Attachment 1

PROJECT DESCRIPTION:	UKG TeleStaff Implementation
TOTAL COST:	$26,000
START DATE:	TBD
ESTIMATED END DATE:	TBD
CLIENT PROJECT COORDINATOR/MANAGER:	TBD
JKS PROJECT COORDINATOR/MANAGER:	TBD

Initial Discovery Data:

Employees:
- 130

Divisions:
- Patrol
  - Records Supv, Investigations Custodian
- Jail
- Court Security – back-filled similar to jail/patrol

Current practices:
- Using Word/Excel Docs today
- Manually processes for things like shift trades and sign-ups which use Word Docs.

Shifts:
- Jail – 5/8s schedule
  - Voluntary Callback Saturday or mandated if left open
- Patrol - Panama 12-hour shifts
- Court Security – 7:30a – 5p

Scheduling:
- 3 Scheduling Groups
  - Each Group hires using similar criteria with minor variances between each group

Time Off:
- Vacation sign-up for 6 month period
  - Users pick consecutive day periods starting with:
    - 5+ days in round 1 (Takes precedent)
    - 4 or fewer days in round 2+ (Single Day Picks allowed)
- Events:
  - Different hiring list from OT

Shift Trades:
- Must be paid back within 2 pay periods

Bidding:
- Shift bid:
  - Queue based on seniority
  - Users must have 18 mo. of service
  - Bid twice a year for shifts
  - Similar processes for both Patrol and Jail, only different shifts
- Vacation Bid: (semi-manual)
  - Bid Based on Seniority
  - Patrol:
    - Continue to collect bids manually as they do today
    - Enter the results of the manual process in via the bid module
  - Jail/Court Security
    - Will run 2 separate bids for their groups
    - First bid will be for 5+ Consecutive Shifts
    - Second Bid will be for single day selections of remaining accrual time

Integrations:
- Payroll: UKG Ready (Export only)

SCOPE OF SERVICES

- **Security Management**
  - Multiple staffing authorities/roles
  - Multiple login policies
- **Organization Management**
  - **Three** Business Units/Scheduling Groups
    - Overtime Hiring practices vary for staff in the business unit(s)
    - Time Off Requests practices vary for staff in the business unit(s)
    - **Examples:** Patrol, Jail, Fire Suppression, Communications, etc.
    - Define skills, specialty and/or certification at position, unit or area
  - Event Type and Extra Units for Special Deploy *(1 Event type)*
    - Deploy extra unit to the roster
    - Configure one Event Type and provide training so customers can create other Event Types
- **Shift Management**
  - Ability to support multiple shift patterns for a single business unit
  - Support of "Short" Days
- **Roster Management**
  - Include multiple roster views
  - Roster Headcounts
  - Minimums Staffing (Leave Thresholds/Roster Counts/Alarms)
- **Multi-day Schedule**
  - Include multiple views
- **Code Management**
  - Signup Process
    - The ability for user to make themselves available or not available for work
    - The ability for users to sign up for special event opportunities
    - Validate Dynamic/Static issues
  - Accrual Code Management
    - Initial accrual code(s) balance(s) – manual or import
    - No cascading accrual process
    - Customer responsible for ongoing accrual code updates
    - Import required to be in UKG format.
  - Time Off Request – Various non-working codes (Vacation, Comp, Sick, etc.)
    - Ensure compliance with union rules, common business practices, etc.
    - Validate Dynamic/Static issues
    - With or without approvals – Workflows
  - Shift trades
    - One Way & Two Way
    - Ensure compliance with union rules, common business practice, etc.
    - Validate Dynamic/Static issues
    - With or without approval by code – Workflows
- **Overtime/Special Event Hiring (Fill by Rule)**

- - Multiple hiring/staffing list selections (*up to 2 Hiring Strategies per staffing group*)
  - Linked Hiring/Staffing Lists with sorting criteria for each list (*up to 3 Hiring Lists per staffing group*)
  - Fatigue Rule (*1 Fatigue Rule if necessary per staffing group*)
- **Dynamic/Static Issues**
  - To support Work Code management and Roster management (roster moves)
- **Workflow notifications**
  - To support Work Code management
- **Report Management**
  - Standard reports
- **Export Management**
  - Standard payroll export configuration variable length flat file
  - Roster Type report export for downstream RMS and CAD systems
- **SSO Configuration**
- **Outbound Functionality**
  - SMS
    - Twilio account required
    - JK Seva will assist with setup, number registration, and configuration for SMS
  - Email
- One production cutover upon successful user acceptance testing
- One-time data import of customer-supplied person data in UKG standard format
- JKS will provide two, remote Education sessions

