



## Travis County Commissioners Court Agenda Request

**Meeting Date:** November 19, 2013

**Prepared By/Phone Number:** Lori Clyde/4-4205

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Exemption and Contract Award for Professional Consulting Services for Overtime Calculation Enhancements with SAP Public Services, Inc.

➤ **Purchasing Recommendation and Comments:**



The Auditor's Office recommends approval of the exemption and procurement of consulting services for overtime calculation enhancements on a time and material basis for an amount up to \$49,312 along with actual travel expenses currently estimated at \$5,000.

Currently the SAP payroll system produces the correct overtime amounts as a very tedious process. The goal with these consulting services is to eliminate using the custom developed report and manual calculations which are time consuming and error prone. Additionally, the custom report could break due to future system upgrades, configuration changes or changes to laws and regulations. Leveraging the SAP system on its own will reduce the likelihood of issues related to upgrades and future changes. The BEFIT team believes that procuring these services represent a good value to the County considering they have the potential for reducing time and errors associated with Payroll overtime calculations now and in the future.

- **Contract Expenditures:** Within the term of the SAP contract the County has paid them \$\_\_\_\_\_.

N/A

➤ **Contract-Related Information:**

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

Award Amount: NTE \$49,312 plus actual travel expenses estimated at \$5,000.00

Contract Type: Professional Services

Contract Period:

➤ **Funding Information:**

SAP Shopping Cart #: 1000047534

Funding Account(s):

Comments:

TRAVIS COUNTY  
AUDITOR'S OFFICE

NICKI RILEY, CPA  
COUNTY AUDITOR



TRAVIS COUNTY  
ADMINISTRATION BUILDING  
P.O. BOX 1748  
AUSTIN, TX 78767  
(512) 854-9125  
FAX: (512) 854-9164

**TO:** Cyd Grimes, Purchasing Agent

**DATE:** November 7, 2013

**FROM:** Christina Adair, County Auditor's Office

A handwritten signature in black ink, appearing to be "C. Adair", is written over the "FROM:" line.

**SUBJECT:** Approve Procurement of Consulting Services for Overtime Calculation Enhancements with the Vendor SAP Public Services, Inc.

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**Proposed Motion:** *Approve the procurement of consulting services for overtime calculation enhancements with the vendor SAP Public Services, Inc. on a time and materials basis for an amount up to \$49,312 along with actual travel expenses*

**Purpose:** This request is for SAP consulting services to improve the current overtime payment calculations in the SAP payroll system. The consulting services are on a daily time and materials basis up to a maximum of 23 days and an amount of \$49,312 plus consultant actual travel expenses currently estimated at \$5,000.

**Details:** The need for these consulting services stems from the fact that Travis County is on a semi-monthly pay-period cycle while the federal Fair Labor Standards Law (FLSA) requires overtime payments for eligible employees to be calculated on a seven day weekly schedule (Sunday – Saturday). Since semi-monthly pay-periods do not normally start on a Sunday and end on a Saturday, each pay-period includes at least one Sunday – Saturday “FLSA” week split between two pay-periods.

Currently, the SAP payroll system produces the correct overtime amounts as a result of the following process:

1. SAP system calculates overtime hours and amount based on time entry and personnel data
2. Payroll personnel runs a Travis County custom developed report to catch errors in SAP overtime calculation for FLSA weeks split over two pay-periods. Since SAP can handle retroactive changes to hours and rates, the report has to always be run one pay-period at a time back to the first day of time reporting in SAP, 12/16/2012.
3. The report, if run correctly by Payroll personnel, automatically corrects most overtime premium errors in SAP while other overtime premium calculations have to be manually corrected.

The goal with these consulting services is to eliminate steps 2 and 3 above such that SAP will calculate overtime correctly without the custom developed report and manual corrections, which are time consuming and error prone. Additionally, the custom report could break due to

future system upgrades, configuration changes, or changes to laws and regulations. Leveraging the SAP system on its own will reduce the likelihood of issues related to upgrades or future changes. Finally, SAP is excellent at calculating retroactive changes for backdated changes to hours or rates but this automation only works correctly if the SAP overtime configuration is correct (step 1 above).

