Exhibit A: Summary of Cost for Contract Amendment No. 9

CGI Contract Amendment #9 (C-114340 - Services Agreement)

Supplement		Cost
B1	SMS Replacement - Envision - Part 1: Fit-Gap Analysis	$ 499,800.00
B2	Performance Budgeting - Envision	$ 635,120.00
	Total	**$ 1,134,920.00**

Original Contract Value (As of CA8)	**$23,803,937.00**
Total Contract Value Change for CA9 (Supplement B1 + B2)	**$1,134,920.00**
New Contract Value (As of CA9)	**$24,938,857.00**

Exhibit B: Detail of Cost for Supplement B1: SMS Replacement - Envision - Part 1: Fit-Gap Analysis

Deliverable #		Cost
B1-1.1 thru B1-1.5	Project Management - (September 2013 - January 2014)	$75,000.00
B1-2.0	CGI Hosted Advantage Prototyping Environment	$50,000.00
B1-3.0	Technical Specifications Document	$50,000.00
B1-4.0	Product Overview Sessions	$5,000.00
B1-4.1 thru B1-4.3	Prototyping Scripts and Results (Procurement, Inventory, and Vendor Self Service)	$200,000.00
B1-5.0	Business Process based Requirements Traceability Matrix (RTM)	$20,000.00
B1-6.0	Fit-Gap Analysis Report	$99,800.00
	Total New Deliverables	**$499,800.00**

Exhibit C: Detail of Cost for Supplement B2: Performance Budgeting - Envision

Deliverable #		Cost
B2-1.1 thru B2-1.5	Project Management - (October 2013 - February 2014)	$120,500.00
B2-2.0	Project Control Document	$13,000.00
B2-3.0	Detailed Project Plan	$11,000.00
B2-4.0	CGI Hosted Advantage Prototyping Environment	$50,000.00
B2-5.0	Technical Specifications Document	$50,000.00
B2-6.0	Product Overview Sessions	$20,000.00
B2-7.0	Business Process Designs	$100,000.00
B2-8.0	Prototyping – Performance Budgeting	$110,000.00
B2-9.0	Implementation Analysis Document	$126,620.00
B2-10.0	Performance Based Budgeting Methodology Support	$34,000.00
	Total New Deliverables	**$635,120.00**

CONTRACT AMENDMENT NUMBER 9 TO AGREEMENT C-114340
BETWEEN THE CITY OF LOS ANGELES
AND
CGI TECHNOLOGIES AND SOLUTIONS INC.
FOR THE FINANCIAL MANAGEMENT SYSTEM

This Contract Amendment Number 9 to Agreement No. C-114340 (the "Agreement") is effective on the date of last signature (the "Effective Date"), by and between the City of Los Angeles, California, a municipal corporation (hereinafter referred to as the "CITY") and CGI Technologies and Solutions Inc. (hereinafter referred to as "Contractor" or "CGI"), with reference to the following facts.

A. On August 26, 2008 the City Clerk attested to the Agreement for the implementation of the Financial Management System, as defined therein, in the Project Price amount of Fourteen Million, Six Hundred Sixty-Seven Thousand, Four Hundred Eighty Dollars ($14,667,480).

B. On September 10, 2008 the City Clerk attested to the First Amendment, which transferred the oversight and administration of the Financial Management System Project from the Office of the Controller to the Information Technology Agency at no cost.

C. On December 17, 2009 the parties entered into Change Notice Number 1 in the amount of Six Hundred Thirty Thousand, Nine Hundred Twenty Dollars ($630,920) in order to (i) revise the Due Dates of select Deliverables to align with the approved Implementation Analysis Document (Deliverable 18); and (ii) add or modify performance of Services through the addition of new Deliverables and deletion of certain Deliverables and corresponding payment Milestones, and (iii) modify the scope of the Core Financial Software Modifications.

D. On April 30, 2010 the City Clerk attested to Contract Amendment Number 2 in the amount of Two Million, Nine Hundred Nine Thousand, Nine Hundred Eighty Dollars ($2,909,980) in order to (i) change the FMS go-live date to July 1, 2011, (ii) add or modify performance of Services through the addition of new Deliverables and updates to certain Deliverables and corresponding payment Milestones, and (iii) make certain other changes to the terms of the Agreement based on these changes in services and requirements.

E. On July 15, 2010 the parties entered into Change Notice Number 2 in the amount of One Hundred Seven Thousand, Six Hundred Eighty Dollars ($107,680) in order to (i) add or modify performance of Services through the addition of new Deliverables and corresponding payment Milestones and (ii) modify the scope of the Core Financial Software Modifications for lockbox and tax intercept.

F. On September 8, 2010 the City Clerk attested to Contract Amendment Number 3 in the amount of Five Hundred Sixty Thousand Dollars ($560,000) in order to: (i) add or modify performance of Services through the addition of new Deliverables to support the City's Centralized Accounts Receivable (AR) Reporting requirements and (ii) make certain other changes to the terms of the Agreement based on these changes in services and requirements.

G. On November 3, 2010 the parties entered into Change Notice Number 3 in the amount of One Hundred Forty Thousand, Eight Hundred Dollars ($140,800) in order to: (i) add or modify performance of Services through the addition of new Deliverables 129.0 through 130.9 as listed in Exhibit L and corresponding payment milestones to provide assistance with Department-level FMS Planning and Deployment Support, and (ii) modify the Core Financial List of Key Contractor Personnel.

H. On January 13, 2011 the City Clerk attested to Contract Amendment Number 4 in the amount of Three Hundred Eighty Three Thousand, Four Hundred Dollars ($383,400) in order to: (i) add or modify performance of Services through the addition of new Deliverable 131.0 and corresponding payment milestone to develop a Citywide Resources Impact/Skills Gap Analysis and Deliverables 59.1 through 59.15 and corresponding payment milestones to support SMS testing efforts and (ii) comply with applicable provisions of the City's First Source Hiring Ordinance (Los Angeles Administrative Code Section 10.44 et seq).

I. On January 21, 2011 the parties entered into Change Notice Number 4 in the amount of Two Hundred Eleven Thousand, Five Hundred Twenty Dollars ($211,520) in order to: (i) add or modify performance of Services through the addition of new Deliverables 36.1, 41.2, 45.2 and 77.1 and corresponding payment Milestones and (ii) modify the scope of the Core Financial Software Modifications for a revised conversion approach and to modify the service contract budget program to allow for special date processing.

J. On March 21, 2011 the parties entered into Change Notice Number 5 in the amount of Seventy-nine thousand, Forty Dollars ($79,040) in order to: (i) add or modify performance of Services through the addition of new Deliverables 36.2, 41.3, and 45.3 and corresponding payment Milestones, and (ii) modify the scope of the Core Financial Software Modifications to add an Authority field to the Appropriation Budget document and associated inquiry page.

K. On August 5, 2011 the City Clerk attested to Contract Amendment Number 5 to reduce the amount by Seventy-One Thousand, Nine Hundred Twenty-Five Dollars ($71,925) in order to: (i) delete SMS application support Deliverables 59.3 through 59.8, (ii) change the value of SMS application support Deliverables 59.1 and 59.2, and (iii) change the value of post-implementation support Deliverables 110.0 through 114.0.

L. On January 3, 2012 the City Clerk attested to Contract Amendment Number 6 in the amount of One Million, Thirty Three Thousand, Eight Hundred Dollars ($1,033,800), in order to add or modify performance of Services through the addition of: (i) new project management and post-implementation support Deliverables 1.41 through 1.46 and 114.1 through 114.6 and (ii) Centralized Accounts Receivable Reporting User Acceptance Test and Go-Live support task Deliverable A3-11.0 and corresponding payment Milestones.

M. On February 14, 2012 the parties entered into Change Notice Number 6 in the amount of One Hundred Ninety Thousand, Six Hundred Twenty-Four Dollars ($190,624) in order to: (i) add or modify performance of Services through the addition of new Deliverables 41.4 and 45.4 and corresponding payment Milestones, and (ii) modify the scope of the Core Financial Software Modifications.

N. On July 19, 2012 the parties entered into Contract Amendment Number 7 in the amount of One Million, Five Hundred and Eighty Two Thousand, One Hundred and Forty Dollars ($1,582,140) in order to: (i) add or modify performance of Services through the addition of new FMS software modification Deliverables 41.5 and 45.5 and corresponding payment Milestones, and (ii) add or modify performance of Services through the addition of new post-implementation support Deliverables 114.7 through 114.18 and corresponding payment Milestones, and (iii) delete retirement/consolidation of City systems support Deliverables 128.10 through 128.12 and corresponding payment Milestones, and (iv) add or modify performance of Services through the addition of a new functional support Deliverable 132.0 and corresponding payment Milestones.

O. On June 10, 2013 the parties desire to enter into Contract Amendment Number 8 in the amount of One Million, Three Hundred and Sixty Eight Thousand, Four Hundred and Seventy Eight Dollars ($1,378,478) in order to: (i) modify the value and scope of FMS software modification Deliverables 41.5 and 45.5 and corresponding payment Milestones, and (ii) add new post-implementation transition training services and support Deliverables 114.19 through 114.30 and corresponding payment Milestones, and (iii) modify the value of functional support Deliverable 132.0 and corresponding payment Milestones, and (iv) add performance of Services through the addition of new technical support Deliverables 133.1 through 133.2 and corresponding payment Milestones, and (v) add performance of Services through the addition of new customizations and functional support Deliverables 134.1 through 134.3 and corresponding payment Milestones.

P. As of the date of last signature the parties desire to enter into Contract Amendment Number 9 in the amount of One Million, One Hundred and Thirty Four Thousand, Nine Hundred and Twenty Dollars ($1,134,920) in order to: (i) add or modify performance of Services through the addition of new

Deliverables to support the SMS Replacement - Envision - Part 1: Fit-Gap Analysis Phase (Supplement B1), and (ii) add or modify performance of Services through the addition of new Deliverables to support the Performance Budgeting – Envision Phase (Supplement B2).

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to this Contract Amendment Number 9 as follows:

1. Definitions. Capitalized terms used but not defined in this Contract Amendment Number 9 will have the meanings indicated for them in the Agreement.

2. Increase in Project Price. The Project Price identified in Subparagraph 19.5.1. (General) of Subparagraph 19.5 (PROJECT PRICE; CONTRACT SUM) of Paragraph 19 (PAYMENT TERMS) of the Agreement is hereby increased by One Million, One Hundred and Thirty Four Thousand, Nine Hundred and Twenty Dollars ($1,134,920) from Twenty Three Million, Eight Hundred and Three Thousand, Nine Hundred and Thirty Seven Dollars ($23,803,937) to Twenty Four Million, Nine Hundred and Thirty Eight Thousand, Eight Hundred and Fifty Seven Dollars ($24,938,857). The contingency amount, against which the City will write Change Notices, shall remain unchanged at Nine Hundred Eleven Thousand, Four Hundred and Sixty Three Dollars ($911,463).

3. Changes to Core Financial Deliverables Definition. Exhibit B (Core Financial Deliverables Definition) of the Agreement is hereby supplemented with an Exhibit B-B1 (Supplement to Core Financial Deliverables Definition (SMS Replacement – Envision – Part 1: Fit-Gap Analysis)) and Exhibit B-B2 (Supplement to Core Financial Deliverables Definition (Performance Budgeting – Envision)), and is attached hereto and incorporated herein by this reference.

4. Changes to Core Financial Project Schedule and Plan. Exhibit C (Core Financial Project Schedule and Plan) of the Agreement is hereby supplemented with an Exhibit C-B1 (Supplement to Core Financial Project Schedule and Plan (SMS Replacement – Envision – Part 1: Fit-Gap Analysis)) and Exhibit C-B2 (Supplement to Core Financial Project Schedule and Plan (Performance Budgeting – Envision)), and is attached hereto and incorporated herein by this reference.

5. Changes to Core Financial Project Assumptions. Exhibit K (Core Financial Project Assumptions) of the Agreement is hereby supplemented with an Exhibit K-B1 (Supplement to Core Financial Project Assumptions (SMS Replacement – Envision – Part 1: Fit-Gap Analysis)) and Exhibit K-B2 (Supplement to Core Financial Project Assumptions (Performance Budgeting – Envision)), and is attached hereto and incorporated herein by this reference.

6. Changes to Core Financial Pricing Schedule. Exhibit L (Core Financial Pricing Schedule) of the Agreement is hereby supplemented with an Exhibit L-B1 (Supplement to Core Financial Pricing Schedule (SMS Replacement – Envision – Part 1: Fit-Gap Analysis)) and Exhibit L-B2 (Supplement to Core Financial Pricing Schedule (Performance Budgeting – Envision)), and is attached hereto and incorporated herein by this reference.

7. Amendments. No amendment, modification, or supplement to this Contract Amendment Number 9 shall be binding on either party unless it is in writing and duly executed by the parties in interest at the time of the modification.

8. Entire Agreement. Except as expressly and specifically changed hereby, the Agreement shall remain in full force and effect. There are no other agreements, representations, or warranties between or among the parties, written or oral, concerning the subject matter hereof.

9. Headings and Labels. Article, section, and subsection titles and captions contained in this Contract Amendment Number 9 are inserted as a matter of convenience and for reference and in no way define, limit, extend, or describe the scope of this Contract Amendment Number 9 or the intent of any of its provisions.

10. Ratification. Due to the need for the CONTRACTOR's services to be provided continuously on an ongoing basis, the CONTRACTOR may have provided services prior to the execution of this Agreement. To the extent that said services were performed in accordance with the terms and conditions of this Agreement, those services are hereby ratified. Except as amended herein, all other terms and conditions provided in the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Amendment Number 9 to be executed by their duly authorized representatives as of the Effective Date.

THE CITY OF LOS ANGELES
A Municipal Corporation

By: ____________________________
STEVE RENEKER
General Manager
Information Technology Agency

Date: ____________________________

CGI Technologies and Solutions Inc.

By: ____________________________
DOREEN STURGIS
Vice President

Date: ____________________________

APPROVED AS TO FORM:
Mike Feuer, City Attorney

By: ____________________________
Laurel L. Lightner
Assistant City Attorney

Date: ____________________________

Attest: June Lagmay, City Clerk

By: ____________________________
Deputy

EXHIBIT A-B1: SUPPLEMENT TO CORE FINANCIAL STATEMENT OF WORK (SMS REPLACEMENT - ENVISION – PART 1: FIT-GAP ANALYSIS)

TABLE OF CONTENTS

ATTACHMENTS

Exhibit B-B1: Supplement to Core Financial Deliverables Definitions

Exhibit C-B1: Supplement to Core Financial Project Schedule and Plan

Exhibit K-B1: Supplement to Core Financial Project Assumptions

Exhibit L-B1: Supplement to Core Financial Pricing Schedule

1. INTRODUCTION

The City of Los Angeles (City) currently utilizes the Supply Management System (SMS) for all procurement and inventory management functions and business processes by all Council-Controlled departments. SMS runs on PeopleSoft Financials v9.0. SMS has been in production operations at the City since 2001.

