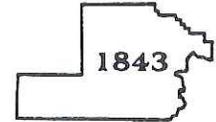


# Yamhill County



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**KENNETH HUFFER**  
COUNTY ADMINISTRATOR

**JUSTIN HOGUE**  
DEPUTY COUNTY ADMINISTRATOR

**DATE:** August 11, 2023  
**TO:** Yamhill County Board of Commissioners and Ken Huffer, County Administrator  
**FROM:** Justin Hogue, Deputy County Administrator  
**SUBJECT:** Change Order to Agreement with Graviton Consulting, Inc.

**ATTACHMENT(S):** Change Order 1.0 to Agreement with Graviton Consulting, Inc.

## **Background:**

In August of 2021, the County entered a contract with Graviton Consulting, Inc. to acquire assistance with the implementation of Oracle Public Sector Cloud software for finance, budgeting, and human resource management (HCM).

The County has added new requirements to the HCM/Payroll implementation not originally identified in the initial project scope. In particular, the project team is adding a third payroll parallel (payroll simulation and responding software configurations) to ensure a more accurate HR database, payroll calculations, and workflow processing at go-live.

The project team has been working to overcome a number of complexities associated with implementing the HCM/Payroll portion of Oracle, requiring additional programming and testing and the development of new procedures, to enable the County to appropriately utilize the new system. Complexities, to name a few, include the merging of data between GEMS and Oracle for payroll tax reporting and W2s for 2023 while midyear, configurations for changes to salary and positions such as those brought on through recently bargained contracts, as well as new changes to the benefits module.

Since the additional, third parallel was not included in the original scope of work and, therefore, not budgeted for, Graviton is not being compensated for this effort and has requested that the County consider the attached change order to amend the original agreement. The estimated cost for the time and services being performed is \$206,400.00.

B.O. 23-333

**Requested Action:**

Due to the need for Graviton to trouble shoot any difference between our legacy system, GEMS, and Oracle, and program necessary changes prior to go-live, staff recommends that the Board approve the change order, as submitted, between Yamhill County and Graviton Consulting, Inc.

Thank you for your consideration.

Justin Hogue, MPA  
Deputy County Administrator



## **Change Order #01**

Prepared by  
Graviton Consulting, Inc.

## 1. Document Control

### Change Record

Date	Author	Version	Comments
07/09/2023	Greg Catanzano	0.1	Initial Draft

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### 3. Introduction

Yamhill County (“County”) and Graviton Consulting Services (“Graviton”) agree to the following Change Order to provide additional services to the County for its Oracle Cloud ERP, EPM, and HCM implementation.

This Change Order is intended as a written amendment to the Agreement for Cloud Software Implementation Services that was executed by Graviton on August 27, 2021, and by County on August 26, 2021. Specifically, this Change Order amends that original Agreement by adding time and services, as described herein. The provisions of the original Agreement shall continue in effect until the completion of this Change Order.

### 4. Scope of Work

Graviton will provide the following professional services as part of this Change Order:

1. Continue to work on the payroll parallel validation in the DEV1 environment. This includes the following:
  - 1.1. Resolving the Oracle issues identified during the parallel validation,
  - 1.2. Addressing the new requirements identified by the County during the reconciliation process,
  - 1.3. Supporting the County in identifying the inconsistencies in the data provided by the County.
2. Develop a fresh set of production cutover data templates, to account for the mid-quarter production cutover.
3. Develop a fresh production cutover checklist to align with the following expectations set by the County:
  - 3.1. Graviton will complete the production cutover in the PROD environment by 08/24/2023. The County will process payroll in both GEMS and Oracle cloud for the 08/24 – 09/08/2023 pay period.
  - 3.2. The County HR team will execute the appropriate benefits tasks in PROD from 09/05 – 09/06/2023. Graviton will support this activity onsite.
  - 3.3. The County Department timekeepers will enter the approved time for the 08/24 – 09/08/2023 pay period, from 09/07 – 09/08/2023. Graviton will support this activity onsite.
  - 3.4. The County payroll team will approve the entered time and run the payroll flow in PROD from 09/11 – 09/15/2023. They will compare the calculated values with those from GEMS. They will use this comparison to determine whether Oracle Cloud can be declared live or not. Graviton will support this activity onsite.
4. Complete the production cutover on 08/24/2023 as per the checklist and provide subsequent support as per the previously outlined County expectations.

## 5. Estimates, Rates, and Cost

Graviton will provide the services described in the preceding “Scope of Work” section on a time and materials basis. The estimated hours to complete the above services are as follows. Graviton estimates a team of functional consultants working on the five functional modules (Core HR, Benefits, Time & Labor, Absence, and Payroll), and a project manager, for the duration of this Change Order.

The period for this Change Order would be from June 24, 2023, through August 24, 2023.

Description	Hourly Rate	Start Date	End Date	Estimated Total Hours	Total Cost Estimate
Lalitha Sriram	\$150	06/24/2023	08/24/2023	172	\$25,800.00
Shourirajan Srinivasan	\$150	06/24/2023	08/24/2023	172	\$25,800.00
Alicia Ponce	\$150	06/24/2023	08/24/2023	244	\$36,600.00
Vimal Chandran	\$150	06/24/2023	08/24/2023	344	\$51,600.00
Gary Clark	\$150	06/24/2023	08/24/2023	344	\$51,600.00
Prashant Jejurikar	\$150	06/24/2023	08/24/2023	100	\$15,000.00
<b>TOTAL</b>					<b>\$206,400.00</b>

## 6. Assumptions

The following assumptions apply to this change order:

1. The services provided after production cutover on 08/24/2023 will be part of the post go-live support scope of the original project Statement of Work.
2. Graviton’s consultants will perform the work remotely. Onsite services will be provided with prior County approval.

## 7. Travel Costs

All onsite services will be provided with prior County approval. For any services provided onsite, Graviton will invoice the County for travel costs at actuals, subject to the County’s travel policies.

## 8. Term and Invoicing

The term of this agreement is as follows:

- Start Date: 06/24/2023
- End Date: 08/24/2023

Graviton will invoice the County monthly for the services provided in the previous month. The invoicing terms will be Net 30.

## 9. Signatures

Graviton Consulting Services

Yamhill County

By:   
(signature)

Name: Vineet Srivastava

Title: President

Address:  
8801 Folsom Blvd, Ste #120  
Sacramento, CA 95826

By:   
(signature)

Name: Lindsay Berschauer

Title: Chair - Commissioner

Address: 535 NE 5th St  
McMinnville, OR 97128

Accepted by Yamhill County  
Board of Commissioners on  
8.17.23 by Board Order  
# B.O. 23 - 333