**Budgetary and Fiscal Impact:** the cost for the consulting services is up to \$49,312 funded by the existing BEFIT Certificates of Obligation project budget set aside as contingency for Phase 1 (Financials and Procurement) and Phase 2 (Human Resources and Payroll). In addition to the consulting services, \$5,000 has been encumbered for estimated consultant travel expenses funded by BEFIT General Fund contingency project budget.

We believe that procuring these additional consulting services represents a good value to the County considering they have the potential for reducing time and errors associated with Payroll overtime calculations now and in the future.

The FY14 funding sources are:

<b>Fund</b>	<b>Fund Center</b>	<b>Amount</b>
4063-Cert of Obligation Series 2010	1060024063 - Co Auditor BEFIT-CO 2010	\$12,698
4072-Cert of Obligation Series 2012	1060024072 - Co Auditor BEFIT-CO 2012	\$36,614
0001-General Fund	1060020001 - Co Auditor BEFIT-GF	\$5,000

Shopping cart 1000047534 has been created in the amount of \$54,312 for this procurement.

cc: Nicki Riley, County Auditor  
Patti Smith, County Auditor's Office  
Bernadette Gutilla, County Auditor's Office  
Barbara Wilson, County Attorney's Office  
William Derryberry, PBO  
Lori Clyde, Purchasing Office

**STATEMENT OF WORK  
FOR THE PROVISION OF SERVICES  
effective November 12, 2013**

**between**

**SAP Public Services, Inc.  
3999 West Chester Pike  
Newtown Square, PA 19073  
(hereinafter "SAP")**

**And**

**Travis County, TX  
700 Lavaca Street, Suite 1020  
Austin, TX 78701  
(hereinafter "Licensee")**

Contact Person SAP Kent Hallmann	Email kent.hallman@sap.com Telephone 972-467-9859 Mobile 972-467-9859
Contact Person Licensee Christina Adair	Email Christina.adair@co.travis.tx.us Telephone 512-854-4842

**SOW BASED ON SEPARATELY EXECUTED PSA**

SAP and Licensee agree that this Statement of Work (SOW) is a binding agreement for SAP Services, governed by the terms and conditions of the SAP Professional Services Agreement ("PSA")/ the SAP General Terms and Conditions for Consulting Services, current at the time of execution of this SOW, a copy of which can be found at [www.sap.com/company/legal/index.epx](http://www.sap.com/company/legal/index.epx) and made a part hereof. Licensee acknowledges it has had the opportunity to review the PSA prior to executing this SOW. SAP recommends Licensee prints copies of the PSA for Licensee's own records.

**1. Project Overview**

SAP will provide Consultants to perform the Services for Licensee in accordance with the terms of this SOW (the "**Project**"). SAP's Services will provide support to Licensee for Licensee's Project. Licensee is owner of the Project and is responsible for and controls the process, scope, costs, resources and targeted solutions of the Project.

Licensee is owner of the Project and is responsible for and controls the support execution, scope, costs, deliverables, work products, resources and targeted solutions. The scope of the Project is set forth in Exhibit 1 to this SOW. In addition to the tasks specified in Exhibit 1 hereto, Licensee agrees to provide appropriate Project resources, including but not limited to equipment, data, information, workspace and appropriate and cooperative personnel, to facilitate the performance of the Services. Licensee shall designate a Program Manager to work with the SAP Consultant(s) to facilitate the provision of the Services. It is mutually understood that business requirements, resources and dates may change.

**2. Scope of Services**

Licensee requires SAP Services related to its SAP Software. The scope of the Project, SAP's and Licensee's responsibilities, estimated timeline, etc. are described in Exhibit 1. It is mutually understood that business requirements, resources and dates as well as the relevant remuneration may be subject to change via the Change Request Procedure, including if Licensee responsibilities and assumptions are not performed in a timely and appropriate manner and / or if the Project resources are not provided.