In 2011, the City partnered with CGI Technologies and Solutions Inc. ("CGI") to implement the Financial Management System (FMS) as the financial system for all Council-Controlled departments. FMS runs on CGI Advantage Financial v3.8. The City has implemented four major modules (functions) of the CGI Advantage Financial application: 1) Accounts Payable (AP) for the setup and payment of City vendors, 2) Accounts Receivable (AR) for the billing and collection of payments from City customers, 3) Cost Accounting to track project/grant expenditures used to support the processing of cost reimbursements, and 4) General Ledger for financial reporting and budgetary controls.

The City has decided to explore replacing SMS with the Procurement, Inventory, and Vendor Self Service (VSS) modules of CGI Advantage to fully integrate its Procurement and Inventory Management functions with the Citywide FMS.

CGI's implementation methodology is comprised of 4 phases:

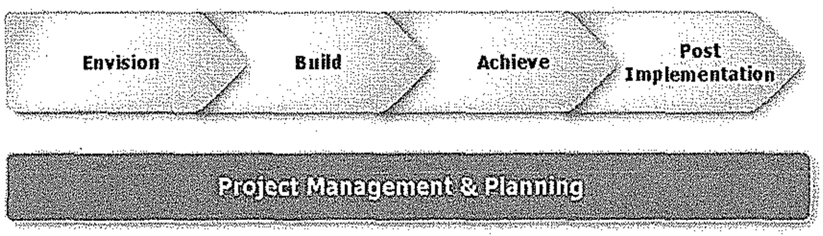
Envision. The Envision phase develops the blueprint for the implementation of the new system, e.g., SMS replacement, which consists of documenting the current business processes, conducting a review of those processes, and perform a fit-gap analysis of the current system processes in CGI Advantage.

Build. The Build phase includes the construction and preparation of the new system to support the business processes. The objective of the Build phase is to design, configure, integrate, build, and test the new system and business processes.

Achieve. The Achieve phase integrates the system components established in the Build phase with the ongoing business and represents system Go-live for production operations.

Post-Implementation. The Post-Implementation phase activities include monitoring performance in production operations and resolving production incidents.

Exhibit A–1 Implementation Methodology

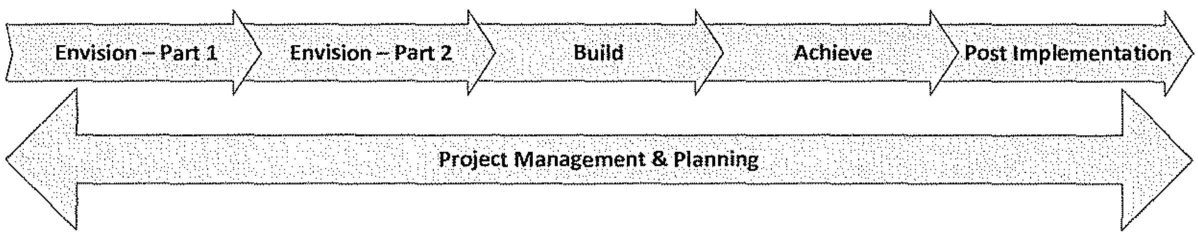


The City has elected to further breakdown the Envision phase into two separate phases:

Envision – Part 1: Fit-Gap Analysis. The objective of the Fit-Gap Analysis is to determine the level of fit between the City's current business processes and CGI Advantage functionality by performing application prototyping based on the City's documented business processes. A Fit-Gap Analysis of the prototype results will determine the modifications required to both the CGI Advantage application and to the City's business processes. A high-level assessment of the current interfaces between SMS and external systems and the data conversion requirements to convert SMS data to CGI Advantage will also be conducted during this phase.

Envision – Part 2: Implementation Assessment. The objective of the Implementation Assessment is to analyze the system implementation requirements and create strategies for data conversion, system interfaces, reporting/inquiry, training, documentation, security and workflow, software modification, business process improvement, and transition to CGI Advantage. These strategy documents will establish the implementation scope and document the approach as to how each area will be implemented within the scope of the project. The strategy documents will be the basis for developing detailed plans for each area during the Build Phase.

Exhibit A–2 City of LA Implementation Approach



Fit-Gap Analysis	Implementation Assessment	Design, Develop, Test, and Train	Production Cutover	Post-Implementation
• Hosted Prototyping Environment • Product Overview • Business Process Discovery Sessions • Prototype Key Business Processes • Fit-Gap Analysis • Business Process Based Requirements Traceability Matrix (RTM) • Identify Software Customizations and Business Process Impacts • Technical Assessment	• Financial Upgrade Analysis • Project Team Training • Deeper Dive on Business Requirements, Prototyping, and Business Process Improvements • Data Conversion and Interface Strategy • Reporting Strategy • Training and Documentation Strategy • Change Management Strategy • SciQuest Integration Strategy • Implementation Plan	• Establish Technical Environments • Software Installation and Testing • Business Processes and System Configuration • Design and Develop Software Customizations • Design and Develop Interface Software • Design and Develop Data Conversion Software • Integrated System Testing • User Acceptance Testing • Performance Testing • Data Cleansing • Training and Knowledge Transfer • Readiness Assessments	• Mock Data Conversion • Data Cleansing • Cutover Planning • Cutover Rehearsal • Data Conversion and Production Cutover • Commence Production Operations	• Monitor Production Operations • Resolve Production Incidents • Adjust Production Operations Procedures

This document is the Statement of Work (SOW) to complete the *Envision – Part 1: Fit-Gap Analysis* phase.

2. Scope of Work

The scope of work for the *Envision – Part 1: Fit-Gap Analysis* phase is described below.

2.1. Planning and Management

CGI's project management team will work closely with the City's project management team to develop the project plans, manage project activities, monitor and resolve issues, enforce quality control, and mitigate risks that can threaten the successful completion of the project. The project management team will be responsible for the Project Planning and on-going Project Management and Status Reporting activities and deliverables. CGI will update the initial project plan and include it on the monthly status reports.

2.1.1. Project Planning

The Detailed Project Plan will be completed as a joint effort between the City and CGI project management team. The Detailed Project Plan will identify the proposed project phases, the high-level tasks and responsibilities (CGI or City), task dependencies, planned start and end dates for each task, major milestones, and deliverables. The Detailed Project Plan will include the following components:

- High-level Project Roadmap
- Detailed Project Plan (developed using Microsoft Project)
- Project Roles and Responsibilities

CGI will work with the City's project management team to establish project standards in such areas as project documentation, communication, issue tracking and resolution. CGI will use SharePoint tools as the single repository for project documents, issues, risks, work products, and deliverables. CGI will provide the City's project team with access to the SharePoint tools and repository.

2.1.2. Project Management and Status Reporting

CGI will provide on-going project management and coordination to monitor and control the tasks related to the project. The CGI project management team will work closely with the City project management team throughout the project. Weekly status meetings will be conducted with the City project management team to keep everyone informed of the project's status as well as provide a forum for discussion of issues and risks. The City will be an active participant in the weekly status meetings, reviewing (action item, issue, and incident) logs and identifying risks.

CGI will provide a monthly status report to the City that includes:

- Updated Detailed Project Plan
- Summary of tasks, work products, and deliverables by status
- Risks and Issues

2.2. CGI Hosted Advantage Prototyping Environment

This task includes the installation of the version 3.10 of CGI Advantage Financial, Procurement, Inventory Management, and Vendor Self Service software modules in a CGI hosted prototyping environment.

CGI will install, configure, and test the hardware and software for the prototyping activities. CGI will provide Internet access to the CGI Advantage application for the purpose of prototyping software functionality. City technical staff will work with CGI to establish Internet access and connectivity from within the City's Intranet to the hosted CGI Advantage application. The City is responsible for providing access to the City's LAN.

2.3. Technical Assessment

The objective of the Technical Assessment is to establish a technical architecture and plan for the implementation of CGI Advantage Procurement, Inventory, and Vendor Self Service in production operations at the City. This will also include analysis needed for upgrading the existing CGI Advantage Financial and infoAdvantage environments to the most current version of the software (i.e., from CGI Advantage version 3.8 to 3.10).

CGI will evaluate the technical infrastructure requirements based on input and information provided by the City's technical staff. Requirements such as network configuration and application security, application and database server sizing and configuration, and disk storage and configuration will be assessed. CGI will closely examine the City's current FMS and SMS system usage information, volume of transactions processed, print volumes and print options (local versus remote), interface file volumes, and data storage and archival requirements.

The result of the technical assessment is a Technical Specifications Document describing the technical platform, including the supporting hardware, software and network requirements for upgrading CGI Advantage Financial and infoAdvantage and for implementing CGI Advantage Procurement, Inventory, and Vendor Self Service. The information required to develop a Technical Specifications Document includes planned CGI Advantage processing volumes and information about the City's current technical architecture. Based upon the information provided, the Technical Specifications Document will identify the following:

- Server Requirements for Web Server, Application Server, and Database Server
- Disk Storage Requirements
- Workload analysis results and recommendations
- Application Security Recommendations
- LAN/WAN Requirements
- Additional Hardware Requirements
- Software Licenses Needed

The City will provide information about its current infrastructure for FMS and SMS and CGI will define the hardware and software requirements in the Technical Specifications Document.

2.4. Business Process Discovery Sessions

The City will look to implement the best practices built into CGI Advantage when possible. CGI will provide the City with a listing of baseline CGI Advantage business processes. The City will identify which of these processes are currently being performed as well as desired processes for future consideration. The City will also identify any City specific business processes not included in the baseline CGI Advantage business processes. The City will provide documentation to describe the current City business processes.

CGI will conduct a series of discovery sessions with the City to confirm understanding of the current business processes and to discuss best practices. The City representatives will be encouraged to provide feedback on the CGI Advantage business processes indicating their agreement with the business process or providing feedback on the processes that differ from their existing business processes. During these discovery sessions, the City will provide detailed walkthroughs of the SMS system as well as detailed documentation on existing business processes.

2.5. CGI Advantage Product Overview

CGI will provide functional product overviews of the CGI Advantage software. The overviews will focus on core concepts of the CGI Advantage system functionality to facilitate the analysis and prototyping of key business processes and scenarios. The overviews are not intended to be hands-on product training courses.

CGI will provide product overviews for the following areas:

- General System Overview and Navigation
- Procurement
- Inventory Management
- Vendor Self Service (VSS)

Attendance in these CGI Advantage product overview sessions is a prerequisite for City staff that will be participating in prototyping.

2.6. Prototyping and Fit-Gap Analysis

The Prototyping activities will focus on determining the level of functional fit between the City's current business processes and the CGI Advantage software functionality.

The following functional areas will be included in the prototyping and fit-gap analysis:

- Procurement
    - Commodity Contracts
    - Service Contracts

- NOTE: This will also include FMS Accounts Payable and General Ledger Impacts

- Inventory Management
- Vendor Self Service (VSS)
  - Online Financial Inquiry
  - Electronic Invoices

The process to determine the level of fit will involve the following steps:

2.6.1. Identify Business Processes

Based on the Business Process Discovery Sessions, a functional hierarchy of current business functions (i.e., Procurement), its business processes (i.e., Manage Purchase Requests), and business scenarios (i.e., Initiate a Purchase by Creating a Requisition) will be identified, analyzed and documented. To manage the scope of the functional analysis, only selected processes will be prototyped. The City and CGI project team will agree to the list of business processes and scenarios before the prototyping of each functional area begins.

2.6.2. Develop Prototype Scripts

In preparation for application prototyping, CGI will review and develop scripts for the selected business processes and scenarios for each of the functional areas to be prototyped. The purpose of the prototype scripts is to facilitate a structured walkthrough of the CGI Advantage application to demonstrate how the application will be used to support the City's business processes. CGI will setup the applicable CGI Advantage reference tables to support the execution of the prototyping scripts.

2.6.3. Conduct Prototyping

The prototype scripts will be executed by CGI within the CGI Advantage application to validate the level of fit and to evaluate potential alternatives to custom software modifications (i.e., business process changes). The City will be active participants in the prototyping sessions and will provide feedback regarding the demonstrated processes' fit to their current operations.

2.6.4. Fit-Gap Analysis and Business Process based Requirements Traceability Matrix (RTM)

The business processes and scenarios developed as part of the Business Process Discovery Sessions will be leveraged during prototyping activities to create an initial functional fit. The level of fit performed at the business process/scenario level will be categorized into one of the following classifications and form the basis for the initial draft of the Business Process based Requirements Traceability Matrix (RTM).

- **Fully Met** – Functionality exists in CGI Advantage to accommodate the business process with baseline functionality.

- **Software Modification** – The business process can be met by a custom software modification.

- **Business Process Change** – Functionality exists in CGI Advantage to accommodate the business process but it will also require a change to the current business process.

- **Eliminated** – The business process is no longer required.

CGI will document opportunities for improvements to current business processes during the fit-gap analysis by assessing how current business processes can be supported by CGI Advantage functionality.

CGI will document a description of any application and/or reference table set-up configuration required to support the business processes.

The business processes not supported in CGI Advantage will be documented as Prototype Issues. As part of the fit-gap analysis, CGI will identify options and recommendations for the Prototype Issues. These Prototype Issues will be addressed either by developing custom functionality for the City in CGI Advantage or through revised/new business procedures using available functionality in the baseline CGI Advantage. Due to the configurable architecture of the CGI Advantage software, alternate configurations or options settings will also be evaluated as alternatives to custom software modifications where possible. A high-level functional description of software modifications will be documented as well as an estimated level of effort required to develop the custom functionality.

2.6.5. High-level Data Conversion and Interface Assessment

CGI will also conduct a high-level Data Conversion and Interface assessment.

1) The Data Conversion assessment will give an overview of the data conversion effort and how data will be converted from the City's current SMS system to CGI Advantage. The Data Conversion assessment will identify the types of target data and the volume of data to be converted. Based upon this high-level assessment, a cross-reference will be developed identifying the data stores in the current system (tables, documents, and ledgers), and the associated data stores in CGI Advantage. For each of the tables, documents, and ledgers, a level of the conversion complexity will be identified. The level of conversion complexity will be classified as one of the following:

- **Low** – There is a one to one relationship between the SMS data store and the CGI Advantage data store. All data elements are available in the current SMS system, so only data re-formatting is required. Conversion tools will be used for Low complexity conversions.

- **Medium** - There is a one to one relationship between the SMS data store and the CGI Advantage data store. There are additional fields in CGI Advantage needing to be defaulted or inferred from another data source. Basic custom conversion programs can require development for these items.

- **High** - The layout of the data stores is significantly different between the current SMS system and CGI Advantage, potentially residing in different data stores in the two systems. Significant data manipulation will be required to convert the current data. This type of conversion will require a complex conversion program to manipulate the data.

