth in Section V below (the “Total Charges”) are based on the scope of work outlined in this County Purchase. Any changes in scope must be mutually agreed upon by Accenture and the County in writing and may result in additional charges. These additional charges will be executed as a revision to this County Purchase.
- Accenture will work with the County to develop a schedule for this project upon approval of this County Purchase.
 - This estimate is based on a staggered timeline based on the criticality provided by the County. Any changes to the staggered project timeline requested by the County must be reviewed and assessed by Accenture and may result in additional R&A Change Budget Services, which would be provided to the County in a revision to this County Purchase.
- One-Time R&A Change Budget Services will be worked and invoiced on a time and materials (“T&M”) basis up to a maximum of seventy-two (72) hours. One-time R&A Change Budget Services are estimated to commence upon approval of this County Purchase. Invoices for such charges will be submitted to the Consortium monthly in arrears, and the Consortium will, in turn, invoice the County. The County will be invoiced for actual hours worked.
 - One-time R&A Change Budget Services are estimated to commence upon approval of this County Purchase and are subject to a mutually agreed upon schedule. Changes to this schedule must be mutually agreed upon in writing and may result in additional R&A Change Budget Services, which would be provided to the County in a revision to this County Purchase.
 - Up to seventy-two (72) hours will be worked and invoiced in State Fiscal Year (“SFY”) 2024/25, estimated to commence upon approval of this County Purchase. Such hours may be worked and invoiced through the end of SFY 2024/25, May 31, 2025. If the County requests more hours for SFY 2024/25 or 2025/26 prior to July 31, 2025, a revision to this County Purchase would be required. If the County

- requires services beyond July 31, 2025, a new County Purchase will be required under a new agreement.
- All work will be performed remotely within the fifty (50) United States and the District of Columbia.
- Accenture will engage Hyland as a subcontractor.
- Accenture and County will monitor the hours for R&A Change Budget Services and discuss the addition of more hours with the County if necessary. Any additional hours required for R&A Change Budget Services would result in additional charges. These additional charges would be provided to the County in a separate County Purchase.
- Accenture will work with and manage the Hyland vendor to complete the actions required to fulfill the scope described in this County Purchase for the duration of this project.
- Validation of modified iScript will consist of a review of dry run logging.
 - This estimate includes eight (8) hours of data validation. The County will be responsible for any additional data validation.
 - The County will be responsible for reviewing and approving the results of the dry run provided by Accenture.
 - The County will identify and provide the appropriate County staff to support project activities throughout the term of this County Purchase.
 - The County will be responsible for generating the CSV file(s) with the metadata for the Medi-Cal documents. The CSV file(s) will align with the agreed upon format established during initial engagement sessions.
- Any delays caused by the County or any County-requested changes that may impact the delivery timeline may result in additional R&A Change Budget Services and will require a revision to this County Purchase.
- The Performance Requirements set forth in Schedule 7 (Performance Requirements) to Exhibit X (CalSAWS M&O Extension) of the Base Agreement will not apply to the enhancements in this County Purchase.
- The County must (1) approve this County Purchase and (2) provide the corresponding approved Advance Planning Document ("APD") or alternative form of authorized spending from the Office of Technology and Solutions Integration ("OTSI") that supports this purchase by July 19, 2024 to proceed with this purchase. Otherwise, the estimates provided in this County Purchase will not be valid and a new County Purchase will be required.

IV. Schedule:

The charges associated with this County Purchase will be incurred during SFY 2024/25.

V. Total Charges:

The following table outlines the total charges for this County Purchase.

Total County Purchase Charges	SFY 24/25	Total Charges
One-Time R&A Change Budget Services	\$14,130.52	\$14,130.52
Recurring R&A Change Budget Services	\$0.00	\$0.00
Hardware and Software Charges	\$0.00	\$0.00
Hardware Charges	\$0.00	\$0.00
Hardware Maintenance and Support Charges	\$0.00	\$0.00
Software Charges	\$0.00	\$0.00
Software Maintenance and Support Charges	\$0.00	\$0.00
Production Operations Charges	\$0.00	\$0.00
One Time Charges	\$0.00	\$0.00
Recurring Charges	\$0.00	\$0.00
Total Charges	\$14,130.52	\$14,130.52

VI. Attachment 1 to County Purchase SO-02-2024 - Pricing Schedules

COUNTY PURCHASE APPROVAL

Subject: County Purchase - SO-02-2024

The subject document is accepted as allowing Accenture LLP to proceed with the subject County Purchase.

Sonoma County

By: Paula Glodowski-Valla

Printed Name: Paula Glodowski-Valla

Title: (Director or Deputy Director) Deputy Director

Date: 7/2/2024

Approved As to Form:

Sonoma County Counsel

By: [Signature]

Printed Name: Tembré Curtis

Title: Deputy County Counsel

Date: 7-11-24

Notice Address:

Sonoma County Human Services Department
3600 Westwind Blvd.
Santa Rosa, CA 95403

CalSAWS Consortium

By: Holly Murphy
Holly Murphy (Sep 5, 2024 10:40 PDT)

Printed Name: Holly Murphy

Title: CalSAWS PMO Director

Date: Sep 5, 2024

Notice Address:

CalSAWS Consortium
620 Roseville Parkway
Roseville, CA 95747

Accenture LLP

By: Arnold J. Malvick
Arnold J. Malvick (Sep 4, 2024 13:03 PDT)

Printed Name: Arnold J. Malvick

Title: Accenture Project Executive

Date: Sep 4, 2024