**3. Assumptions and Responsibilities of Licensee**

The assumptions and responsibilities for this Project are listed as follows and may be supplemented by those in Exhibit 1:

- All supporting documentation work product will be developed for industry standard Microsoft Windows-based PCs using applicable (as reasonably determined by SAP) Microsoft Office applications (Word, Excel, and PowerPoint)

- Unless otherwise expressly stated in Exhibit 1, no software developments will be made under this SOW.
- Unless otherwise expressly stated in Exhibit 1, any data cleansing or data cleanup is wholly the responsibility of Licensee.
- Licensee will provide knowledgeable, decision-empowered resources that are available to work on the Project as part of the Project team.
- The Project will have sponsorship from Licensee’s senior management, who will be available on a timely and regular basis to monitor the Project progress and to act as a decision maker for policy decisions and issue resolution.
- Licensee will provide a working environment and facilities adequate for SAP to perform their assigned duties. This includes, but is not limited to, adequate conference rooms, cubicle space, telephones and internet access. Licensee will provide SAP with all necessary authorizations to do work as defined in this Statement of Work.
- Licensee will support the use of the SAP team laptops on its network or Licensee will provide PCs with the Microsoft Office Suite and e-mail capability for the Project team.
- Project team members will be given access to the Licensee’s SAP environment. Licensee shall provide secure dial-in and/or direct access to Licensee networks as necessary.
- SAP will be provided with the necessary access to all of Licensee’s facilities necessary for the Project, including all necessary identification material (badges, cards, etc.), subject to the terms and conditions of the PSA. This includes necessary access to such buildings and systems during and after normal business hours, on weekends, and on holidays. Limitation of SAP access during these times may reduce SAP’s ability to maintain the proposed schedule. SAP will also be provided with the necessary authorizations for remote access to Licensee’s systems.

The responsibilities and assumptions are considered to be material contract duties of Licensee.

Licensee agrees that any estimates provided in this SOW may be subject to change if Licensee’s responsibilities and Project assumptions are not fulfilled.

#### 4. Period during which the Services will be provided and Place of Performance

4.1 The Services will be provided between the Expected Start Date: 12/02/2013 and the Expected End Date: 01/17/2013.

The Expected End Date is an estimated date only. This SOW will remain in effect until the Services agreed have been concluded unless otherwise agreed between the parties in writing.

4.2 The place of performance where SAP’s consultants will be performing the Services is Licensee’s facility in Austin, TX

Licensee agrees that certain parts of the Services may also be performed on SAP’s premises or via remote connection.

#### 5. Remuneration

##### 5.1 Rates / Remuneration

The Consultant type(s) currently assigned and the fees for the Project are as follows:

Title	Consultant Level	[Optional: Consulting Unit]	Local rate: per day	Estimated # of days
Senior Consultant	K5	Senior Payroll Consulting	\$2144	23

**The estimated consulting fees for the Project are USD \$49,312, exclusive of travel expenses. Any travel expenses related to performance of this SOW will be invoiced as actuals and as incurred in accordance with travel expense guidelines as defined Licensee in document titled “Travis County Travel Guidelines”. These Guidelines are subject to change by Commissioners’ Court approval. In the event that a revised Travel Guidelines document is approved, it will be the responsibility of the Licensee to provide the information to SAP. This estimate is for Licensee’s budgetary and SAP’ resource scheduling purposes.** This estimate is based on the information provided by Licensee to SAP and SAP’s understanding of the project scope, based on Licensee information. Should the information provided by Licensee be inaccurate or should SAP gain additional information during the Project that materially impacts the effort or time to deliver, the estimated fees, timeline and scope will be subject to change orders.

These special business terms apply to this quotation only.

##### 5.2. Expenses

Travel related expenses ( as referred to in clause 5.1 above) as actually incurred are billed monthly and must be supported by receipts.

##### 5.3 Invoicing and Payment

The Services provided by SAP will be invoiced monthly on a time and expense basis. The invoice will include a list of the activities to which it refers and applicable travel related expenses. SAP may issue separate invoices for time and travel related expenses. Payment is due 30 days from the date of receipt of the invoice.