The volume of data converted will also factor into the complexity of the conversion. A large amount of data will have an impact on the overall level of effort for a conversion as well as the complexity of the conversion. Smaller volumes of data will be converted manually or semi-automatically.

2) The Interface assessment will list and describe the current set of interfaces; categorize whether interfaces are inbound or outbound; identify source or destination systems; and recommend an appropriate strategy in terms of retrofitting, eliminating, rebuilding or replacing the interface. System interfaces will be prioritized based on the extent of modifications required for the interface and the mission critical degree of the interface. The level of change required for each interface will be categorized as follows:

- **Low Impact** – Minor modification to the interface will be required, such as changes to format of data.
- **Medium Impact** – A moderate level of changes will be required for the interface.
- **High Impact** – A significant level of modification or a complete re-write will be required for the interface.

2.6.6. Fit-Gap Analysis Report

CGI will prepare a Fit-Gap Analysis Report detailing the results of the functional fit-gap analysis performed and the data conversion and interface assessment.

3. PROJECT PLAN ROLES AND RESPONSIBILITIES

Exhibit A-3 below shows the major activities and tasks performed during the project and the roles and responsibilities of both CGI and the City of Los Angeles.

Exhibit A–3 Project Plan Roles and Responsibilities

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
Planning and Management	• Project Manager • Engagement Manager	• Prepare Project Plans • Prepare Monthly Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Manage day to day CGI tasks	• Project Manager • Executive Sponsors	• Review and Approve Project Plans • Review and Approve Monthly Status Reports • Attend Status Meetings • Prepare for and Facilitate Executive Steering Committee Meetings • Resolve Issues and Mitigate Risks • Manage day to day City tasks • Manage coordination and buy-in amongst all department stakeholders

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
CGI Hosted Advantage Prototyping Environment	• Software Installer • Technical Lead	• Install CGI Advantage Financial, Procurement, Inventory, and Vendor Self Service Software v 3.10 on CGI hosted environment • Provide Internet access to the prototyping environment located on CGI facilities • Maintain environment throughout prototyping	• Network Administrator	• Provide Assistance With network access
Technical Assessment	• Technical Lead	• Analyze current FMS and SMS architecture and transaction volumes • Create Technical Specifications Document	• FMS IT Management • SMS IT Management	• Provide Documentation and Input on Current FMS and SMS Architecture • Provide Transaction Volume Data for FMS and SMS

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
Business Process Discovery Sessions	• Functional Team Leads	• Provide listing of baseline CGI Advantage business processes • Review documentation provided by City • Prepare for and conduct a series of discovery sessions • Identify selected business processes to be prototyped	• Business Experts	• Review baseline CGI Advantage business processes and identify any City specific business processes not included • Provide documentation on current City business processes • Actively participate in discovery sessions (provided feedback indicating agreement or disagreement on how processes differ from existing business processes) • Provide CGI access to the SMS system • Provide detailed walkthroughs of the SMS system • Identify and approve selected business processes to be prototyped

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
CGI Advantage Product Overview	• Functional Team Leads	• Develop Product Overview Materials • Deliver CGI Advantage Product Overview classes	• Business Experts	• Attend Product Overview Classes
Prototyping	• Functional Team Leads	• Configure Prototyping Environment • Develop Prototype Scripts • Lead Prototype Sessions • Document Prototype Results	• Business Experts	• Assist with Configuration • Participate in Prototype Sessions • Review and Approve Prototype Scripts and Results

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
High-level Data Conversion and Interface Assessment	• Functional Team Leads • Technical Lead	• Analyze documentation provided by the City • Conduct discovery sessions with City SMEs to better understand SMS tables and interfaces • Document complexity of Data Conversion from SMS tables to CGI Advantage • Recommend strategy for existing inbound/outbound interfaces	• Business Experts • FMS IT Management • SMS IT Management	• Provide documentation and SME knowledge on SMS tables, documents, and ledgers • Provide documentation and SME knowledge on SMS inbound/outbound interfaces • Provide CGI access to the SMS system • Provide input to the analysis

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
Fit-Gap Analysis	• Functional Team Leads	• Review Prototype Results and Identify Gaps in Business Processes with CGI Advantage functionalities • Recommend alternatives for Gaps or identify potential software modification • Assist City in identifying areas for business process improvement • Draft Business Process based Requirements-Traceability Matrix • Create Fit-Gap Analysis Report	• Business Experts • Functional Team Leads • FMS IT Management • SMS IT Management	• Provide insight into Business Processes • Review alternatives • Review and Approve Fit-Gap Analysis Report

EXHIBIT B-B1: SUPPLEMENT TO CORE FINANCIAL DELIVERABLES DEFINITION (SMS REPLACEMENT - ENVISION – PART 1: FIT-GAP ANALYSIS)

The table below provides a list of deliverables to be completed by CGI for the SMS Replacement – Envision - Part 1: Fit Gap Analysis phase.

Deliverable #	Deliverable Name	Work Products and Description
B1-1.1	Monthly Status Report 1 – September 2013	• Monthly Status Report describing: Updated Detailed Project Plan Summary of tasks, work products, and deliverables by status Risks and Issues
B1-1.2	Monthly Status Report 2 – October 2013	• Monthly Status Report describing: Updated Detailed Project Plan Summary of tasks, work products, and deliverables by status Risks and Issues
B1-1.3	Monthly Status Report 3 – November 2013	• Monthly Status Report describing: Updated Detailed Project Plan Summary of tasks, work products, and deliverables by status Risks and Issues
B1-1.4	Monthly Status Report 4 – December 2013	• Monthly Status Report describing: Updated Detailed Project Plan Summary of tasks, work products, and deliverables by status Risks and Issues
B1-1.5	Monthly Status Report 5 – January 2014	• Monthly Status Report describing: Updated Detailed Project Plan Summary of tasks, work products, and deliverables by status Risks and Issues
B1-2.0	CGI Hosted Advantage Prototyping Environment	• Installation of CGI Advantage Financial, Procurement, Inventory Management, and Vendor Self Service software modules v 3.10 in the Prototype Environment provided by CGI • Initial System Control table setup
B1-3.0	Technical Specifications Document	Technical Specifications Document contains the following: Assumptions including transaction volumes and performance requirements Additional hardware and software requirements to support SMS Replacement implementation Analyzed technical infrastructure and architecture standards Developed system architecture Recommendations for the acquisition of hardware and software required Open issues and action items

Deliverable #	Deliverable Name	Work Products and Description
B1-4.0	Product Overview Sessions	• Prepare CGI Advantage Product Overview materials • Conduct CGI Advantage Product Overviews for the following areas: General System Overview and Navigation Procurement Inventory Management Vendor Self Service (VSS) • Two (2) registrations to 2013 CGI Advantage Forum for product overview
B1-4.1	Prototyping Scripts and Results - Procurement	Procurement Prototyping: • Data setup to support Prototype session including Reference tables, basic City Chart of Accounts, and Operational data • Detailed prototype scripts • Conduct prototype sessions • Documented prototype issues and results
B1-4.2	Prototyping Scripts and Results - Inventory Management	Inventory Management Prototyping: • Data setup to support Prototype session including Reference tables, basic City Chart of Accounts, and Operational data • Detailed prototype scripts • Conduct prototype sessions • Documented prototype issues and results
B1-4.3	Prototyping Scripts and Results - Vendor Self Service	Vendor Self Service Prototyping: • Data setup to support Prototype session including Reference tables, and Operational data • Detailed prototype scripts • Conduct prototype sessions • Documented prototype issues and results

Deliverable #	Deliverable Name	Work Products and Description
B1-5.0	Business Process based Requirements Traceability Matrix (RTM)	Business Process based Requirements Traceability Matrix (RTM) with one of the following dispositions for each business process: Fully Met – Functionality exists in CGI Advantage to accommodate the business process with baseline functionality. Software Modification – The business process can be met by a custom software modification. Business Process Change – Functionality exists in CGI Advantage to accommodate the business process but it will also require a change to the current business process. Eliminated – The business process is no longer required.
B1-6.0	Fit-Gap Analysis Report	Fit Gap Analysis Report comprised of the following: Functional Fit Assessment for each business area List of application and reference table set-up requirements. Identification of potential Software Modifications Identification of potential business process changes Results of high-level Data Conversion and Interface assessment An inventory of prototype issues and action items

SMS Replacement - Envision Phase - Part 1: Initial Project Plan

ID	Deliverable #	Task Name	Duration	% Complete	Lead	CGI Lead	City Lead	Start	Finish
1		**1 SMS Replacement - Envision - Part 1: Fit-Gap Analysis**	**113 days**	**0%**				**Mon 9/2/13**	**Wed 2/5/14**
2		1.1 PLANNING AND MANAGEMENT	113 days	0%				Mon 9/2/13	Wed 2/5/14
3		1.1.1 Initial Project Planning	14 days	0%	Joint	CGI PM	City PM	Tue 9/3/13	Fri 9/20/13
4		1.1.1.1 Finalize Project Team/Roles/Plan	4 days	0%	Joint	CGI PM	City PM	Tue 9/3/13	Fri 9/6/13
5		1.1.1.1.1 Finalize City Project Team and Department SMEs	4 days	0%	City		City PM	Tue 9/3/13	Fri 9/6/13
6		1.1.1.1.2 Finalize Roles and Responsibilities	4 days	0%	Joint	CGI PM	City PM	Tue 9/3/13	Fri 9/6/13
7		1.1.1.1.3 Finalize Project Plan	4 days	0%	Joint	CGI PM	City PM	Tue 9/3/13	Fri 9/6/13
8		1.1.1.1.4 Finalize Project Goals and Success Factors	4 days	0%	Joint	CGI PM	City PM	Tue 9/3/13	Fri 9/6/13
9		1.1.1.1.5 Finalize Project Standards (Weekly Meetings, Team Communication, etc.)	4 days	0%	Joint	CGI PM	City PM	Tue 9/3/13	Fri 9/6/13
10		1.1.1.1.6 Finalize Project Facilities	4 days	0%	City		City PM	Tue 9/3/13	Fri 9/6/13
11		1.1.1.2 Project Kickoff	10 days	0%	Joint	CGI PM	City PM	Tue 9/3/13	Mon 9/16/13
12		1.1.1.2.1 Finalize Date for Initial Kick-off Meeting	1 day	0%	City		City PM	Tue 9/3/13	Tue 9/3/13
13		1.1.1.2.2 Identify and Invite List of Attendees for Initial Kick-Off Meeting	4 days	0%	City		City PM	Tue 9/3/13	Fri 9/6/13
14		1.1.1.2.3 Prepare Kick-off Meeting Materials	5 days	0%	CGI	CGI PM		Tue 9/3/13	Mon 9/9/13
15		1.1.1.2.4 Review Kick-off Materials	3 days	0%	City		City PM	Tue 9/10/13	Thu 9/12/13
16		1.1.1.2.5 Update Kick-off Materials	1 day	0%	Joint	CGI PM	City PM	Fri 9/13/13	Fri 9/13/13
17		1.1.1.2.6 Conduct Initial Kick-Off Meeting	1 day	0%	Joint	CGI PM	City PM	Mon 9/16/13	Mon 9/16/13
18		1.1.1.3 Set-Up Project Repositories	10 days	0%	Joint	CGI Tech Lead		Mon 9/9/13	Fri 9/20/13
19		1.1.1.3.1 Setup Initial SharePoint Environment	5 days	0%	CGI	CGI Tech Lead		Mon 9/9/13	Fri 9/13/13
20		1.1.1.3.2 Configure SharePoint Setup for Project	5 days	0%	CGI	CGI Tech Lead		Mon 9/16/13	Fri 9/20/13
21		1.1.2 Ongoing Project Management	113 days	0%	CGI	CGI PM	City PM	Mon 9/2/13	Wed 2/5/14
22		1.1.2.1 Provide Project Management	110 days	0%	Joint	CGI PM	City PM	Mon 9/2/13	Fri 1/31/14
23		1.1.2.2 Maintain Project Plan	110 days	0%	Joint	CGI PM	City PM	Mon 9/2/13	Fri 1/31/14
24		1.1.2.3 Weekly Status Meetings	110 days	0%	CGI	CGI PM	City PM	Mon 9/2/13	Fri 1/31/14
25		1.1.2.4 Monthly Status Reports	88 days	0%	CGI	CGI PM	City PM	Mon 10/7/13	Wed 2/5/14
26	*B1-1.1*	*1.1.2.4.1 CGI Deliverable: Monthly Status Report 1 - September 2013*	*1 day*	*0%*	*CGI*	*CGI PM*	*City PM*	*Mon 10/7/13*	*Mon 10/7/13*
27	*B1-1.2*	*1.1.2.4.2 CGI Deliverable: Monthly Status Report 2 - October 2013*	*1 day*	*0%*	*CGI*	*CGI PM*	*City PM*	*Tue 11/5/13*	*Tue 11/5/13*
28	*B1-1.3*	*1.1.2.4.3 CGI Deliverable: Monthly Status Report 3 - November 2013*	*1 day*	*0%*	*CGI*	*CGI PM*	*City PM*	*Thu 12/5/13*	*Thu 12/5/13*
29	*B1-1.4*	*1.1.2.4.4 CGI Deliverable: Monthly Status Report 4 - December 2013*	*1 day*	*0%*	*CGI*	*CGI PM*	*City PM*	*Mon 1/6/14*	*Mon 1/6/14*
30	*B1-1.5*	*1.1.2.4.5 CGI Deliverable: Monthly Status Report 5 - January 2014*	*1 day*	*0%*	*CGI*	*CGI PM*	*City PM*	*Wed 2/5/14*	*Wed 2/5/14*
31		1.2 CGI Hosted Advantage Prototyping Environment	20 days	0%	CGI	CGI Tech Lead / Adv SL		Tue 9/3/13	Mon 9/30/13
32		1.2.1 Schedule Advantage Software Installation	0 days	0%	CGI	CGI Tech Lead / Adv SL		Tue 9/3/13	Tue 9/3/13
33		1.2.2 Install Advantage Software	10 days	0%	CGI	CGI Tech Lead / Adv SL		Tue 9/3/13	Mon 9/16/13
34		1.2.3 Establish Internet Connectivity from City's Intranet	3 days	0%	City	CGI Tech Lead / Adv SL	City Tech Lead	Tue 9/17/13	Thu 9/19/13
35		1.2.4 Test Advantage Software Installation	6 days	0%	CGI	CGI Tech Lead / Adv SL		Fri 9/20/13	Fri 9/27/13
36		1.2.5 Confirm Successful Advantage Software Installation	1 day	0%	CGI	CGI Tech Lead / Adv SL	City Tech Lead	Mon 9/30/13	Mon 9/30/13
37	*B1-2.0*	*1.2.6 CGI Deliverable: CGI Hosted Advantage Prototyping Environment*	*0 days*	*0%*	*CGI*	*CGI PM*	*City PM*	*Mon 9/30/13*	*Mon 9/30/13*
38		1.3 Technical Specifications Document	55 days	0%	CGI	CGI Tech Lead	City Tech Lead	Tue 9/17/13	Mon 12/2/13
39		1.3.1 Provide FMS Technical Architecture Documentation and Transaction Volumes	5 days	0%	City		City Tech Lead	Tue 9/17/13	Mon 9/23/13
40		1.3.2 Provide SMS Technical Architecture Documentation and Transaction Volumes	5 days	0%	City		City Tech Lead	Tue 9/17/13	Mon 9/23/13
41		1.3.3 Conduct Review & Discussions	20 days	0%	Joint	CGI Tech Lead	City Tech Lead	Tue 9/24/13	Mon 10/21/13
42		1.3.4 Develop Technical Specifications Document	15 days	0%	CGI	CGI Tech Lead		Tue 10/22/13	Mon 11/11/13
43		1.3.4.1 Develop Skeleton Draft / Outline	5 days	0%	CGI	CGI Tech Lead		Tue 10/22/13	Mon 10/28/13
44		1.3.4.2 Develop Initial Draft	10 days	0%	CGI	CGI Tech Lead		Tue 10/22/13	Mon 11/4/13
45		1.3.4.3 Conduct CGI Review	5 days	0%	CGI	CGI PM		Tue 11/5/13	Mon 11/11/13
46		1.3.5 Review Technical Specifications Document and Provide Feedback	5 days	0%	City		City Tech Lead / City PM	Tue 11/12/13	Mon 11/18/13
47		1.3.6 Update Technical Specifications Document	5 days	0%	CGI	CGI Tech Lead		Tue 11/19/13	Mon 11/25/13
48		1.3.7 Review / Update & Approve Technical Specifications Document	5 days	0%	City	CGI Tech Lead	City Tech Lead / City PM	Tue 11/26/13	Mon 12/2/13
49	*B1-3.0*	*1.3.8 CGI Deliverable: Technical Specifications Document*	*0 days*	*0%*	*CGI*	*CGI PM*	*City PM*	*Mon 12/2/13*	*Mon 12/2/13*
50		1.4 Business Process Discovery Sessions	34 days	0%	CGI	CGI Team Leads	City Team Leads	Tue 9/17/13	Fri 11/1/13
51		1.4.1 Provide listing of baseline CGI Advantage business processes	4 days	0%	CGI	CGI Team Leads		Tue 9/17/13	Fri 9/20/13