ADD-ON SERVICES

- Bidding:
  - Shift bid:
    - Queue based on seniority
    - Users must have 18 mo. of service
    - Bid twice a year for shifts
    - Similar processes for both Patrol and Jail, only different shifts
  - Vacation Bid: (semi-manual)
    - Patrol: use vacation bidding as a means of data entry without any automation
    - Patrol: ad-hoc or single-day selections (possible)
    - Jail/Court Security should be able to automate their processes based on what was demonstrated to them; however, it was also noted that they may need to break the vacation selections into different bids.
- Integrations: 180 degree / Export Only
  - Payroll: UKG Ready

METHODOLOGY AND APPROACH

- **Remote Services:** All services will be provided remotely
- **Project Management:**
  - Creation and maintenance of a project plan, issues and risks management, and necessary status calls (no more than 1x/week) and reports.
  - Jointly run project: JKS Project Manager will work with the **Client** Project Manager.
  - Transition to UKG Global Support after the first deployment Go-Live.
- **Project Approach:**
  - Initial Discovery Session with **Client** with all necessary personnel including Project Sponsor.
  - JKS plans to create one solution design for your organization from the Discovery Session, **Client** review, JKS make necessary configuration changes (within scope), **Client** review, and **Client** sign-off.
  - **JKS** performs the "Run Data Validation" test, **Client** team will conduct one testing cycle to accept the solution (JKS will provide support for up to two weeks of testing "UAT"). **Client** and JKS sign-off on UAT.
  - Re-configuration: if necessary, JKS will complete. **Client** tests changes.
  - Go/No-Go Decision (Meeting with JKS and **Client**)
  - JKS (and **Client**) send authorization for "Cutover" to UKG.
  - UKG prepares and promotes to Production (JKS supports).
    - JKS will support one production cutover
  - JKS will support up to two payroll cycles
- **Architecture:** Two environments (1 Production, 1 Non-Production).
- **Education Strategy:**
  - JKS will provide two, remote Education sessions.
  - **Client** conducts online education by UKG through University (required), with additional information and toolsets to educate end-users.
  - JKS recommends **Client** evaluate creating a customized education program (can be guided by JKS but not included).
  - UKG education curriculums can be reviewed on the UKG Community website.
- **Project Timeline:**
  - The project will commence within 7-10 business days upon receipt of a signed contract by both UKG and JKS.
  - JKS Fixed Fee Package implementations are designed to deliver value quickly to your organization. Project timelines usually span up to 6 months.
  - Implementation support for this period is included in the package with an estimated duration of 12-16 weeks.
  - Extended project timelines and scope beyond this must be supported with additional services agreed upon via Change Order.
- **Change Orders (CO):**
  - Once Discovery is complete and signed off, no more changes will be permitted unless a CO is initiated and time permits.

Note: the timeline is aggressive and depends upon receipt of the UKG environment, the availability of the **Client** for timely decision-making, allocated **Client** resources, providing data timely and accurately, adequate and timely testing and testing practices, timely responses, and **Client** leadership oversight.

GENERAL PROJECT ASSUMPTIONS

The following general assumptions have been made in the development of JK Seva's SOW and associated fee estimates. All estimates and expenses set forth in this SOW are, therefore, contingent upon the accuracy of these assumptions, and are subject to change should any assumption turn out to be incorrect. The following assumptions should be carefully reviewed by the **Client** to verify accuracy:

- **Client** provides appropriate assistance, adequate resources allocated, and a project sponsor during the project period.
- Tasks that are not included in the pricing are assumed to be performed by the **Client** or not needed.
- This SOW does not include or override any existing contracts currently in place between JK Seva and **Client**.
- JK Seva's SOW does not include customizations, modifications, or extensive configuration changes of the UKG software; it is assumed the functionality provided by UKG's software purchased is sufficient.
- If there are data discrepancies, **the Client** will provide the required resources for data cleansing. **Client** will ensure prompt attention to this matter to not impede the project scope and timeline.
- JK Seva will be assisting with application testing and data validation, but the ultimate responsibility is **Client.**
- **Client** and JK Seva will work together to expedite any escalation and/or decisions to be made by management and/or executive management.
- **Client** will provide access to all applicable project tools.
- **Client** will make JK Seva aware of any blackout dates, holidays and resource absences within the first 10 days of the project which may affect JK Seva's ability to meet the timelines in the project plan.
- **Client** has access to University and UKG Community.
- UKG product licensing/SaaS agreement and support will be maintained by the **Client.**
- Methodology: 1 Prod/1 Non-Prod environment; 1 discovery, solution design created, 1 testing cycle, and 1 production cutover.
  - Testing is to be completed one month before go live.
- **Client** will provide a Project Manager.
- **Client** will purchase and maintain their licensing, Twilio, for any SMS messaging to use as a contact method for scheduling (if SMS messaging is required).
- Communication between **Client** IT (and/or third party), JKS, and UKG Technical Consultants is a potential risk for completion on a timely schedule.
- **Client** to provide accurate data for imports: Data, Accruals, etc. If not, it could affect the timeline and/or additional Change Orders may be necessary.
- **Client**'s Integration/Export Tasks: Payroll (UKG Ready), Export Only
- Three Scheduling Groups: scheduling practices and rules between Patrol and Jail are similar; Court Security is separate

PRICING

The following is the Fixed Price and the Client will be invoiced as estimated and presented.