No cash discount is granted.

SAP will mail invoices monthly to the following Licensee billing address:

Christina Adair  
700 Lavaca Street, Suite 1020  
Austin TX, 78701

SAP contact for invoice questions: B. Kent Hallmann, 469-525-2575, kent.hallmann@sap.com  
Licensee contact for invoice questions: Christina Adair, 512-854-4842, Christina.Adair@co.travis.tx.us

**5.4 Taxes**

Fees and other charges described in this SOW do not include federal, state or local sales, foreign withholding, use, property, excise, service, or similar transaction taxes ("Tax(es)") now or hereafter levied, all of which shall be for Licensee's account. With respect to state/local sales tax, direct pay permits or valid tax-exempt certificates must be provided to SAP at the execution of this SOW. If SAP is required to pay Taxes, Licensee shall reimburse SAP for such amounts. Licensee hereby agrees to indemnify SAP to the extent allowed by the Texas constitution for unencumbered funds for any Taxes and related costs, interest and penalties paid or payable by SAP.

The location for the Services provided hereunder is identified by Licensee as: 700 Lavaca, Austin, TX 78701 ("Service Location"). Licensee agrees and understands that the calculation of Taxes may be affected by the Service Location.

**6. Change Request Procedure**

Any change to this SOW that affects the scope (by material reduction or addition), content, methods or schedule, shall be subject to mutual written agreement of the parties and shall be made in accordance with Exhibit 2 hereto (Change Request), which is hereby incorporated by reference. SAP shall not commence work on any such change unless and until the change has been agreed to in writing by both parties.

**7. Cancellation / Termination**

Notwithstanding termination for cause, this SOW can be terminated by Licensee any time, in whole, by providing at least 30 days prior written notice stating the effective date. In this event, SAP shall be paid all fees then due and owing, including expenses, and for all Services performed (including the notice period), irrespective of whether Services have been invoiced yet.

**8. Validity of Quotation**

The validity of this Statement of Work will expire on 12/25/2013, unless sooner executed by Licensee, or extended in writing by SAP.

**9. General**

Any earlier quotations that SAP has submitted concerning the same works and services are hereby withdrawn. The terms, conditions, and details in this quotation also apply to any Services and Work Products that are or have been provided to Licensee before a contract is concluded.

Should any provision of this quotation be ineffective or unenforceable, the validity of this quotation remains unaffected. In this case, the parties undertake to replace the ineffective provision with an effective provision that achieves as nearly as possible the business purpose of the ineffective provision.

Except as provided in the severability clause this offer may be accepted only in its entirety.

Date	Date
Customer Legal Name	SAP Legal Name
<i>Travis County, TX</i>	<i>SAP Public Services, Inc.</i>
Name and Position of Licensee Representative	Name and Position of SAP Representative





**Exhibit 1**  
**to**  
**Statement of Work**  
**dated October 25, 2013**  
**to**  
**Professional Services Agreement or Schedule ("Agreement")**  
**between**  
**SAP Public Services, Inc. ("SAP")**  
**and**  
**Travis County, TX ("Licensee")**

**Project Definition**

This Exhibit 1 to the Statement of Work (SOW) addresses the Implementation Consulting Services required of the Project. It is mutually understood that business requirements, resources and dates may change subject to the applicable terms of this Statement of Work and that any such material change requested by Licensee or as a result of Licensee inability to provide agreed upon resources, fulfill applicable assumptions and to perform the Licensee Responsibilities set forth herein or the result of Licensee errors or omissions may result in a Change Order in accordance with the Change Order Procedure as defined in Exhibit 2.

Licensee is responsible for requesting changes to the requirements for Services. It is understood by SAP and the Licensee that any material changes to scope that are requested, will be addressed through a formal change order process. Material changes are those which specifically will impact either budget, scope, timeline or resources.

**1. Enterprise Scope**

1.1. Organizational Scope

Work performed under this agreement will be limited to Travis County's HCM and Payroll modules and to the detail scope defined in section 1.4 below.