SMS Replacement - Envision Phase - Part 1: Initial Project Plan

ID	Deliverable #	Task Name	Duration	% Complete	Lead	CGI Lead	City Lead	Start	Finish
52		1.4.2 Provide documentation on current City business processes	4 days	0%	City		City Team Leads	Tue 9/17/13	Fri 9/20/13
53		1.4.3 Provide CGI access to the SMS system	1 day	0%	CGI		City PM	Tue 9/17/13	Tue 9/17/13
54		1.4.4 Schedule Discovery Sessions	5 days	0%	CGI		City PM	Tue 9/17/13	Mon 9/23/13
55		1.4.5 Provide Initial Walkthrough of SMS	3 days	0%	City		City PM	Wed 9/18/13	Fri 9/20/13
56		1.4.6 Conduct Discovery Sessions (including detailed walkthroughs of SMS)	30 days	0%	Joint	CGI Team Leads	City Team Leads	Mon 9/23/13	Fri 11/1/13
57		1.4.7 Review baseline CGI Advantage business processes and identify any City specific business processes not included	30 days	0%	City		City Team Leads	Mon 9/23/13	Fri 11/1/13
58		**1.5 CGI Advantage Product Overview**	11 days	0%	CGI	CGI PM	City PM	Tue 10/15/13	Tue 10/29/13
59		1.5.1 Prepare for Product Overview	9 days	0%	City		City PM	Tue 10/15/13	Fri 10/25/13
60		1.5.1.1 Prepare & Schedule Training Room	5 days	0%	City		City PM	Tue 10/15/13	Mon 10/21/13
61		1.5.1.2 Identify and Inform Participants for Product Training	5 days	0%	City		City PM	Tue 10/15/13	Mon 10/21/13
62		1.5.1.3 Prepare for Product Overview	9 days	0%	City		City PM	Tue 10/15/13	Fri 10/25/13
63		1.5.2 Conduct Product Overview Sessions	2 days	0%	CGI	Team Leads		Mon 10/28/13	Tue 10/29/13
64		1.5.2.1 General System Overview & Navigation	1 day	0%	CGI	CGI PM		Mon 10/28/13	Mon 10/28/13
65		1.5.2.2 Procurement	1 day	0%	CGI	CGI Procurement Lead		Mon 10/28/13	Mon 10/28/13
66		1.5.2.3 Inventory Management	1 day	0%	CGI	CGI Inventory Lead		Tue 10/29/13	Tue 10/29/13
67		1.5.2.4 Vendor Self Service (VSS)	1 day	0%	CGI	CGI VSS Lead		Tue 10/29/13	Tue 10/29/13
68	*B1-4.0*	*1.5.3 CGI Deliverable: Product Overview Sessions*	*1 day*	*0%*	*CGI*	*CGI PM*	*City PM*	Tue 10/29/13	Tue 10/29/13
69		**1.6 Prototyping - Procurement**	55 days	0%				Mon 10/28/13	Fri 1/10/14
70		1.6.1 Identify selected business processes to be prototyped	5 days	0%	Joint	CGI Procurement Lead	City Procurement Lead	Mon 10/28/13	Fri 11/1/13
71		1.6.2 Develop Initial Business Process based Requirements-Traceability-Matrix (RTM)	5 days	0%				Mon 11/4/13	Fri 11/8/13
72		1.6.3 Develop Prototyping Scripts	25 days	0%	CGI	CGI Procurement Lead		Mon 10/28/13	Fri 11/29/13
73		1.6.4 Set-Up Prototyping Data	25 days	0%	CGI	CGI Procurement Lead		Mon 10/28/13	Fri 11/29/13
74		1.6.5 Schedule Rooms and Resources for Prototyping	10 days	0%	City		City PM	Mon 11/18/13	Fri 11/29/13
75		1.6.6 Conduct Prototyping Sessions	30 days	0%	CGI	CGI Procurement Lead	City Team Leads	Mon 12/2/13	Fri 1/10/14
76		1.6.7 Document Prototyping Results and Update RTM	30 days	0%	CGI	CGI Procurement Lead		Mon 12/2/13	Fri 1/10/14
77		1.6.8 Review Prototyping Results & RTM (on-going concurrent review)	30 days	0%	City	CGI Procurement Lead	City Team Leads	Mon 12/2/13	Fri 1/10/14
78	*B1-4.1*	*1.6.9 CGI Deliverable: Prototyping Scripts and Results - Procurement*	*0 days*	*0%*	*CGI*	*CGI PM*	*City PM*	*Fri 1/10/14*	*Fri 1/10/14*
79		**1.7 Prototyping - Inventory Management**	55 days	0%				Mon 10/28/13	Fri 1/10/14
80		1.7.1 Identify selected business processes to be prototyped	5 days	0%	Joint	CGI Inventory Lead	City Inventory Lead	Mon 10/28/13	Fri 11/1/13
81		1.7.2 Develop Initial Business Process based Requirements-Traceability-Matrix (RTM)	5 days	0%				Mon 11/4/13	Fri 11/8/13
82		1.7.3 Develop Prototyping Scripts	25 days	0%	CGI	CGI Inventory Lead		Mon 10/28/13	Fri 11/29/13
83		1.7.4 Set-Up Prototyping Data	25 days	0%	CGI	CGI Inventory Lead		Mon 10/28/13	Fri 11/29/13
84		1.7.5 Schedule Rooms and Resources for Prototyping	10 days	0%	City		City PM	Mon 11/18/13	Fri 11/29/13
85		1.7.6 Conduct Prototyping Sessions	30 days	0%	CGI	CGI Inventory Lead	City Inventory Lead	Mon 12/2/13	Fri 1/10/14
86		1.7.7 Document Prototyping Results and Update RTM	30 days	0%	CGI	CGI Inventory Lead		Mon 12/2/13	Fri 1/10/14
87		1.7.8 Review Prototyping Results & RTM (on-going concurrent review)	30 days	0%	City	CGI Inventory Lead	City Inventory Lead	Mon 12/2/13	Fri 1/10/14
88	*B1-4.2*	*1.7.9 CGI Deliverable: Prototyping Scripts and Results - Inventory Management*	*0 days*	*0%*	*CGI*	*CGI PM*	*City PM*	*Fri 1/10/14*	*Fri 1/10/14*
89		**1.8 Prototyping - Vendor Self Service**	55 days	0%				Mon 10/28/13	Fri 1/10/14
90		1.8.1 Identify selected business processes to be prototyped	5 days	0%	Joint	CGI VSS Lead	City VSS Lead	Mon 11/11/13	Fri 11/15/13
91		1.8.2 Develop Initial Business Process based Requirements-Traceability-Matrix (RTM)	5 days	0%				Mon 11/18/13	Fri 11/22/13
92		1.8.3 Develop Prototyping Scripts	25 days	0%	CGI	CGI VSS Lead		Mon 10/28/13	Fri 11/29/13
93		1.8.4 Set-Up Prototyping Data	25 days	0%	CGI	CGI VSS Lead		Mon 10/28/13	Fri 11/29/13
94		1.8.5 Schedule Rooms and Resources for Prototyping	10 days	0%	City		City PM	Mon 11/18/13	Fri 11/29/13
95		1.8.6 Conduct Prototyping Sessions	30 days	0%	CGI	CGI VSS Lead	City VSS Lead	Mon 12/2/13	Fri 1/10/14
96		1.8.7 Document Prototyping Results and Update RTM	30 days	0%	CGI	CGI VSS Lead		Mon 12/2/13	Fri 1/10/14
97		1.8.8 Review Prototyping Results & RTM (on-going concurrent review)	30 days	0%	City	CGI VSS Lead	City VSS Lead	Mon 12/2/13	Fri 1/10/14
98	*B1-4.3*	*1.8.9 CGI Deliverable: Prototyping Scripts and Results - Vendor Self Service*	*0 days*	*0%*	*CGI*	*CGI PM*	*City PM*	*Fri 1/10/14*	*Fri 1/10/14*
99		**1.9 High-level Data Conversion and Interface Assessment**	55 days	0%				Mon 11/4/13	Fri 1/17/14
100		1.9.1 Provide SMS Data Conversion Documentation	5 days	0%	City		City Tech Lead	Mon 11/4/13	Fri 11/8/13
101		1.9.2 Provide SMS Interface Documentation	5 days	0%	City		City Tech Lead	Mon 11/4/13	Fri 11/8/13
102		1.9.3 Conduct Review & Discussions	40 days	0%	Joint	CGI Tech Lead	City Tech Lead	Mon 11/11/13	Fri 1/3/14

SMS Replacement - Envision Phase - Part 1: Initial Project Plan

ID	Deliverable #	Task Name	Duration	% Complete	Lead	CGI Lead	City Lead	Start	Finish
103		1.9.4 Develop Initial Draft of Data Conversion and Interface Assessment Results	5 days	0%	CGI	CGI Tech Lead		Mon 1/6/14	Fri 1/10/14
104		1.9.5 Conduct CGI Review	5 days	0%	CGI	CGI PM		Mon 1/13/14	Fri 1/17/14
105		**1.10 Fit-Gap Analysis and Business Process based Requirements Traceability Matrix (RTM)**	**35 days**	**0%**	**CGI**	**CGI PM**	**City PM**	**Mon 12/16/13**	**Fri 1/31/14**
106		1.10.1 Develop Draft Fit-Gap Analysis and RTM	27 days	0%	CGI	CGI PM		Mon 12/16/13	Tue 1/21/14
107		1.10.2 Review Fit-Gap Analysis and RTM	5 days	0%	City		City PM	Wed 1/22/14	Tue 1/28/14
108		1.10.3 Update Fit-Gap Analysis and RTM	3 days	0%	CGI	CGI PM		Wed 1/29/14	Fri 1/31/14
109		1.10.4 Approve Fit-Gap Analysis Document and RTM	0 days	0%	City		City PM	Fri 1/31/14	Fri 1/31/14
110	*B1-5.0*	*1.10.5 CGI Deliverable: Business Process based Requirements Traceability Matrix (RTM)*	*0 days*	*100%*	*CGI*	*CGI PM*	*City PM*	*Fri 1/31/14*	*Fri 1/31/14*
111	*B1-6.0*	*1.10.6 CGI Deliverable: Fit-Gap Analysis Report*	*0 days*	*0%*	*CGI*	*CGI PM*	*City PM*	*Fri 1/31/14*	*Fri 1/31/14*

EXHIBIT K-B1: SUPPLEMENT TO CORE FINANCIAL PROJECT ASSUMPTIONS (SMS REPLACEMENT - ENVISION – PART 1: FIT-GAP ANALYSIS)

These assumptions are provided to assist the City in understanding the basis CGI used with regard to project scope, timing, resources, roles and responsibilities to support the SMS Replacement – Envision - Part 1: Fit Gap Analysis phase.

- Scope of analysis is limited to CGI Advantage Procurement (Commodity and Service Contracts), Inventory Management, Vendor Self Service (Online Financial Inquiry and Electronic Invoices), and impacts to FMS Accounts Payable and General Ledger. Vendor Self Service prototyping is limited to Online Financial Inquiry / Invoices and does not include Solicitation, Vendor Registration and Account Maintenance (handled out of LA BAVN). CGI Advantage Financial upgrade analysis, eProcurement/Punchout functionality, and infoAdvantage/reporting is out of scope for this project.
- Our services cost and analysis schedule assume the City will provide dedicated, knowledgeable, and qualified staff to complete its responsibilities on the project.
- The City will provide site and facilities for the CGI project team. These facilities will include telephones, copy machines, projector, and desk/work surfaces, as well as conference and team breakout rooms.
- The City will provide CGI with reasonable access to SMS database and system software in order to perform the required analysis activities. This will include City walkthroughs of the software, opportunities to shadow daily operations, and access to existing system and process documentation.
- Our approach to performing project tasks assumes that the Project Plan will be evaluated and updated as circumstances change throughout the project.
- CGI will provide a hosted CGI Advantage prototyping environment. CGI will be responsible for maintaining the environment. The City will be responsible for connectivity and network related tasks enabling access to the environment within City firewall/locations.
- The CGI Advantage prototyping environment will have CGI Advantage Financial, Procurement, Inventory Management, and Vendor Self Service v 3.10 installed. CGI will make all attempts to prototype on the CGI Advantage v3.10 based on availability of the software. InfoAdvantage prototyping is out of scope for this project. The Vendor Registration, Account Management and Solicitations functionality of VSS is out of scope for this project.
- Creation of To-Be business processes analysis is not included in this scope of work.
- CGI may perform work off site at CGI's option.
- CGI pricing is a loaded rate and includes all costs such as travel.
- To the extent possible, CGI will leverage the baseline CGI Advantage materials for conducting product overviews
- For increased efficiency and re-use, the project will follow the standards of the FMS project and will utilize the same tools where applicable.

