



## ADP National Account Services Project Services Statement of Work

### Project Information

Client Name	Pima County	Request Date	07/08/2023
Client Requestor	Marchell Pappas \ Cathy Coda	Date SOW Completed	07/20/2023
Client Requestor Contact Information	<u>Marchelle.Pappas@pima.gov</u> approver <u>Cathy.Cota@pima.gov</u>	Requested Go-Live Date *	12 Weeks includes warranty period
Statement of Work Prepared By	Regina Kopew	Expected Project Duration **	12 weeks includes warranty period
Client Success Executive Name	Jere Cullin	HCM Consultant Name	Gayla Murray
Project Name / Type	Mass update of job codes and position		
Service Request Number	PIMA COUNTY AZ 3-68383438270 Mass Job code and Positions		
Business Need & Project Objectives	Pima is updating all salary grades, job codes and positions.		

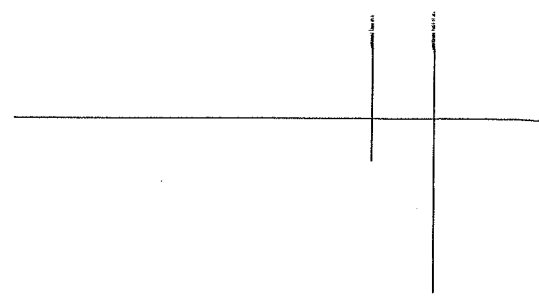
This document describes ADP's preliminary understanding of the scope of work and the estimated effort required by ADP resources to support the project as described by the client. While ADP endeavors to provide a comprehensive best estimate, detailed analysis may uncover additional requirements needed to refine the overall solution and implement the project. In the case of additional requirements, a Change Request would be presented to the client to approve any additional effort.

The Pricing Detail section below details the projected scope of the project and technical information regarding the proposed solution.

\* ADP will make every effort to accommodate but cannot guarantee the requested Go-Live date.

\*\* Estimated timeline represents duration from resource assignment to Go-Live.

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## ADP Services Impact

The anticipated scope of work for this project is captured in the Pricing Details section of this SOW above.

Listed below are ADP Products and Services and how they relate and/or impact this project. Please review the notes for each and discuss any questions you have with your ADP Service Team or Client Success (CSE) prior to approving this SOW.

Choose an item.	Choose an item.
Payroll Engine	We do not anticipate changes in this service area. If you feel we've overlooked something, please contact your ADP Service Team to discuss.
ADP Time & Labor Management	We do not anticipate changes in this service area. If you feel we've overlooked something, please contact your ADP Service Team to discuss.
ADP Benefits Administration	We do not anticipate changes in this service area. If you feel we've overlooked something, please contact your ADP Service Team to discuss.
ADP Talent Management	We do not anticipate changes in this service area. If you feel we've overlooked something, please contact your ADP Service Team to discuss.
ADP Recruiting Management	We do not anticipate changes in this service area. If you feel we've overlooked something, please contact your ADP Service Team to discuss.
ADP Smart Compliance	We do not anticipate changes in this service area. If you feel we've overlooked something, please contact your ADP Service Team to discuss.
ADP GL	We do not anticipate changes in this service area. If you feel we've overlooked something, please contact your ADP Service Team to discuss.



## General Information

### Getting Started – After approval of SOW

- The project will be queued for resource assignment. While awaiting resource assignment, please gather or complete any documentation that has been requested and assemble your project team, including applicable third-party representatives.
- ADP will send notification to the Client contact listed in the proposal when the project has been staffed and schedule a project kick-off call.
- Following Client approval of this form and confirmation of available ADP resources, ADP and Client will commit the appropriate resources to complete the project. In the event Client resources become unavailable and/or unresponsive for 10 business days after the project kick-off call, ADP reserves the right to bill time worked to-date and close the project.
- A mutually agreed upon project timeline or project plan, including milestone dates will be developed. ADP will provide project status and feedback to the Client on successful completion of project milestones and/or project delays.
- A detailed analysis of the project requirements will be performed. Participation from Client, Managed Payroll Services (MPS) (for COS projects), subject matter experts and applicable third-party vendors at this stage will be critical to ensuring all requirements are communicated and included in the end result.