1.2. Languages / Currencies

English is the only language on this engagement. No other currencies than US dollars will be supported.

1.3. Business Scenarios / Processes

Payroll and the processing of overtime for Travis County will be reviewed and changes implemented. Impacts to any other areas of functionality, including unanticipated side effects of this work, are not included in this SOW. Documentation, training, and organizational change aspects are not included in this SOW. No system support pack or other upgrade is included in this SOW.

1.4. Functional Scope

The County of Travis Texas is currently experiencing overtime related issues within its SAP payroll processing steps where additional consulting services are needed in order to optimize the existing functionality. Specifically Travis County requires assistance with weekly overtime calculations for its semi-monthly payroll processing. In cases where two pay periods (pay period X and pay period X+1) fall in the same Sunday to Saturday FLSA work week (a "split" FLSA week), the system is not configured to calculate the overtime correctly. This configuration should be corrected not only to account for the overlapping situation, but also for those occasions where the employee's rate of pay changes as they cross the pay period (i.e., in the middle of the working week).

Currently, SAP correctly calculates the number of overtime hours and straight overtime, but the overtime premium calculation for the split FLSA week does not include the hours and earnings for the 1<sup>st</sup> part of the week ("missing" hours and earnings). The configuration (SAP payroll and/or time schema and personnel calculation rules) needs to be corrected to include these missing hours and earnings in the overtime premium calculation. The missing hours and earnings cause the overtime premium calculation to be incorrect when the employee has a salary change during the week (either via infotype 8 Basic Pay or infotype 2002 Attendances with a rate override) or a recurring payment (infotype 14) that ends in the 1<sup>st</sup> part of the week (pay period X).

In addition, the configuration must also correctly process the scenario where the employee surpasses the 40 hour overtime threshold in a FLSA week on/before the end of the pay period (pay period X) and the end of the working week – so that part of the overtime may be remunerated to the employee as part of their pay for the first pay period, and any remaining overtime that is due is remunerated as part of the second pay period. Overtime worked should always be paid in the pay period it was worked. A correction should be automatically made to the overtime premium paid in pay period X+1 as needed such that the overtime premium rate used throughout the entire FLSA week is the same.

1.5. Development Scope

No development activities (i.e., WRICEF objects) are in scope to be performed by SAP. Should further refinement of business requirements necessitate development, a change order and impact to costs, risks, and timing will be required.

1.6. Technical Scope

Technical activities, including Basis, Security, are being performed by Travis County.

1.7. Quality Assurance Scope

N/A

1.8. Out-of-Scope Areas

Any work not specifically defined for SAP to perform in sections 1.1-1.7 above is out of scope.

**2. Project Approach**

2.1. Approach

This project will include the following phases:

(1) Blue Print and Review Current System Configuration. SAP Consulting would conduct on-site workshop sessions with the appropriate stakeholders to understand the exact nature of the scenarios that are not able to be processed correctly. In addition, SAP will review the existing configuration to identify anything that may be added or corrected.

(2) Realization. Based on the information from the workshops and the review of the system, new configuration will be proposed to correct the current issues. This configuration will be built and tested in the appropriate environment within Travis County’s existing landscape with pre-prepared testing scenarios. SAP will lead the configuration and testing effort, but it will be responsibility of Travis County to provide the testing scenarios. Once the testing is successful, SAP will prepare the final version of the configuration document in the appropriate format.

(3) Testing in QA. Once the changes have successfully passed the initial tests, they will transported to the [QA] environment for further testing. This testing effort will be lead and performed by Travis County with the assistance of SAP. After they are satisfied with the outcome of this testing, Travis County will manage the transport and cutover of the change to their Production environment. SAP will provide assistance as needed during this activity and once items are processed in a live payroll run.

2.2. Project Timelines

This project is scheduled to start on December 2, 2013 and end 6 weeks later or sooner unless amended by the parties in a written amendment to this SOW or the week of blueprinting shows that the Work Products identified in section 4 of this Exhibit 1 can’t be achieved in which case the project will end after week 1.