- Proprietary departments are not included in the scope and departmental involvement (outside of GSD/Controller/ITA) will be limited to key SMEs that can make decisions on behalf of their departments.
- This analysis assumes the City of LA inventory / commodity codes will not need to be restructured and is not included in this analysis.
- The City has agreed to enter into a sole source agreement with CGI and any business requirements that CGI captures during this project will not exempt CGI from any future project work with the City.
- CGI will utilize best practice business scenarios and City's existing business processes for the prototyping sessions.
- The City will provide CGI with detailed documentation of existing business processes for its procurement and inventory management functions.
- The City plans to upgrade FMS to the newest release (e.g., v3.10) of the CGI Advantage Financial software as part of the larger project in order to take advantage of newer functionality. This analysis project does not include an assessment of that upgrade with the exception of technical hardware/infrastructure.
- Outside of the scope of this project, CGI will work with the City to define the following items:
    - Timeline and implementation approach for future project phases
    - Develop initial project plan for future project phases
    - Define roles and responsibilities for future project phases
    - Estimate staffing resources for future project phases
    - Develop project cost breakdown for future project phases
- The following systems will not be retired and all business processes will remain as-is. Analysis for these systems will be limited to the existing SMS Inbound/Outbound interfaces (types of transactions, volumes, and frequency):
    - Enterprise Maintenance Planning and Control (EMPAC)
    - SciQuest
    - LA Business Assistance Virtual Network (LA BAVN)
    - Vehicle Management System (VMS)
    - LATAX
    - Grand Central Distribution (GCD)
- All executive level briefings (materials and conducting of meetings) will be a City Project Manager responsibility.
- This project does not include a detailed analysis of 3rd party Bar Code tools or the costs/impacts involved in developing a Bar Coding system.
- The City will provide a designated Project Manager to oversee the project activities to be completed by CGI and the City under the SOW.
- CGI will coordinate its project activities through the City Project Manager. CGI will work with the designated City Project Manager for all project specific items such as project issues, amendments to the SOW, invoicing, status reports, etc.
- The City Project Manager will review and provide feedback on key deliverables in 5 business days in order to keep the project on schedule. Once the feedback is

incorporated, the City Project Manager will sign-off on key deliverables in 5 business days in order to keep the project on schedule.

- The City will provide a team of dedicated staff knowledgeable of SMS processes (functional and technical) for the project.
- The plan for prototyping activities is based on the assumption that each business area will include five (5) to seven (7) business processes to be prototyped.
- The prototyping sessions will be detailed functionality demonstrations and not hands-on training with the City representatives following along.
- Product Overview and Prototyping Sessions will be limited to a maximum of 15 members of the City's project team per session.
- Reports, data warehouse, and Adobe Forms analysis is out of scope for this project.
- The reference data setup in the prototyping environments will not be full production data. It will be limited to the operational data and COA elements needed to perform the prototyping activities as determined by CGI.

Exhibit L-B1 - Supplement to Core Financial Pricing Schedule (SMS REPLACEMENT - ENVISION – PART 1: FIT-GAP ANALYSIS)

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback	Invoice Amount
B1-1.1	Monthly Status Report 1 - September 2013	10/07/13	$15,000.00		$15,000.00
B1-1.2	Monthly Status Report 2 - October 2013	11/05/13	$15,000.00		$15,000.00
B1-1.3	Monthly Status Report 3 - November 2013	12/05/13	$15,000.00		$15,000.00
B1-1.4	Monthly Status Report 4 - December 2013	01/06/14	$15,000.00		$15,000.00
B1-1.5	Monthly Status Report 5 - January 2014	02/05/14	$15,000.00		$15,000.00
B1-2.0	CGI Hosted Advantage Prototyping Environment	09/30/13	$50,000.00		$50,000.00
B1-3.0	Technical Specifications Document	12/02/13	$50,000.00		$50,000.00
B1-4.0	Product Overview Sessions	10/29/13	$5,000.00		$5,000.00
B1-4.1	Prototyping Scripts and Results - Procurement	01/10/14	$90,000.00		$90,000.00
B1-4.2	Prototyping Scripts and Results - Inventory Management	01/10/14	$70,000.00		$70,000.00
B1-4.3	Prototyping Scripts and Results - Vendor Self Service	01/10/14	$40,000.00		$40,000.00
B1-5.0	Business Process based Requirements Traceability Matrix (RTM)	01/31/14	$20,000.00		$20,000.00
B1-6.0	Fit-Gap Analysis Report	01/31/14	$99,800.00		$99,800.00
	Total Payments and Holdbacks		**$499,800.00**	**$0.00**	**$499,800.00**

EXHIBIT A-B2: SUPPLEMENT TO CORE FINANCIAL STATEMENT OF WORK (PERFORMANCE BUDGETING - ENVISION)

TABLE OF CONTENTS

ATTACHMENTS

Exhibit B-B2: Supplement to Core Financial Deliverables Definitions

Exhibit C-B2: Supplement to Core Financial Project Schedule and Plan

Exhibit K-B2: Supplement to Core Financial Project Assumptions

Exhibit L-B2: Supplement to Core Financial Pricing Schedule

1. INTRODUCTION

The City of Los Angeles (City) currently utilizes the Budget Reporting and Analysis Support System (BRASS) for the creation of the budget book by the Office of the City Administrative Officer (CAO) for all City departments. BRASS has been in production operations at the City since 1999.

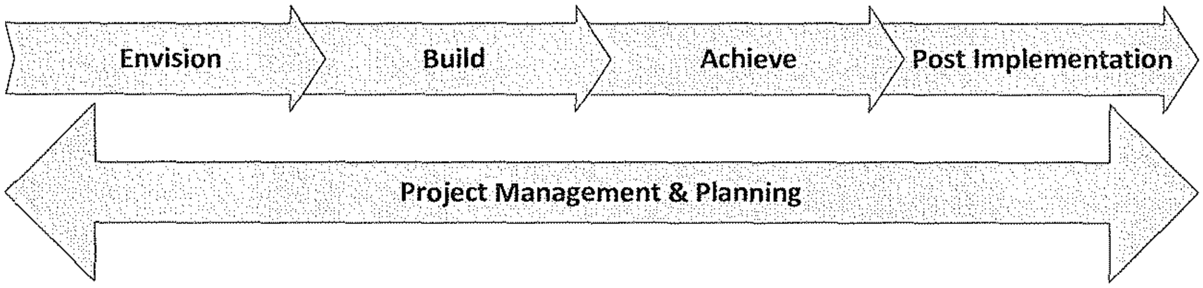
In 2011, the City partnered with CGI Technologies and Solutions Inc. ("CGI") to implement the Financial Management System (FMS) as the financial system for all Council-Controlled departments. FMS runs on CGI Advantage Financial v3.8. The City has implemented four major modules (functions) of the CGI Advantage Financial application: 1) Accounts Payable (AP) for the setup and payment of City vendors, 2) Accounts Receivable (AR) for the billing and collection of payments from City customers, 3) Cost Accounting to track project/grant expenditures used to support the processing of cost reimbursements, and 4) General Ledger for financial reporting and budgetary controls.

The City has decided to explore replacing BRASS with the Performance Budgeting (PB) module of CGI Advantage to integrate its budget management functions with the Citywide FMS.

CGI's implementation methodology is comprised of 4 phases:

> **Envision**. The Envision phase develops the blueprint for the implementation of the new system, e.g., BRASS replacement, which consists of documenting the current business processes, conducting a review of those processes, and perform a fit-gap analysis of the current system processes in CGI Advantage.
>
> **Build**. The Build phase includes the construction and preparation of the new system to support the business processes. The objective of the Build phase is to design, configure, integrate, build, and test the new system and business processes.
>
> **Achieve**. The Achieve phase integrates the system components established in the Build phase with the ongoing business and represents system Go-live for production operations.
>
> **Post-Implementation**. The Post-Implementation phase activities include monitoring performance in production operations and resolving production incidents.

Exhibit A–1 Implementation Methodology



Business Process Design and Implementation Assessment	Design, Develop, Test, and Train	Production Cutover	Post-Implementation

• Hosted Prototyping Environment
• Technical Assessment
• Product Overview
• Business Process Design
• Prototype Key Business Processes
• Fit-Gap Analysis
• Implementation Analysis Document
  ◦ Data Conversion Strategy
  ◦ Interface Strategy
  ◦ Reporting Strategy
  ◦ Training Strategy
  ◦ Configuration Strategy
  ◦ Security and Workflow Strategy
  ◦ Implementation Plan
	• Project Team Training
	• Establish Technical Environments
	• Software Installation and Testing
	• Software Configuration
	• Design and Develop System Interfaces
	• Design and Develop Data Conversion Software
	• Design and Develop Data Warehouse and Reports
	• Design and Develop Budget Book Software
	• Integrated System Testing
	• User Acceptance Testing
	• Training and Knowledge Transfer
	• Readiness Assessments
		• Cutover Planning
		• Cutover Rehearsal
		• Data Conversion and Production Cutover
		• Commence Production Operations
			• Monitor Production Operations
			• Resolve Production Incidents
			• Adjust Production Operations Procedures
			• Budget Book Publishing Support

This document is the Statement of Work (SOW) to complete the Performance Budgeting – Envision phase.

2. SCOPE OF WORK

The scope of work for the Performance Budgeting – Envision phase is described below.

2.1. Project Planning and Management

CGI's project management team will work closely with the City's project management team to develop the project plans, manage project activities, monitor and resolve issues, enforce quality control, and mitigate risks that can threaten the successful completion of the project. The project management team will be responsible for the Initial Project Planning and on-going Project Management and Status Reporting activities and deliverables. CGI will update the initial project plan and include it on the monthly status reports.

2.1.1. Initial Project Planning

The Initial Project Planning task includes activities to complete the following key project management deliverables:

1) Project Control Document (PCD)

2) Detailed Project Plan

2.1.1.1. Project Control Document (PCD)

The Project Control Document is the project management tool that documents the project scope and objectives, project governance, and describes the project management methods, tools, standards, and processes to be used to monitor, control, and guide the overall Performance Budgeting project activities. The PCD contains the Project Charter and individual management sections focused on specific areas of project management. The Project Control Document will contain the following major components.

- Project Charter
- Project Structure and Governance
- Team Management Strategy
- Project Scope Management/Change Control Strategy
- Issue Management Strategy
- Risk Management Strategy
- Quality Management Strategy

2.1.1.2. Detailed Project Plan

The Detailed Project Plan will be completed as a joint effort between the City and CGI project management team. The Detailed Project Plan will identify the proposed project phases, the high-level tasks and responsibilities (CGI or City), task dependencies, planned start and end dates for each task, major milestones, and deliverables. The Detailed Project Plan will include the following components:

- High-level Project Roadmap
- Detailed Project Plan (developed using Microsoft Project)
- Organizational Chart
- Project Roles and Responsibilities

CGI will work with the City's project management team to establish project standards in such areas as project documentation, communication, issue tracking and resolution. CGI will use SharePoint tools as the single repository for project documents, issues, risks, work products, and deliverables. CGI will provide the City's project team with access to the SharePoint tools and repository.

2.1.2. Ongoing Project Management and Status Reporting

CGI will provide on-going project management and coordination to monitor and control the tasks related to the project. The CGI project management team will work closely with the City project management team throughout the project. Weekly status meetings will be conducted with the City project management team to keep everyone informed of the project's status as well as provide a forum for discussion of issues and risks. The City will be an active participant in the weekly status meetings, reviewing (action item, issue, and incident) logs and identifying risks.

CGI will provide a monthly status report to the City that includes:

- Updated Detailed Project Plan
- Summary of tasks, work products, and deliverables by status
- Risks and Issues

2.2. Envision Phase

The *Envision Phase* develops the implementation blueprint for the CGI Advantage Performance Budgeting module.

2.2.1. CGI Hosted Advantage Prototyping Environment

This task includes the installation of the version 3.10 of CGI Advantage Performance Budgeting software module in a CGI hosted prototyping environment.

CGI will install, configure, and test the hardware and software for the prototyping activities. CGI will provide Internet access to the CGI Advantage application for the purpose of prototyping software functionality. City technical staff will work with CGI to establish Internet access and connectivity from within the City's Intranet to the hosted CGI Advantage application. The City is responsible for providing access to the City's LAN.

2.2.2. Technical Assessment

The objective of the Technical Assessment is to establish a technical architecture and plan for the implementation of CGI Advantage Performance Budgeting in production operations at the City.

CGI will evaluate the technical infrastructure requirements based on input and information provided by the City's technical staff. Requirements such as network configuration and application security, application and database server sizing and configuration, and disk storage and configuration will be assessed. CGI will closely examine the City's current BRASS system usage information, volume of transactions processed, print volumes and print options (local versus remote), interface file volumes, and data storage and archival requirements.

The result of the technical assessment is a Technical Specifications Document describing the technical platform, including the supporting hardware, software and network requirements for implementing CGI Advantage Performance Budgeting. The information required to develop a Technical Specifications Document includes planned CGI Advantage processing volumes and information about the City's current technical architecture. Based upon the information provided, the Technical Specifications Document will identify the following:

- Server Requirements for Web Server, Application Server, and Database Server
- Disk Storage Requirements
- Workload analysis results and recommendations
- Application Security Recommendations
- LAN/WAN Requirements
- Additional Hardware Requirements
- Software Licenses Needed

The City will provide information about its current infrastructure for BRASS and CGI will define the hardware and software requirements in the Technical Specifications Document.

2.2.3. CGI Advantage Product Overview

CGI will provide functional product overviews of the CGI Advantage software. The overviews will focus on core concepts of the CGI Advantage system functionality to facilitate the analysis and prototyping of key business processes and scenarios. The overviews are not intended to be hands-on product training courses.

CGI will provide product overviews for the following areas:

- Performance Budgeting (PB) Overview
- PB Chart of Accounts
- PB Salary and Forecasting
- PB Budget Forms

- PB Additional Features
- Security and Workflow

Attendance in these CGI Advantage product overview sessions is a prerequisite for City staff that will be participating in prototyping.

2.2.4. Business Process Design

The goal of the Business Process Design is to document the business designs in the form of business functions, business processes, and procedure steps.

The City will look to implement the best practices built into CGI Advantage Performance Budgeting when possible. CGI will provide the City with a listing of baseline CGI Advantage business processes. The City will identify which of these processes are currently being performed as well as desired processes for future consideration. The City will also identify any City specific business processes not included in the baseline CGI Advantage business processes. The City will provide documentation to describe the current City business processes.

