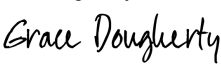



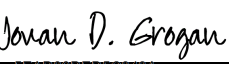


TASK ORDER FORM

Cover Page

1.	Approved Task Order No.: PUR-001-0		
2.	Consultant's Name: Kastech Solutions, LLC		
3.	Project Name: PeopleSoft FSCM 9.2 Purchasing System Improvements		
4.	Project Location: City of Santa Clara at 1500 Warburton Avenue, Santa Clara, CA 95050		
5.	The Consultant and the City will implement this Approved Task Order in accordance with the executed Agreement dated September 1, 2020 between the City of Santa Clara and Kastech Solutions, LLC (Agreement), this cover page and Attachments "A" (Tasks), "B" (Project Staffing), and "C" (Compensation Table), which are hereby incorporated into the Agreement by references.		
6.	Budget/Fiscal:		
	a. Maximum Task Order Compensation for this Approved Task Order:	\$	\$55,200
	b. Revised Maximum Task Order Compensation for this Approved Task Order	\$	N/A
7.	Department/Analyst Approval:	DocuSigned by:  <small>5FAF86D68F88462...</small>	Date: <u>5/29/2024</u>
8.	Consultant Approval:	 <hr/>	Date: <u>5/21/2024</u>
9.	Department Director Approval:	DocuSigned by:  <small>246873D8CF804B9...</small>	Date: <u>5/29/2024</u>
10.	City Attorney Approval:	DocuSigned by:  <small>4BC72318FE81448...</small>	Date: <u>5/29/2024</u>
11.	City Manager Approval:	DocuSigned by:  <small>9EAD68BDE3C049A...</small>	Date: <u>6/4/2024</u>

Consultant: Kastech Solutions, LLC
Task Order No.: PUR-001-0

ATTACHMENT A: TASKS

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City’s contract administrator.

General Description of Project for which Consultant will Provide Services:

Task No. 1:

Consultant will complete the tasks below including Consultant attendance at one meeting with City staff.

- A. **Services:** Attached behind this Page.
- B. **Deliverable:** Attached behind this page.
- C. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
 - On or before the following date: December 31, 2024 or sooner
 - On or before ____ Business Days from _____.

Task No. 2:

Consultant will complete the subtasks outlined below.

- A. **Services:**
- B. **Deliverable:**
- C. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
 - On or before the following date:
 - On or before ____ Business Days from _____.

SCOPE OF SERVICES

SECTION 1. COMPREHENSIVE ASSESSMENT

- 1.1** Contractor shall conduct meetings and discovery sessions to conduct a detailed analysis of the City's current business structure and provide recommendations for improving the use of PeopleSoft FSCM 9.2 Purchasing ("PeopleSoft Purchasing"). This includes but is not limited to:
- 1.1.1** Review integrations with other PeopleSoft applications including:
 - 1.1.1.1** PeopleSoft Asset Management
 - 1.1.1.2** PeopleSoft eProcurement
 - 1.1.1.3** PeopleSoft General Ledger including Commitment Control
 - 1.1.1.4** PeopleSoft Inventory
 - 1.1.1.5** PeopleSoft Payables
 - 1.1.1.6** PeopleSoft Strategic Sourcing
 - 1.1.1.7** PeopleSoft Supplier Contract Management
 - 1.1.2** Review operations of each City department PO processing options.
 - 1.1.3** Review PO approval process/workflow/controls to streamline approvals and enhance efficiency.
 - 1.1.4** Review PO change order process.
 - 1.1.5** Review potential use of the Procurement Card feature to manage P-Card transactions in JPMorgan Chase.
 - 1.1.6** Evaluate existing system functions for optimization or potential process changes.
 - 1.1.7** Assess the system's reporting and analytics capabilities to track procurement activities and identify improvement areas.
 - 1.1.8** Evaluate the availability of training documents and resources to help users effectively utilize the Purchasing Module.
- 1.2** Contractor will use the Contracts Management Requirements Matrix Version 1.0_2024-03-14 shared by the City and review Leckey Consulting's Recommended Optimization Plan for PeopleSoft Procurement, Contracts Management and Warehouse Inventory Functions Report dated May 26, 2020.