<b>Topic: Overtime</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
Blue Print & Review Current System Config					
Realization (configuration/unit testing/knowledge transfer)					
Testing in QA Environment					

- Week 1 - 40 hours - Blueprint
- Week 2 - 40 hours - Configuration
- Week 3 - 40 hours - Final configuration and unit testing
- Week 4 - 40 hours - QA testing, begin knowledge transfer
- Week 5 - 20 hours - Finalize project and complete knowledge transfer

2.3. Quality and Risk Management

No separate quality and risk management efforts are within scope for this engagement.

2.4. Project Methodology

2.4.1 Project Toolset

N/A

2.4.2 Data Migration Approach

N/A

2.4.3 Development Approach

To be handled by Travis County.

2.4.4 Technical Management Approach

To be handled by Travis County.

2.4.5 Education Approach

To be handled by Travis County.

2.4.6 Change Management Approach

To be handled by Travis County.

2.4.8 Knowledge Transfer

Oral assistance with written documentation of the changes made to Travis County's payroll system will be provided. Travis County is responsible to produce, review, and implement the documentation.

**3. Project Organization**

3.1. Logistics

Primary workspace: On site with the Travis County SAP support team

Workspace resources: a working area to accommodate at least one team member, a phone, a PC with access to the appropriate system environments in which configuration and testing may take place.

Licensee will provide a working environment and facilities adequate for SAP to perform their assigned duties. This includes, but is not limited to, adequate conference rooms, cubicle space, and telephone and internet access.

Project team members will be given access to the Licensee's SAP environment and any documentation repositories. Licensee shall provide secure dial-in and/or direct access to the Licensee networks as necessary.

SAP will be provided with full access to all of Licensee's facilities necessary for the Project, including all necessary identification material (badges, cards, etc.), subject to the terms and conditions of the Schedule. This includes full access to such buildings and systems during and after normal business hours, on weekends, and on holidays. Limitation of SAP access during these times may reduce SAP's ability to maintain the proposed schedule.

3.2. Project Governance

The Project will have sponsorship from Licensee's senior management, who will be available on a timely and regular basis to monitor the Project progress and to act as a decision maker for policy decisions.

3.3. Project Team Organization

The SAP team will consist of a Payroll Functional Consultant.

3.4. Project Resource Loads

N/A

3.5. Licensee Roles and Responsibilities

As described in Section 1.

3.6. SAP Roles and Responsibilities

As described in Section 1.

3.7. Key Employees

Payroll manager/analyst

Basis Team member

ABAP developer

HCM Security specialist

Project Manager/Sponsor

#### **4. Overall Project Activities and Work Products**

Eliminate manual work around by configuring and testing the payroll and/or time evaluation schema to address 2 core deficiencies in the current configuration for overtime calculation and thereby allow the system to properly calculate overtime during payroll processing:

1. Employee is either salaried non-exempt or hourly (temp) and works overtime during a FLSA week (Sunday-Saturday) that is split into 2 periods (period X and X+1). He has a different rate of pay on at least one day of the week (either via infotype 2002 attendances or via infotype 0008 basic pay). The schema is not pulling in the hours and amount from period X.
2. Employee is salaried non-exempt and works overtime during a FLSA week (Sunday-Saturday) that is split into 2 periods (period X and X+1). He has an add pay (for example, \$100/pay period) that should be part of the overtime premium calculation. It is delimited at the end of pay period X of the split week. The schema is not including the add pay since it was delimited in period X.