CGI will conduct a series of discovery sessions with the City to confirm understanding of the current business processes and to discuss best practices. The City representatives will be encouraged to provide feedback on the CGI Advantage business processes indicating their agreement with the business process or providing feedback on the processes that differ from their existing business processes. During these discovery sessions, the City will provide detailed walkthroughs of the BRASS system as well as detailed documentation on existing business processes.

The main components of this section are as follows:

- Review Current Documentation & Reports
- Review Budgetary Chart of Accounts
- Review Salary and Benefit Forecasting Requirements
- Review Current Budget Process
- Document Business Process Designs

2.3. Prototyping and Fit-Gap Analysis

The Prototyping activities will focus on determining the level of functional fit between the documented Business Process Designs and the CGI Advantage Performance Budgeting software functionality.

The process to determine the level of fit will involve the following steps:

2.3.1. Identify Business Processes

Based on the Business Process Designs only selected processes will be prototyped. The City and CGI project team will agree to the list of business processes and scenarios before the prototyping of each functional area begins.

2.3.2. Develop Prototype Scripts

In preparation for application prototyping, CGI will review and develop scripts for the selected business processes and scenarios for each of the functional areas to be prototyped. The purpose of the prototype scripts is to facilitate a structured walkthrough of the CGI Advantage application to demonstrate how the application will be used to support the City's business processes. CGI will setup the applicable CGI Advantage reference tables to support the execution of the prototyping scripts.

2.3.3. Conduct Prototyping

The prototype scripts will be executed by CGI within the CGI Advantage application to validate the level of fit and to evaluate potential alternatives to custom software modifications (i.e., business process changes). The City will be active participants in the prototyping sessions and will provide feedback regarding the demonstrated processes' fit to their current operations.

2.4. Implementation Analysis

During the *Envision Phase*, the City and CGI project team performs an examination of the CGI Advantage Performance Budgeting solution and the environment in which it will be integrated. The results of these activities are summarized into an Implementation Analysis Document, reflected in a revised implementation project plan.

The Implementation Analysis Document contains the following sections:

2.4.1. Fit Gap Analysis and Business Process-based Traceability Matrix

The business processes developed as part of the Business Process Design will be leveraged during prototyping activities to create an initial functional fit. The level of fit performed at the business process/scenario level will be categorized into one of the following classifications and form the basis for the initial draft of the Business Process based Traceability Matrix.

- **Fully Met** – Functionality exists in CGI Advantage to accommodate the business process with baseline functionality.
- **Software Modification** – The business process can be met by a custom software modification.
- **Business Process Change** – Functionality exists in CGI Advantage to accommodate the business process but it will also require a change to the current business process.

- **Eliminated** – The business process is no longer required.

CGI will document a description of any application and/or reference table set-up configuration required to support the business processes.

2.4.2. Data Conversion Strategy

The Data Conversion Strategy discusses the conversion tools and defines how data will be converted from the BRASS to CGI Advantage Performance Budgeting. A high-level conversion strategy will be developed to identify the types of data and the volume of data to be converted. Based upon the high-level strategy, a cross-reference will be developed identifying the data stores in the current system, and the associated data stores in CGI Advantage Performance Budgeting. For each of the tables, a level of the conversion complexity will be identified. The level of conversion complexity will be classified as one of the following:

- **Low** – There is a one to one relationship between the BRASS data store and the CGI Advantage Performance Budgeting data store. All data elements are available in the current CGI Advantage Performance Budgeting system, so only data re-formatting is required. Conversion tools will be used for Low complexity conversions.
- **Medium** - There is a one to one relationship between the BRASS data store and the CGI Advantage data store. There are additional fields in CGI Advantage Performance Budgeting needing to be defaulted or inferred from another data source. Basic custom conversion programs can require development for these items.
- **High** - The layout of the data stores is significantly different between the current BRASS system and CGI Advantage Performance Budgeting, potentially residing in different data stores in the two systems. Significant data manipulation will be required to convert the current data. This type of conversion will require a complex conversion program to manipulate the data.

The volume of data converted will also factor into the complexity of the conversion. A large amount of data will have an impact on the overall level of effort for a conversion as well as the complexity of the conversion. Smaller volumes of data will be converted manually or semi-automatically.

2.4.3. Interface Strategy

The Interface Strategy lists and describes the current set of interfaces, categorizes whether they are inbound or outbound, identifies their source or destination systems, and an appropriate recommended strategy in terms of retrofitting, eliminating, rebuilding or replacing the interface. Interfaces will be prioritized based on the extent of modifications required for the interface and the mission critical degree of the interface.

Interface requirements will be gathered by reviewing the current system interfaces and determining the impact of the CGI Advantage Performance Budgeting implementation. The level of change required for each interface will be categorized as follows:

- **Low Impact** – Minor modification will be required to the interface, such as changes to format of data.

- **Medium Impact** – A moderate level of changes will be required for the interface.
- **High Impact** – A significant level of modification or complete re-write is required for the interface.

2.4.4. *Reporting Strategy*

The objective of this task is to develop an overall strategy for development of reports. During this task, the CGI staff will work with the City to develop a comprehensive list of the reports desired. The output of this task will be the Reporting Strategy which lists and describes the desired set of reports; identifies who requires the reports; categorizes them as to their level of complexity; and recommends a strategy of how to generate the report. The complexity of a report drives the cost of the report in terms of design, development, and unit testing. Complexity of a report is dependent on number of tables, special formatting, computations, etc.

Reporting and inquiry requirements will be gathered by reviewing the current production reports/inquiries. The disposition of each report and query will be categorized as follows:

- **Replace** – The report or query will be replaced by a baseline CGI Advantage Performance Budgeting report or query functionality.
- **Create** – The report or query cannot be addressed by CGI Advantage Performance Budgeting baseline reporting and query functionality. A new report and/or query will need to be developed.
- **Eliminate** – The report or query is no longer needed and can be eliminated.

The reports will be prioritized based on the mission critical degree of the report and rated as critical, very important, nice to have, etc. Reports will be designed, developed and unit tested in order of their priority. Report development during the Build Phase will be divided between CGI Developed Reports and City Developed Reports.

2.4.5. *Training Strategy*

Training requirements will be separately evaluated to create corresponding Training Strategy for the CGI Advantage Performance Budgeting implementation. Training requirements will include the number and types of users to be trained, the types of training and documentation to be provided, and the training configuration and courses to be delivered. Documentation requirements include the type of documentation, as well as methods for maintaining and distributing the documentation.

2.4.6. *Software Configuration Strategy*

The Software Configuration Strategy will provide the guidance for chart of accounts and reference data to support the in-scope requirements identified and documented by the CGI project team during the Envision Phase. The initial production software configuration will be refined throughout the Build Phase.

2.4.7. *Security and Workflow Strategy*

The Security and Workflow Strategy will document the approach and associated resources and tasks for identifying security roles and profiles, define procedures and schedules for obtaining information from departments through the project team, and the process for assigning users to profiles.

Organizational impacts are considered, and changes are incorporated into the "to-be" business of the City as well as change management functions. Using the "to-be" business as a foundation, the CGI approach to designing the user security can be summarized into 3 steps:

- Group system business processes into job-based roles.
- Map job-based roles to system events, such as transaction processing, transaction approvals, queries, setup tables, etc. This defines the system objects requiring security, and the access level.
- Define security roles based on job-based roles.

2.4.8. *Implementation Roadmap and Plan*

The Implementation Roadmap will include the functional and technical implementation approaches for implementing CGI Advantage Performance Budgeting. The functional implementation approach will describe the roadmap for planning and executing the non-technical implementation components based on the strategies developed in the Implementation Analysis Document. The technical implementation approach will provide a roadmap for software development and testing, and establishing the technical platforms for development, testing, and production operations. An Implementation Plan will also be developed to describe the tasks, schedules, planning assumptions, and resources for implementing CGI Advantage Performance Budgeting during the Build and Achieve Phases.

3. PROJECT PLAN ROLES AND RESPONSIBILITIES

Exhibit A-3 below shows the major activities and tasks performed during the project and the roles and responsibilities of both CGI and the City of Los Angeles.

Exhibit A–3 Project Plan Roles and Responsibilities

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
Planning and Management	• Project Manager • Engagement Manager	• Prepare Project Plans • Prepare Monthly Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Manage day to day CGI tasks	• Project Manager • Executive Sponsors	• Review and Approve Project Plans • Review and Approve Monthly Status Reports • Attend Status Meetings • Prepare for and Facilitate Executive Steering Committee Meetings • Resolve Issues and Mitigate Risks • Manage day to day City tasks • Manage coordination and buy-in amongst all department stakeholders

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
CGI Hosted Advantage Prototyping Environment	• Software Installer • Technical Lead	• Install CGI Advantage Performance Budgeting v 3.10 on CGI hosted environment • Provide Internet access to the prototyping environment located on CGI facilities • Maintain environment throughout prototyping	• Network Administrator • Security Administrator	• Provide Assistance With network access
Technical Assessment	• Technical Lead	• Analyze current FMS and BRASS architecture and transaction volumes • Create Technical Specifications Document	• FMS IT Management • BRASS IT Management	• Provide Documentation and Input on Current FMS and BRASS Architecture • Provide Transaction Volume Data for FMS and BRASS
CGI Advantage Product Overview	• Functional Team	• Develop Product Overview Materials • Deliver CGI Advantage Product Overview classes	• Business Experts	• Attend Product Overview Classes

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
Business Process Designs	• Functional Team Leads	• Review documentation provided by City • Prepare for and conduct a series of discovery sessions • Document Business Process Designs	• Business Experts	• Provide documentation on current City business processes • Actively participate in discovery sessions (provided feedback indicating agreement or disagreement on how processes differ from existing business processes) • Provide CGI access to the BRASS system • Provide detailed walkthroughs of the BRASS system • Provide input and acceptance of To Be Business Process Designs

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
Prototyping	• Functional Team Leads	• Identify selected business processes to be prototyped • Configure Prototyping Environment • Develop Prototype Scripts • Lead Prototype Sessions • Document Prototype Results	• Business Experts	• Identify and approve selected business processes to be prototyped • Assist with Configuration • Participate in Prototype Sessions • Review and Approve Prototype Scripts and Results

Activity/Task	CGI Roles	CGI Responsibilities	City Roles	City Responsibilities
Implementation Analysis Document	• Functional Lead • Subject Matter Experts • Developers	• Document the Overall Implementation Strategy and the results of the analysis during the Envision Phase. Sections of the document include: ▪ Executive Summary ▪ Fit Gap Analysis and Business Process-based Traceability Matrix ▪ Data Conversion Strategy ▪ Interface Strategy ▪ Reporting Strategy ▪ Training Strategy ▪ Software Configuration Strategy ▪ Security and Workflow Strategy ▪ Implementation Roadmap and Plan	• Functional Lead • Business Experts • Technical Experts	• Review drafts and the final version of strategy documents • Provide input to the analysis

EXHIBIT B-B2: SUPPLEMENT TO CORE FINANCIAL DELIVERABLES DEFINITION (PERFORMANCE BUDGETING - ENVISION)

The table below provides a list of deliverables to be completed by CGI for the Performance Budgeting - Envision phase.

Deliverable #	Deliverable Name	Work Products and Description
B2-1.1	Monthly Status Report 1 – October 2013	• Monthly Status Report describing: ▪ Updated Detailed Project Plan ▪ Summary of tasks, work products, and deliverables by status ▪ Risks and Issues
B2-1.2	Monthly Status Report 2 – November 2013	• Monthly Status Report describing: ▪ Updated Detailed Project Plan ▪ Summary of tasks, work products, and deliverables by status ▪ Risks and Issues
B2-1.3	Monthly Status Report 3 – December 2013	• Monthly Status Report describing: ▪ Updated Detailed Project Plan ▪ Summary of tasks, work products, and deliverables by status ▪ Risks and Issues
B2-1.4	Monthly Status Report 4 – January 2014	• Monthly Status Report describing: ▪ Updated Detailed Project Plan ▪ Summary of tasks, work products, and deliverables by status ▪ Risks and Issues
B2-1.5	Monthly Status Report 5 – February 2014	• Monthly Status Report describing: ▪ Updated Detailed Project Plan ▪ Summary of tasks, work products, and deliverables by status ▪ Risks and Issues
B2-2.0	Project Control Document	Project Control Document (PCD) including the following components: • Project Charter • Project Structure and Governance • Team Management Strategy • Project Scope Management/Change Control Strategy • Issue Management Strategy • Risk Management Strategy • Quality Management Strategy
B2-3.0	Detailed Project Plan	• Detailed Project Plan containing updated project schedule and milestones.
B2-4.0	CGI Hosted Advantage Prototyping Environment	• Installation of CGI Advantage Performance Budgeting software module v 3.10 in the Prototype Environment provided by CGI • Initial System Control table setup

Deliverable #	Deliverable Name	Work Products and Description
B2-5.0	Technical Specifications Document	Technical Specifications Document contains the following: • Assumptions including transaction volumes and performance requirements • Additional hardware and software requirements to support Performance Budgeting implementation • Analyzed technical infrastructure and architecture standards • Developed system architecture • Recommendations for the acquisition of hardware and software required • Open issues and action items

B2-6.0	Product Overview Sessions	• Prepare CGI Advantage Performance Budgeting Product Overview materials
		• Conduct CGI Advantage Performance Budgeting Product Overviews for the following areas:
		  • Performance Budgeting (PB) Overview
		  • PB Chart of Accounts
		  • PB Salary and Benefits Forecasting
		  • PB Budget Forms
		  • PB Additional Features
		  • Security and Workflow
		• Two (2) registrations to 2013 CGI Advantage Forum for product overview

B2-7.0	Business Process Designs	• Conduct series of Discovery Sessions in the following areas:
		  o Current Budget Process
		  o Budget Documents/Forms
		  o Budgetary Chart of Accounts
		  o Salary and Benefit Forecasting
		• Document Business Process Designs

B2-8.0	Prototyping – Performance Budgeting	Performance Budgeting Prototyping: • Data setup to support Prototype session including Reference tables, and Operational data • Detailed prototype scripts • Conduct prototype sessions • Documented prototype issues and results
B2-9.0	Implementation Analysis Document	Implementation Analysis Document with the following sections: • Executive Summary • Fit-Gap Analysis and Business Process-based Traceability Matrix • Data Conversion Strategy • Interface Strategy • Reporting Strategy • Training Strategy • Software Configuration Strategy • Security and Workflow Strategy • Implementation Roadmap and Plan

Deliverable #	Deliverable Name	Work Products and Description
B2-10.0	Performance Based Budgeting Methodology Support	Upon request by City Administrative Officer (CAO) Manager and agreement by CGI, provide consulting support to the Office of the CAO including, but not limited to, the following: • Provide assistance for establishing the performance based budgeting model for the City • Hours-based deliverable not to exceed 200 hours and invoiced in partial amounts as mutually agreed The CAO Manager will provide at least a 2 week notification time to CGI for relevant requests