### Detailed Analysis & Project Lifecycle Activities

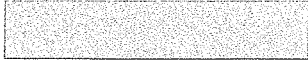
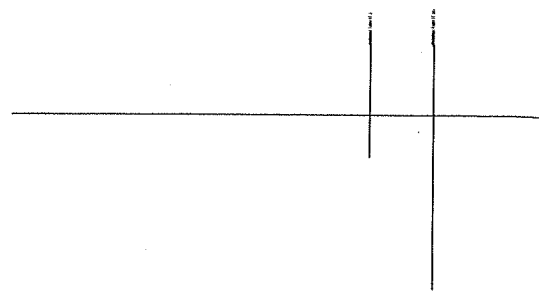
- Detailed analysis may uncover a requirement that was not evident at the time of the estimate or other changes in scope may come to light during the project which may result in a change to the effort, cost and/or timeline. Client approval of an additional change control and/or revised estimate will be obtained in a timely fashion before further work is completed.
- ADP will proceed with the client-approved requirements as documented in this SOW and captured during detailed analysis.

### Quality Checkpoints & Validation

- After project configuration, development and/or modifications are complete, ADP will perform internal quality checkpoints and/or applicable tests for internal validation. Once ADP's validation is complete, the changes will be made available for Client and MPS (for COS projects) validation.
- Upon completion of validation, Client will provide timely approval (2-3 business days or as agreed to by ADP and Client Project Manager) to deploy the change to Production. Warranty Period: All changes will be considered under warranty with Project Services for two pay period or 30 days from the date the change is moved to production.

### Other Pertinent Information

- If the SOW is cancelled after Client approval, the Client will incur fees for the effort completed up to the point of cancellation.
- In addition to the project cost provided in this proposal and any subsequent change control document, additional recurring fees, including maintenance fees, may apply based on the feature/functionality involved and the terms of the Client's services agreement.
- To increase the security around the exchange of your data, ADP will only leverage Service Connect (Client Service Portal) or ShareFile to communicate sensitive or personally identifying information, as well as all attachments or screenshots, during this project. Two sites, [adp.sharefile.com](http://adp.sharefile.com) and [secure.sharefile.com](http://secure.sharefile.com), should be accessible by the Client project team. Depending on security in place, it may be necessary for those sites to be whitelisted by the Client IT department. If the IT department allows the use of wildcards, whitelisting \*.sharefile.com is also an option.
- Some of ADP's systems are set-up based upon the applicable Federal, State or Local laws or regulations. In cases where ADP systems are configured consistent with applicable Federal, State or Local laws or regulations in accordance with ADP's standard, Client is responsible for approving such set-up or providing written direction as to any deviation from ADP's standard set-up.
- All work related to this SOW will be completed by ADP resources during their standard working hours (Monday – Friday). If it is agreed between Client and ADP that non-standard working hours are required, ADP will prepare change control, detailing applicable fees, for Client approval as needed.
- It is assumed that all work related to this SOW can be completed by all ADP resources at their normal work location and thus no travel expenses will be incurred. If it is agreed between the Client and ADP that travel is required, actual expenses incurred by ADP associates will be billed to the Client as incurred under all circumstances and in accordance with the terms of the services agreement.
- Client will pay project invoices in accordance with the provisions of the Client's services agreement.



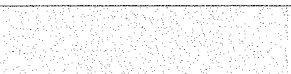
# Approval

Please discuss the scope with your ADP Service Team prior to approving. Any change to the scope in this document may require a revised or supplemental change control document to include items in question and may also impact the duration of the project.

Cancelling this project after providing approval by signing below may result in fees for actual hours worked by ADP up to point of cancellation.