#### **5. Project Assumptions**

##### 5.1. General Project Assumptions

1. County is responsible for bringing the product and management skillsets necessary to own the deliverables with SAP providing subject matter expertise to assist the County.
2. SAP consultants will work remotely and on-site.
3. Customer will provide VPN or similar high speed remote access to the appropriate test and development environments.
4. Remote access will be configured and available to SAP consultant team at least one week prior the scheduled services engagement. This is done to confirm that access is available and will not cause delay in the start of the planned project work.
5. It is expected that the VPN environment will provide access to all necessary development and database servers and the consultant will have accessibility as if they were working in front of the server.
6. Customer's Project Manager is expected to have overall responsibility for the implementation of the SAP project plan, schedule, budget, work products and project deliverables.
7. Any tasks identified as project status review are intended to be technical in nature, owned by the Licensee (with SAP's assistance) and provide a project status review with the customer's technical project team that reviews the SAP mobile implementation project plan and corresponding tasks.
8. Customer project resources will be available to SAP during the engagement and will be readily available to respond to all inquiries.
9. Customer will provide SAP with a data populated database for build and test efforts.
10. All services are provided on a time and material basis unless stated otherwise.
11. SAP will only provide the services in English. Language translations are not included in this SOW.

5.2. People / Organization

Any organizational change work is responsibility of Travis County.

5.3. Development

Any necessary development work is to be performed by Travis County resources.

5.4. Change Management

Change Management activities are to be performed by Travis County resources.

5.5. Testing

As discussed in Section 1

5.6. Project Infrastructure

As discussed in Sections 1-4

5.7. Deployment

Transports will be migrated through Travis County's system landscape in accordance with the existing policies and procedures.

5.8. Data Migration

N/A

**Exhibit2  
to  
Statement of Work  
dated October 25, 2013  
to  
Professional Services Agreement or Schedule ("PSA")  
between  
SAP Public Services, Inc. ("SAP")  
and  
Travis County, TX ("Licensee")**

Change Order Procedure

Any change to this SOW must be agreed to, in writing, by both parties. The following procedure (whether requested by Licensee or SAP) will be used to control all changes. All Change Requests to the SOW must be made in writing and shall be submitted by the appropriate Project Manager. Each request should contain the following information:

- The requested change;
- The impact, if any, on the existing Services and Deliverables (if any);
- Estimated impact, if any, on project schedule; and
- Estimated change, if any, in consulting fees.

The Project Manager shall review and accept or reject the Change Request. If rejected, the Change Request shall be returned to the submitting party with written reasons for rejection and, as appropriate, any alternatives.

All approved Change Requests will be incorporated into the Change Order to this SOW. SAP will not perform any Services outside of the SOW until the Change Request has been signed by both parties.

1. Describe the requested change:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Define the impact, if any, on existing Services and Deliverables (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Define additional Services required as a result of the requested change, if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Define the impact, if any, to the existing Project schedule. Provide an updated Project schedule, if appropriate.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Provide an updated Services and payment schedule, if appropriate.

\_\_\_\_\_

\_\_\_\_\_

**Accepted By:**

**SAP Public Services, Inc.  
(SAP)**

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Accepted By:  
Travis County, TX  
(Licensee)**

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ORDER EXEMPTING PURCHASE OF  
PROFESSIONAL CONSULTING SERVICES  
FROM COMPETITIVE PROPOSAL REQUIREMENTS OF THE  
COUNTY PURCHASING ACT**

**WHEREAS**, the Commissioners Court of Travis County has the authority to exempt the purchase of personal or professional services from the bidding requirements of the County Purchasing Act, TEX. LOC. GOVT. CODE ANN. § 262.024 (a) (4), and

**WHEREAS**, the County desires to enter into a contract with SAP Public Services, Inc., for professional consulting services, to provide for overtime calculation enhancements,

**WHEREAS**, these services are professional services requiring special training, skills, and experience.

**NOW, THEREFORE**, the Commissioners Court of Travis County hereby orders that the purchase of Professional Consulting Services from SAP Public Services, Inc., is exempted from the bidding requirements of the County Purchasing Act pursuant to TEX. LOC. GOVT. CODE ANN., section 262.024 (a) (4) because it is a contract for professional services.

Signed and entered this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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Samuel T. Biscoe, County Judge

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Ron Davis  
Commissioner, Precinct 1

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Bruce Todd  
Commissioner, Precinct 2

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Gerald Daugherty  
Commissioner, Precinct 3

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Margaret Gomez  
Commissioner, Precinct 4