Performance Budgeting - Envision Phase: Initial Project Plan

ID	Deliverable #	Task Name	Duration	Start	Finish	Predece	% Complete	Lead	CGI Lead	City Lead
1		1 Performance Budgeting	114 days	Tue 10/1/13	Fri 3/7/14		0%			
2		1.1 Start Performance Budgeting Project	0 days	Tue 10/1/13	Tue 10/1/13		0%			
3		1.2 Project Planning and Management	114 days	Tue 10/1/13	Fri 3/7/14		0%			
4		1.2.1 Start Project Management Tasks	0 days	Tue 10/1/13	Tue 10/1/13		0%			
5		1.2.2 Initial Project Planning	21 days	Tue 10/1/13	Tue 10/29/13		0%	Joint	CGI PM	City PM
6		1.2.2.1 Project Control Document	21 days	Tue 10/1/13	Tue 10/29/13		0%			
7		1.2.2.1.1 Develop Project Charter	21 days	Tue 10/1/13	Tue 10/29/13	4	0%	Joint	CGI PM	City PM
8		1.2.2.1.2 Develop Project Scope Management/Change Control Plan	21 days	Tue 10/1/13	Tue 10/29/13	4	0%	Joint	CGI PM	City PM
9		1.2.2.1.3 Develop Issue Management Plan	21 days	Tue 10/1/13	Tue 10/29/13	4	0%	Joint	CGI PM	City PM
10		1.2.2.1.4 Develop Risk Management Plan	21 days	Tue 10/1/13	Tue 10/29/13	4	0%	Joint	CGI PM	City PM
11		1.2.2.1.5 Develop Quality Management Plan	21 days	Tue 10/1/13	Tue 10/29/13	4	0%	Joint	CGI PM	City PM
12	*B2-2.0*	*1.2.2.1.6 CGI Deliverable: Project Control Document*	*0 days*	*Tue 10/29/13*	*Tue 10/29/13*	*11*	*0%*	*CGI*	*CGI PM*	*City PM*
13		1.2.2.2 Detailed Project Plan	17 days	Tue 10/1/13	Wed 10/23/13		0%	Joint	CGI PM	City PM
14		1.2.2.2.1 Develop Project Roadmap	17 days	Tue 10/1/13	Wed 10/23/13	4	0%	Joint	CGI PM	City PM
15		1.2.2.2.2 Finalize Detailed Project Plan	17 days	Tue 10/1/13	Wed 10/23/13	4	0%	Joint	CGI PM	City PM
16		1.2.2.2.3 Finalize City Project Team and Department SMEs	17 days	Tue 10/1/13	Wed 10/23/13	4	0%	City		City PM
17		1.2.2.2.4 Finalize Roles and Responsibilities	17 days	Tue 10/1/13	Wed 10/23/13	4	0%	Joint	CGI PM	City PM
18		1.2.2.2.5 Finalize Project Goals and Success Factors	17 days	Tue 10/1/13	Wed 10/23/13	4	0%	Joint	CGI PM	City PM
19		1.2.2.2.6 Finalize Project Standards (Weekly Meetings, Team Communication, etc.)	17 days	Tue 10/1/13	Wed 10/23/13	4	0%	Joint	CGI PM	City PM
20		1.2.2.2.7 Finalize Project Facilities	17 days	Tue 10/1/13	Wed 10/23/13	4	0%	City		City PM
21	*B2-3.0*	*1.2.2.2.8 CGI Deliverable: Detailed Project Plan*	*0 days*	*Wed 10/23/13*	*Wed 10/23/13*	*20*	*0%*	*CGI*	*CGI PM*	*City PM*
22		1.2.2.3 Set-Up Project Repositories	10 days	Tue 10/1/13	Mon 10/14/13		0%	Joint	CGI Tech Lead	
23		1.2.2.3.1 Setup Initial SharePoint Environment	5 days	Tue 10/1/13	Mon 10/7/13	4	0%	CGI	CGI Tech Lead	
24		1.2.2.3.2 Configure SharePoint Setup for Project	5 days	Tue 10/8/13	Mon 10/14/13	23	0%	CGI	CGI Tech Lead	
25		1.2.2.4 Project Kickoff	6 days	Tue 10/1/13	Tue 10/8/13		0%	Joint	CGI PM	City PM
26		1.2.2.4.1 Finalize Date for Initial Kick-off Meeting	1 day	Tue 10/1/13	Tue 10/1/13	4	0%	City		City PM
27		1.2.2.4.2 Identify and Invite List of Attendees for Initial Kick-Off Meeting	1 day	Tue 10/1/13	Tue 10/1/13	4	0%	City		City PM
28		1.2.2.4.3 Prepare Kick-off Meeting Materials	3 days	Tue 10/1/13	Thu 10/3/13	4	0%	CGI	CGI PM	
29		1.2.2.4.4 Review Kick-off Materials	1 day	Fri 10/4/13	Fri 10/4/13	28	0%	City		City PM
30		1.2.2.4.5 Update Kick-off Materials	1 day	Mon 10/7/13	Mon 10/7/13	29	0%	Joint	CGI PM	City PM
31		1.2.2.4.6 Conduct Initial Kick-Off Meeting	1 day	Tue 10/8/13	Tue 10/8/13	30	0%	Joint	CGI PM	City PM
32		1.2.3 Ongoing Project Management	114 days	Tue 10/1/13	Fri 3/7/14		0%	Joint	CGI PM	City PM
33		1.2.3.1 Provide Project Management	100 days	Tue 10/1/13	Mon 2/17/14	4	0%	Joint	CGI PM	City PM
34		1.2.3.2 Maintain Project Plan	110 days	Tue 10/1/13	Mon 3/3/14	4	0%	Joint	CGI PM	City PM
35		1.2.3.3 Weekly Status Meetings	110 days	Tue 10/1/13	Mon 3/3/14	4	0%	CGI	CGI PM	City PM
36		1.2.3.4 Monthly Status Reports	89 days	Tue 11/5/13	Fri 3/7/14		0%	CGI	CGI PM	City PM
37	*B2-1.1*	*1.2.3.4.1 CGI Deliverable: Monthly Status Report 3 - October 2013*	*1 day*	*Tue 11/5/13*	*Tue 11/5/13*		*0%*	*CGI*	*CGI PM*	*City PM*
38	*B2-1.2*	*1.2.3.4.2 CGI Deliverable: Monthly Status Report 4 - November 2013*	*1 day*	*Thu 12/5/13*	*Thu 12/5/13*		*0%*	*CGI*	*CGI PM*	*City PM*
39	*B2-1.3*	*1.2.3.4.3 CGI Deliverable: Monthly Status Report 5 - December 2013*	*1 day*	*Mon 1/6/14*	*Mon 1/6/14*		*0%*	*CGI*	*CGI PM*	*City PM*
40	*B2-1.4*	*1.2.3.4.4 CGI Deliverable: Monthly Status Report 6 - January 2014*	*1 day*	*Wed 2/5/14*	*Wed 2/5/14*		*0%*	*CGI*	*CGI PM*	*City PM*
41	*B2-1.5*	*1.2.3.4.5 CGI Deliverable: Monthly Status Report 7 - February 2014*	*1 day*	*Fri 3/7/14*	*Fri 3/7/14*		*0%*	*CGI*	*CGI PM*	*City PM*
42		1.3 Envision Phase	108 days	Mon 10/7/13	Wed 3/5/14		0%			
43		1.3.1 Envision Phase: Business Process Design and Implementation Assessment	108 days	Mon 10/7/13	Wed 3/5/14		0%			
44		1.3.1.1 Start Envision	0 days	Mon 10/7/13	Mon 10/7/13		0%			
45		1.3.1.2 CGI Hosted Advantage Prototyping Environment	19 days	Mon 10/7/13	Thu 10/31/13		0%	CGI	CGI Tech Lead / Adv SL	
46		1.3.1.2.1 Schedule Advantage Software Installation	0 days	Mon 10/7/13	Mon 10/7/13	44	0%	CGI	CGI Tech Lead / Adv SL	
47		1.3.1.2.2 Install Advantage Software	9 days	Mon 10/7/13	Thu 10/17/13	46	0%	CGI	CGI Tech Lead / Adv SL	
48		1.3.1.2.3 Establish Internet Connectivity from City's Intranet	3 days	Fri 10/18/13	Tue 10/22/13	47	0%	City	CGI Tech Lead / Adv SL	City Tech Lead
49		1.3.1.2.4 Test Advantage Software Installation	6 days	Wed 10/23/13	Wed 10/30/13	48	0%	CGI	CGI Tech Lead / Adv SL	
50		1.3.1.2.5 Confirm Successful Advantage Software Installation	1 day	Thu 10/31/13	Thu 10/31/13	49	0%	City	CGI Tech Lead / Adv SL	City Tech Lead
51	*B2-4.0*	*1.3.1.2.6 CGI Deliverable: CGI Hosted Advantage Prototyping Environment*	*0 days*	*Thu 10/31/13*	*Thu 10/31/13*	*50*	*0%*	*CGI*	*CGI PM*	*City PM*
52		1.3.1.3 Technical Specifications Document	40 days	Mon 10/7/13	Fri 11/29/13		0%	CGI	CGI Tech Lead	City Tech Lead

Performance Budgeting - Envision Phase: Initial Project Plan

ID	Deliverable #	Task Name	Duration	Start	Finish	Predecessors	% Complete	Lead	CGI Lead	City Lead
53		1.3.1.3.1 Provide FMS Technical Architecture Documentation and Transaction Volumes	5 days	Mon 10/7/13	Fri 10/11/13	45SS	0%	City		City Tech Lead
54		1.3.1.3.2 Provide BRASS Technical Architecture Documentation and Transaction Volum	5 days	Mon 10/7/13	Fri 10/11/13	45SS	0%	City		City Tech Lead
55		1.3.1.3.3 Conduct Review & Discussions	10 days	Mon 10/14/13	Fri 10/25/13	54	0%	Joint	CGI Tech Lead	City Tech Lead
56		1.3.1.3.4 Develop Technical Specifications Document	10 days	Mon 10/28/13	Fri 11/8/13	55	0%	CGI	CGI Tech Lead	
57		1.3.1.3.4.1 Develop Skeleton Draft / Outline	5 days	Mon 10/28/13	Fri 11/1/13		0%	CGI	CGI Tech Lead	
58		1.3.1.3.4.2 Develop Initial Draft	5 days	Mon 10/28/13	Fri 11/1/13	57SS	0%	CGI	CGI Tech Lead	
59		1.3.1.3.4.3 Conduct CGI Review	5 days	Mon 11/4/13	Fri 11/8/13	58	0%	CGI	CGI PM	
60		1.3.1.3.5 Review Technical Specifications Document and Provide Feedback	5 days	Mon 11/11/13	Fri 11/15/13	56	0%	City		City Tech Lead / City PM
61		1.3.1.3.6 Update Technical Specifications Document	5 days	Mon 11/18/13	Fri 11/22/13	60	0%	CGI	CGI Tech Lead	
62		1.3.1.3.7 Review / Update & Approve Technical Specifications Document	5 days	Mon 11/25/13	Fri 11/29/13	61	0%	City	CGI Tech Lead	City Tech Lead / City PM
63	B2-5.0	*1.3.1.3.8 CGI Deliverable: Technical Specifications Document*	*0 days*	*Fri 11/29/13*	*Fri 11/29/13*	*62*	*0%*	*CGI*	*CGI PM*	*City PM*
64		1.3.1.4 CGI Advantage Product Overview	14 days	Mon 10/7/13	Thu 10/24/13		0%	CGI	CGI PM	City PM
65		1.3.1.4.1 Prepare for Product Overview	11 days	Mon 10/7/13	Mon 10/21/13		0%	City		City PM
66		1.3.1.4.1.1 Prepare & Schedule Training Room	5 days	Mon 10/7/13	Fri 10/11/13	44	0%	City		City PM
67		1.3.1.4.1.2 Identify and Inform Participants for Product Training	5 days	Mon 10/7/13	Fri 10/11/13	66SS	0%	City		City PM
68		1.3.1.4.1.3 Prepare for Product Overview	5 days	Tue 10/15/13	Mon 10/21/13		0%	CGI	CGI Functional Team	
69		1.3.1.4.2 Conduct Product Overview Sessions	3 days	Tue 10/22/13	Thu 10/24/13		0%	CGI	CGI Functional Team	City Functional Team
70		1.3.1.4.2.1 Performance Budgeting (PB) Overview	1 day	Tue 10/22/13	Tue 10/22/13	68	0%	CGI		
71		1.3.1.4.2.2 PB Chart of Accounts	1 day	Tue 10/22/13	Tue 10/22/13	68	0%	CGI		
72		1.3.1.4.2.3 PB Salary and Benefits Forecasting	1 day	Wed 10/23/13	Wed 10/23/13	71	0%	CGI		
73		1.3.1.4.2.4 PB Budget Forms	1 day	Wed 10/23/13	Wed 10/23/13	71	0%	CGI		
74		1.3.1.4.2.5 PB Additional Features	1 day	Thu 10/24/13	Thu 10/24/13	73	0%	CGI		
75		1.3.1.4.2.6 Security and Workflow	1 day	Thu 10/24/13	Thu 10/24/13	73	0%	CGI		
76	B2-6.0	*1.3.1.4.2.7 CGI Deliverable: Product Overview Sessions*	*0 days*	*Thu 10/24/13*	*Thu 10/24/13*	*75*	*0%*	*CGI*	*CGI PM*	*City PM*
77		1.3.1.5 Business Process Design	54 days	Mon 10/7/13	Thu 12/19/13		0%			
78		1.3.1.5.1 Review Current Documentation & Reports	34 days	Mon 10/7/13	Thu 11/21/13	44	0%			
79		1.3.1.5.2 Review Budgetary Chart of Accounts	27 days	Wed 10/9/13	Thu 11/14/13	25	0%		CGI Functional Team	City Functional Team
80		1.3.1.5.3 Review Salary and Benefit Forecasting Requirements	10 days	Mon 10/7/13	Fri 10/18/13	44	0%		CGI Functional Team	City Functional Team
81		1.3.1.5.4 Review Current Budget Process	15 days	Fri 11/22/13	Thu 12/12/13	78,79,8(	0%	CGI	CGI Functional Team	City Functional Team
82		1.3.1.5.5 CGI Documents Business Process Designs	5 days	Fri 12/13/13	Thu 12/19/13	81	0%			
83	B2-7.0	*1.3.1.5.6 CGI Deliverable: Business Process Designs*	*0 days*	*Thu 12/19/13*	*Thu 12/19/13*	*82*	*0%*			
84		1.3.1.6 Prototyping	45 days	Fri 12/13/13	Thu 2/13/14	81	0%			
85		1.3.1.6.1 Identify selected business processes to be prototyped	5 days	Fri 12/13/13	Thu 12/19/13		0%	Joint	CGI Functional Team	City Functional Team
86		1.3.1.6.2 Develop Initial Business Process based Traceability Matrix	5 days	Fri 12/20/13	Thu 12/26/13	85	0%	CGI	CGI Functional Team	
87		1.3.1.6.3 Develop Prototyping Scripts	15 days	Fri 12/13/13	Thu 1/2/14		0%	CGI	CGI Functional Team	
88		1.3.1.6.4 Set-Up Prototyping Data	15 days	Fri 12/13/13	Thu 1/2/14		0%	CGI	CGI Functional Team	
89		1.3.1.6.5 Schedule Rooms and Resources for Prototyping	5 days	Fri 1/3/14	Thu 1/9/14	88	0%	City		City PM
90		1.3.1.6.6 Conduct Prototyping Sessions	30 days	Fri 1/3/14	Thu 2/13/14	87	0%	CGI	CGI Functional Team	City Functional Team
91		1.3.1.6.7 Document Prototyping Results and Update Traceability Matrix	30 days	Fri 1/3/14	Thu 2/13/14	90SS	0%	CGI	CGI Functional Team	
92		1.3.1.6.8 Review Prototyping Results & Traceability Matrix (on-going concurrent review)	30 days	Fri 1/3/14	Thu 2/13/14	90SS	0%	City		City Functional Team
93	B2-8.0	*1.3.1.6.9 CGI Deliverable: Prototyping*	*0 days*	*Thu 2/13/14*	*Thu 2/13/14*	*92*	*0%*	*CGI*		
94		1.3.1.7 Implementation Analysis Document	44 days	Fri 1/3/14	Wed 3/5/14	90SS	0%			
95		1.3.1.7.1 Develop Executive Summary	36 days	Fri 1/3/14	Fri 2/21/14		0%			
96		1.3.1.7.1.1 Prepare Executive Summary Draft	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI PM	
97		1.3.1.7.1.2 Conduct Executive Summary QA Review	1 day	Fri 2/7/14	Fri 2/7/14	96	0%	CGI	CGI PM	City PM
98		1.3.1.7.1.3 Finalize Executive Summary	10 days	Mon 2/10/14	Fri 2/21/14	97	0%	CGI	CGI PM	
99		1.3.1.7.2 Develop Fit-Gap Analysis Summary and Business Process-based Traceability Matrix	36 days	Fri 1/3/14	Fri 2/21/14		0%			
100		1.3.1.7.2.1 Prepare Fit-Gap Analysis Summary and Business Process-based Traceability Matrix Draft	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI Functional Team	
101		1.3.1.7.2.2 Conduct Fit-Gap Analysis Summary and Business Process-based Traceability Matrix QA Review	1 day	Fri 2/7/14	Fri 2/7/14	100	0%	CGI	CGI Functional Team	City Functional Team
102		1.3.1.7.2.3 Finalize Fit-Gap Analysis Summary and Business Process-based Traceability Matrix	10 days	Mon 2/10/14	Fri 2/21/14	101	0%	CGI	CGI Functional Team	