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- 1.3** Contractor shall identify the precise requirements for implementing (a) the PeopleSoft Procurement Contracts Module to address prioritized needs, including tracking spend, pricing enforcement, multi-supplier contract grouping, and optimizing procurement processes for efficiency and (b) the PeopleSoft Requisition function.

SECTION 2. PROJECT MANAGEMENT

2.1 Contractor's Responsibilities

- 2.1.1** The principal members of the Contractor's project team are shown below. In the event that the Contractor's dedicated project lead is removed from the Project, Contractor will identify a replacement as quickly as possible in order to limit the impact to project deliverables and timelines.

Name	Role
Aaron Canchola	Account Executive
Jayan Ravindranathan	Project Manager
Ron Bolakowski	PeopleSoft Functional Consultant
Krishna Gavvagi	PeopleSoft Functional Consultant

- 2.1.2** The Contractor's Project Manager shall be the primary person communicating with the City and keeping City fully apprised on the status and progress of the project. The Contractor's Project Manager shall also be responsible for project schedule updates; creation and preparation of progress reports and meeting minutes; adherence to project scheduling; and general project coordination.
- 2.1.3** In general, the Contractor's Project Manager has the leadership role in carrying out the scope of work and implementation to successful completion and go-live. The City's Project Manager is primarily a support role to ensure the City's requirements are met and project is completed successfully and on schedule.
- 2.1.4** Contractor's Project Manager shall submit weekly progress reports to the City's Project Manager on the project status. Reports shall include a summary of activities undertaken, progress achieved compared to plan, percent of overall work completed, and any other information deemed important.
- 2.1.5** Contractor shall respond within two (2) business days or sooner as agreed upon between both parties for project-related activities.

2.2 City's Responsibilities

- 2.2.1** City shall provide oversight for the entire Project, but Contractor must provide overall project management for all tasks required for this project.
- 2.2.2** City shall assign a project manager who will work closely with Contractor to facilitate the successful completion of the project. The City's Project Manager shall maintain project communications with Contractor's Project Manager.
- 2.2.3** The City shall make available facilities for Contractor project staff while on-site, including: on-site office space for Contractor project staff, supplies, outside network connection, conference call and meeting facilities including any necessary logistics support for meeting rooms and general administrative support when required.
- 2.2.4** City will provide Contractor with the names and email addresses of key City personnel Contractor must speak with in order to properly execute the scope of services. While Contractor will drive the scheduling process, City will assist Contractor in coordinating the availability of key City personnel.
- 2.2.5** City will provide Contractor with assistance in connecting Contractor's team to necessary VPN and network equipment.
- 2.2.6** City will provide a project portal for Contractor to store and manage project-related documentation.
- 2.2.7** City will provide Contractor with access to PeopleSoft and related applications in order to properly execute the scope of services.

2.3 Mutual Responsibilities

- 2.3.1** City and Contractor shall work together in good faith to agree upon acceptable modalities and templates for communication, reporting, issue management, status updates, and assessment progress monitoring.
- 2.3.2** City and Contractor Project Managers will jointly coordinate day-to-day execution of the Project Schedule.
- 2.3.3** City and Contractor Project Managers will collaboratively manage project scope, budgets, issues, risks, communications and Change Orders.

SECTION 3. PROJECT SCHEDULE

3.1 Comprehensive Assessment Project Schedule

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3.1.1 Contractor will conduct a comprehensive assessment pursuant to Section 1 of the Scope of Services on a timeline of four weeks. The first two weeks shall be performed on site at the City of Santa Clara and the last two weeks will be remote.