\_\_\_\_\_  
Signature of Authorized Approver Date

\_\_\_\_\_  
Printed Name Title



## Scope of Work

The CR request form submitted by Pima is as follows - Pima County would like to open a change request. We are requesting a mass upload for JOBCODE\_TBL, POSITION\_DATA and UPDATE\_INCUMBENTS. Pima County will be moving the current SAL\_GRADE\_TBL & JOBCODE\_TBL to new Salary Grades and Job Codes.

The updates should be in this order.

1. Mass add – add New Job codes and Salary Grades to JOBCODE\_TBL.
2. Mass change – change all active Position Numbers from the current Job Code & Salary Grade to a new Job Code & Salary Grade. The Position number may be vacant or filled by an incumbent
3. Mass change – UPDATE\_INCUMBENTS to a new Job Code, Salary Grade, and if needed a new Rate of Pay

In order to do this update on a timely basis Pima and ADP will need to work together and get information quickly.

The hours below are based on the assumptions in this bid and a change of scope may occur if any of the steps are modified.

### Scope of Work

*\*Please review these details closely. Any changes to this outlined scope of work may result in revised pricing.*

The steps of the project will be -

1. Pima will enter the new salary grades in Enterprise (EPS) with an effective date of 9/10/23. This is the begin date of the pay period they will be effective in EPS. The paydate of the new salary grades is 9/29/23 confirming on 9/25/23.
2. After the salary grades are entered ADP will refresh a test data base with a copy of production.
3. ADP will provide a report of the current job code table data to assist Pima to complete the new job code template.
4. ADP will provide Pima with a template to complete with the new job code information that is needed to be loaded into Enterprise (EPS). The template will contain all fields within the job code table and Pima will need to enter all required fields and any optional fields that Pima uses. ADP will take that file and import it into the system.
5. Pima will supply the mapping of the Position Number changes that are required old job code and salary grade to new job code and salary grade. ADP will work with Pima to get the correct format to update this information.
6. Create an SQR to insert a job row for all employees with the Action of DTA and reason of CCS. The new row will update the updated information from the employees' current position such as job code. This SQR will only update the position information and will not update any salary information because of salary grade changes.

7. If an employee has a job row with the 9/10/23 effective date a 1 will be added to effective seq.
8. A report will be provided to Pima for any future rows (dates greater than 9/10/23) that exist in Job when the new job rows are inserted and Pima will update the rows manually.
9. ADP will inactivate the old job codes that is supplied by Pima. The effective date of the row inserted where the job codes are inactive is 9/24/23. Any employees hired with an old job code after the change has been made in production will need to be updated by Pima.
10. Pima will handle all salary changes for employees after all the other updates are done.
11. All updates will first be done and reviewed in a test data base. Once the changes are signed off by Pima the changes will be applied to production.

### 1 Project Phases & Timeline

Phase	Duration (weeks)
Analysis	2
Configuration	4
Validation	2
Migrate to Production/Production	2
<b>Total Anticipated Duration</b>	<b>10 weeks plus 2 week warranty 12 week total duration</b>

### Pricing Details (including Billing Terms or Requirements, if any)

Description	Hours	MSA Rate	Total
Create sqr and other processes to update jobcodes and positions in foundation table and the job table.	150	\$165	\$24,750
Project management and meetings	30	\$165	\$4,950
<b>Total</b>	<b>180</b>		<b>\$29,700</b>

Pricing contained in this Statement of Work (SOW) is an estimate and subject to change based upon actual work performed to complete the project. Changes in scope and/or Go-Live date which increase the scope of work could result in an additional change control and/or additional cost; Client approval will be obtained for any pricing increase prior to proceeding. This Statement of work is only for configuration changes to the TLM and does not include any changes in Enterprise or SQR programming changes.

The terms and pricing in this SOW, based upon information available at the time of the request, are valid until **20 calendar days after the SOW Completion Date**, as reflected in this document. If approval of this SOW is not received from you by this timeframe, the project request will be closed; pricing is subject to change if re-requested later.