Performance Budgeting - Envision Phase: Initial Project Plan

ID	Deliverable #	Task Name	Duration	Start	Finish	Predecessors	% Complete	Lead	CGI Lead	City Lead
103		1.3.1.7.3 Develop Data Conversion Strategy	36 days	Fri 1/3/14	Fri 2/21/14		0%			
104		1.3.1.7.3.1 Prepare Data Conversion Strategy Draft	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI Technical Team	
105		1.3.1.7.3.2 Conduct Data Conversion Strategy QA Review	1 day	Fri 2/7/14	Fri 2/7/14	104	0%	CGI	CGI Technical Team	City Technical Team
106		1.3.1.7.3.3 Finalize Data Conversion Strategy	10 days	Mon 2/10/14	Fri 2/21/14	105	0%	CGI	CGI Technical Team	
107		1.3.1.7.4 Develop Interface Strategy	36 days	Fri 1/3/14	Fri 2/21/14		0%			
108		1.3.1.7.4.1 Prepare Interface Strategy (Draft)	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI Technical Team	
109		1.3.1.7.4.2 Conduct Interface Strategy QA Review	1 day	Fri 2/7/14	Fri 2/7/14	108	0%	CGI	CGI Technical Team	City Technical Team
110		1.3.1.7.4.3 Finalize Interface Strategy	10 days	Mon 2/10/14	Fri 2/21/14	109	0%	CGI	CGI Technical Team	
111		1.3.1.7.5 Develop Reporting Strategy	36 days	Fri 1/3/14	Fri 2/21/14		0%			
112		1.3.1.7.5.1 Prepare Reporting Strategy Draft	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI Technical Team	
113		1.3.1.7.5.2 Conduct Reporting Strategy QA Review	1 day	Fri 2/7/14	Fri 2/7/14	112	0%	CGI	CGI Technical Team	City Technical Team
114		1.3.1.7.5.3 Finalize Reporting Strategy	10 days	Mon 2/10/14	Fri 2/21/14	113	0%	CGI	CGI Technical Team	
115		1.3.1.7.6 Develop Training Strategy	36 days	Fri 1/3/14	Fri 2/21/14		0%			
116		1.3.1.7.6.1 Prepare Training Strategy Draft	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI PM	
117		1.3.1.7.6.2 Conduct Training Strategy QA Review	1 day	Fri 2/7/14	Fri 2/7/14	116	0%	CGI	CGI PM	City PM
118		1.3.1.7.6.3 Finalize Training Strategy Strategy	10 days	Mon 2/10/14	Fri 2/21/14	117	0%	CGI	CGI PM	
119		1.3.1.7.7 Develop Software Configuration Strategy	36 days	Fri 1/3/14	Fri 2/21/14		0%			
120		1.3.1.7.7.1 Prepare Software Configuration Strategy Draft	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI Functional Team	
121		1.3.1.7.7.2 Conduct Software Configuration Strategy QA Review	1 day	Fri 2/7/14	Fri 2/7/14	120	0%	CGI	CGI Functional Team	City Functional Team
122		1.3.1.7.7.3 Finalize Software Configuration Strategy Strategy	10 days	Mon 2/10/14	Fri 2/21/14	121	0%	CGI	CGI Functional Team	
123		1.3.1.7.8 Develop Security and Workflow Strategy	36 days	Fri 1/3/14	Fri 2/21/14		0%			
124		1.3.1.7.8.1 Prepare Security and Workflow Strategy Draft	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI Functional Team	
125		1.3.1.7.8.2 Conduct Security and Workflow Strategy QA Review	1 day	Fri 2/7/14	Fri 2/7/14	124	0%	CGI	CGI Functional Team	City Functional Team
126		1.3.1.7.8.3 Finalize Security and Workflow Strategy	10 days	Mon 2/10/14	Fri 2/21/14	125	0%	CGI	CGI Functional Team	
127		1.3.1.7.9 Develop Implementation Roadmap and Plan	36 days	Fri 1/3/14	Fri 2/21/14		0%			
128		1.3.1.7.9.1 Prepare Implementation Roadmap and Plan Draft	25 days	Fri 1/3/14	Thu 2/6/14		0%	CGI	CGI PM	
129		1.3.1.7.9.2 Conduct Implementation Roadmap and Plan QA Review	1 day	Fri 2/7/14	Fri 2/7/14	128	0%	CGI	CGI PM	City PM
130		1.3.1.7.9.3 Finalize Implementation Roadmap and Plan	10 days	Mon 2/10/14	Fri 2/21/14	129	0%	CGI	CGI PM	
131		1.3.1.7.10 Conduct Implementation Analysis Review	40.5 days	Fri 1/3/14	Fri 2/28/14		0%			
132		1.3.1.7.10.1 Identify Implementation Analysis Review Participants	1 day	Fri 1/3/14	Fri 1/3/14		0%	City		City PM
133		1.3.1.7.10.2 Arrange Implementation Analysis Review Meeting	1 day	Mon 1/6/14	Mon 1/6/14	132	0%	City		City PM
134		1.3.1.7.10.3 Prepare Implementation Analysis Review Materials	2 days	Mon 2/24/14	Tue 2/25/14	110,126	0%	Joint	CGI PM	City PM
135		1.3.1.7.10.4 Conduct Implementation Analysis Review Meeting	1 day	Wed 2/26/14	Wed 2/26/14	133,134	0%	Joint	CGI PM	City PM
136		1.3.1.7.10.5 Prepare Implementation Analysis Review Minutes	1 day	Thu 2/27/14	Thu 2/27/14	135	0%	CGI	CGI PM	
137		1.3.1.7.10.6 Circulate Implementation Analysis Review Meeting Minutes	0.5 days	Fri 2/28/14	Fri 2/28/14	136	0%	CGI	CGI PM	
138		1.3.1.7.11 Revise Implementation Analysis	5 days	Thu 2/27/14	Wed 3/5/14	135	0%	CGI	CGI PM	
139	B2-9.0	*1.3.1.7.12 CGI Deliverable: Implementation Analysis Document*	*0 days*	*Wed 3/5/14*	*Wed 3/5/14*	*138*	*0%*	*CGI*	*CGI PM*	*City PM*
140		1.3.1.8 Performance Based Budgeting Methodology Support	108 days	Mon 10/7/13	Wed 3/5/14		0%	CGI	CGI PBB Lead	City PBB Lead
141		1.3.1.8.1 Provide Performance Based Budgeting Methodology Support	108 days	Mon 10/7/13	Wed 3/5/14	44	0%	CGI	CGI PBB Lead	City PBB Lead
142	B2-10.0	*1.3.1.8.2 CGI Deliverable: Performance Based Budgeting Methodology Support*	*0 days*	*Wed 3/5/14*	*Wed 3/5/14*	*141*	*0%*	*CGI*	*CGI PM*	*City PM*

EXHIBIT K-B2: SUPPLEMENT TO CORE FINANCIAL PROJECT ASSUMPTIONS (PERFORMANCE BUDGETING - ENVISION)

These assumptions are provided to assist the City in understanding the basis CGI used with regard to project scope, timing, resources, roles and responsibilities to support the Performance Budgeting - Envision phase.

- The City will be responsible for Change Management.
- Our services cost and analysis schedule assume the City will provide dedicated, knowledgeable, and qualified staff to complete its responsibilities on the project.
- The City will provide site and facilities for the CGI project team. These facilities will include telephones, copy machines, projector, and desk/work surfaces, as well as conference and team breakout rooms.
- The City will provide CGI with reasonable access to BRASS, PaySR (in regards to Salary and Benefits forecasting), and FMS (for Chart of Account analysis) database and system software in order to perform the required analysis activities. This will include City walkthroughs of the software, opportunities to shadow daily operations, and access to existing system and process documentation.
- Our approach to performing project tasks assumes that the Project Plan will be evaluated and updated as circumstances change throughout the project.
- CGI will provide a hosted CGI Advantage prototyping environment. CGI will be responsible for maintaining the environment. The City will be responsible for connectivity and network related tasks enabling access to the environment within City firewall/locations.
- The CGI Advantage prototyping environment will have CGI Advantage Performance Budgeting installed. CGI will make all attempts to prototype on the CGI Advantage v3.10 based on availability of the software. InfoAdvantage prototyping is out of scope for this project. Budget Book Publishing (using 3rd party software) prototyping is also out of scope for this project.
- CGI may perform work off site at CGI's option.
- CGI pricing is a loaded rate and includes all costs such as travel.
- To the extent possible, CGI will leverage the baseline CGI Advantage materials for conducting product overviews.
- For increased efficiency and re-use, the project will follow the standards of the FMS project and will utilize the same tools where applicable.
- Proprietary departments are not included in the scope and departmental involvement (outside of CAO/Controller/ITA) will be limited to key SMEs that can make decisions on behalf of their departments.
- The City has agreed to enter into a sole source agreement with CGI and any business requirements that CGI captures during this project will not exempt CGI from any future project work with the City.
- CGI will utilize best practice business scenarios and City's existing business processes for the prototyping sessions.

- The City will provide CGI with detailed documentation of existing business processes for its existing budget process.
- All executive level briefings (materials and conducting of meetings) will be a City Project Manager responsibility.
- The City will provide a designated Project Manager to oversee the project activities to be completed by CGI and the City under the SOW.
- CGI will coordinate its project activities through the City Project Manager. CGI will work with the designated City Project Manager for all project specific items such as project issues, amendments to the SOW, invoicing, status reports, etc.
- The City Project Manager will review and provide feedback on key deliverables in 5 business days in order to keep the project on schedule. Once the feedback is incorporated, the City Project Manager will sign-off on key deliverables in 5 business days in order to keep the project on schedule.
- The City will provide a team of dedicated staff knowledgeable of BRASS processes (functional and technical) for the project.
- The plan for prototyping activities is based on the assumption that it will include five (5) to seven (7) business processes to be prototyped.
- The prototyping sessions will be detailed functionality demonstrations and not hands-on training with the City representatives following along.
- Product Overview and Prototyping Sessions will be limited to a maximum of 15 members of the City's project team per session.
- The reference data setup in the prototyping environments will not be full production data. It will be limited to the operational data and COA elements needed to perform the prototyping activities as determined by CGI.

Exhibit L-B2 - Supplement to Core Financial Pricing Schedule (Performance Budgeting - Envision)

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback	Invoice Amount
B2-1.1	Monthly Status Report 1 – October 2013	11/05/13	$24,100.00		$24,100.00
B2-1.2	Monthly Status Report 2 – November 2013	12/05/13	$24,100.00		$24,100.00
B2-1.3	Monthly Status Report 3 – December 2013	01/06/14	$24,100.00		$24,100.00
B2-1.4	Monthly Status Report 4 – January 2014	02/05/14	$24,100.00		$24,100.00
B2-1.5	Monthly Status Report 5 – February 2014	03/07/14	$24,100.00		$24,100.00
B2-2.0	Project Control Document	10/29/13	$13,000.00		$13,000.00
B2-3.0	Detailed Project Plan	10/21/13	$11,000.00		$11,000.00
B2-4.0	CGI Hosted Advantage Prototyping Environment	10/31/13	$50,000.00		$50,000.00
B2-5.0	Technical Specifications Document	11/29/13	$50,000.00		$50,000.00
B2-6.0	Product Overview Sessions	10/24/13	$20,000.00		$20,000.00
B2-7.0	Business Process Designs	12/19/13	$100,000.00		$100,000.00
B2-8.0	Prototyping – Performance Budgeting	02/13/14	$110,000.00		$110,000.00
B2-9.0	Implementation Analysis Document	03/05/14	$126,620.00		$126,620.00
B2-10.0	Performance Based Budgeting Methodology Support	03/05/14	$34,000.00		$34,000.00
	Total Payments and Holdbacks		**$635,120.00**	**$0.00**	**$635,120.00**