3.1.1.1 During Week 1 of 4, Contractor will conduct a business process review of the City's current processes.

3.1.1.2 During Week 2 of 4, Contractor will review the City's system integration and reporting structure.

3.1.1.3 During Week 3 and 4 of 4, Contractor will consolidate the scope detailing the activities required to implement subsequent phases and develop a project schedule for implementation of subsequent phases.

3.1.1.4 The Project Manager, Account Executive, and PeopleSoft Functional Consultant will be on site for 40 hours per week for the first two weeks.

SECTION 4. DELIVERABLE(S):

Contractor shall deliver:

4.1 A report with proposed recommendations to improve the procurement process in PeopleSoft including identification of the required effort to implement such effort.

4.2 A comprehensive list of identified issues categorized by impact on successful implementation of the Procurement Contracts Module and the Requisition function.

4.3 A project plan to implement the PeopleSoft Procurement Contracts module and e-Procurement module, including a revised business process map.

4.4 Two 2-hour presentations of the final report to City-designated personnel, such as members of Finance, IT, or other departments.

SECTION 5. SUBSEQUENT PHASES

The City will issue a separate task order or amend this task order for subsequent work after completion of the assessment.

SECTION 6. CHANGE ORDERS

6.1 Any changes to the Scope of Services, project schedule, or cost of services requires a change order signed by both parties. Contractor shall communicate notification of intended changes in writing to the City's Project Manager via a

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Service Change Request (SCR) form and shall include justification for the change and the impact to the project's scope, schedule, or cost.

- 6.2** The City's Contract Manager will approve or reject the change within five (5) Business Days from the date the City's Project Manager receives the SCR form.
- 6.3** If the City does not approve or reject the change request within five (5) Business Days from the receipt of the SCR form and does not communicate a timeframe in which a decision will be made, the requested change will be considered deferred:
 - 6.3.1** The SCR status will be logged, tracked, and managed as a 'deferred' request.
 - 6.3.2** Work will proceed without incorporating the requested change into the work plan.
- 6.4** Where an approval or rejection decision is necessary for the work to proceed, Contractor shall immediately notify the City's Project Manager.
- 6.5** Contractor and City shall work in good faith to resolve disputes, including disputes over the classification of work being "in scope" or "out of scope."

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ATTACHMENT B: STAFFING

1. **City’s Contract Manager:** The City’s contract manager for this Approved Task Order is:

Name: Grace Dougherty	Phone No.: 408-615-2039
Department: Finance/Purchasing Division	E-mail: gdougherty@santaclaraca.gov
Address: 1500 Warburton Avenue, Santa Clara, CA 95050	

2. **Consultant’s Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant’s contract manager for this Approved Task Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. ***If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must submit the required Form 700 in accordance with California Political Reform Act (Government Code Section 81000 et seq.).***

<u>Consultant’s Contract Manager</u>		<u>Required to File Form 700?</u>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
Name: Suresh Katamreddy	Phone No.: 210 859 3259	<u>X (01/09/19)</u>		
6918 Corporate Dr, Suite A1, Address: Houston, TX – 77036	E-mail: suresh@kastechssg.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1.				
2.				

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3. Subconsultants: Whichever of the following is marked applies to this Approved Task Order:

- The Consultant cannot use any subconsultants.
- The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

<u>Subconsultant's Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

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ATTACHMENT C: COMPENSATION TABLE

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance with this Compensation Table.

Part 1 – Compensation for Services and Deliverables			
Column 1	Column 2	Column 3	Column 4
Task Nos. from Attachment A	Basis of Compensation	Invoice Period	Compensation
1	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Deliverables	\$ 55,200
2	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Deliverables	N/A
3	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Deliverables	N/A
4	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	N/A
Part 2 – Reimbursable Expenses			
<input checked="" type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.		<input type="checkbox"/> Expenses are separately reimbursable in the maximum amount of:	\$0
Part 3 – Subconsultant Costs			
<input checked="" type="checkbox"/> Subconsultant costs are not separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.		<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of:	\$0
Maximum Task Order Compensation (sum of Parts 1 through 3):			\$55,200