CONSULTING ROLE	Rate	TOTAL
JKS Implementation Package: Core		
Go Live Preparation & Promotion Support		
Add-on Service: Shift/Position Bidding		
Add-on Service: Vacation Bidding		
Add-on Service: UKG Ready Integration (Export Only)		
Add-on Service: Addtl Business Unit		
Total Estimated Project Costs		**$26,000**

Payment/Payment Terms:

- JKS will submit invoices to the Client as follows:
    - o 50%: Upon signature of MSA and SOW.
    - o 25%: TBD (Numeric Date): Configuration Sign-off
    - o 25%: TBD (Numeric Date): Go-Live
- **Client** agrees to immediately bring to JKS's attention any discrepancy in the invoice upon receipt
- Payments for services performed and expenses incurred will be "Due Upon Receipt". Client agrees to pay invoices within thirty (30) days of invoice date and understands that failure to timely pay such invoices will result in the cessation of all work hereunder, as well as a 2% late payment, in addition to the maximum rate of interest allowed by law on such invoices.
- Please provide details below regarding where invoices and information would be submitted, and any other relevant information.

Accounts payable information	Contact Name	Contact Email	Contact Phone
AP contact			
AP approver			

Any other information

Attachment 2

For issue resolution please follow the process below to resolve any issues:

1. Please contact Bill Mitchell, President
   Email: bmitchell@jkseva.com
   Phone: (925) 682-4800 x470

2. Please contact Chris Schneider, CFO
   Email: cschneider@jkseva.com
   Phone: (925) 682-4800 x475

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ORDER FORM

Quote#: Q-242159
Expires: 27 Jun, 2024
Sales Executive: Scott Csaplar
Effective Date: Effective as of the date of last signature of this Order

Order Type: Quote
Date: 30 May, 2024

Customer Legal Name:
CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

Customer Legal Address:
1776 EAST WASHINGTON, URBANA, IL 61802 USA

Bill To: CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES
1776 EAST WASHINGTON
URBANA, IL 61802 USA

Bill To Contact:

Ship To: CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES
1776 EAST WASHINGTON
URBANA, IL 61802 USA

Ship To Contact: Josh Sapp

Ship to Phone: 217-819-3545
Ship to Mobile:
Contact: Josh Sapp
Email: jsapp@champaigncountyil.gov

Currency: USD
Customer PO Number:
Solution ID: 6069613
Initial Term: 36 months
Uplift Percent: 4 %

Shipping Terms: Shipping Point
Ship Method: FedEx Ground
Freight Term: Prepay & Add
Renewal Term: 12 months
Payment Terms: Net 30 Days

Billing Start Date: 90 Days from the Effective Date
Data Center Location: USA

Subscription Services
Billing Frequency: Annual in Advance

Subscription Services	Quantity	PEPM	Monthly Price
UKG TELESTAFF CLOUD	130	USD 8.00	USD 1,040.00
Total Price			**USD 1,040.00**

Quote Summary

Item	Total Price
Total Monthly SaaS and Equipment Rental Fees	USD 1,040.00

Order Notes:

This Order is entered into between Customer and UKG Kronos Systems LLC (formerly known as Kronos Incorporated), subject to the terms and conditions of the Master Agreement Reference #18220 dated March 18th, 2019, between the Lead Agency (acting as "Owner") and UKG Kronos Systems LLC (as the "Contractor"), as amended ("Contract #18220"). The TeleStaff Cloud Software Application as listed on this Order as subject to the Sections A and K of Contract #18220).

The fees for the Subscription Services are invoiced 60 days prior to the Billing Start Date.

UKG and Customer acknowledge that the professional services required to implement the Software listed herein will be provided by JK Seva. If Customer requires professional services from UKG, they will be provided on a time and materials basis at UKG's then current standard rates.

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their authorized representatives and shall be effective as of the date of the last signature below.

CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES	UKG Kronos Systems LLC
Signature: _Steve Summers (signature)_	Signature: _____
Name: Steve Summers	Name: _____
Title: County Executive	Title: _____
Date: 06/07/2024	Date: _____

The monthly price on this Order has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. Due to the rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoice is the true and binding total for this Order for purposes of amounts owed for the term.

UKG is aligning our product brand and announcing that the UKG Dimensions® and UKG Pro® solutions will be one product suite under the name UKG Pro. Click here to learn more and view examples of current to future names

https://www.ukg.com/one-suite#WhatproductnamesarechangingunderUKGDimensions