



APAS: Change Request (CR-025): Extension of APAS Development Agreement (Exhibit A, SOW # 1) Timeline from July 01, 2023 to November 30, 2023

CR Status (Completed by APAS Program Manager)

Change Request #	69285-CR-025	Version 1.0
Date Closed	May 18, 2023	
Status at Close	Approved	

CR Identification (Completed by Requestor)

Requested By	Mahesh Naik																																		
Request Date	May 17, 2023																																		
Short Description	Extension of the APAS Project (Exhibit A, SOW # 1) development and testing timelines from July 1, 2023 to November 30, 2023																																		
Priority (C, H, M, L)	C																																		
Team	APAS team																																		
Due Date	June 30, 2023																																		
Phase	Build, Test and Implementation																																		
Evaluator	Paul Paulose																																		
Detailed Description/Justification	<p><u>Problem Description:</u></p> <p>The APAS project team has encountered a number of Late Discoveries, Business Process Changes during the UAT1 and UAT2 testing of Phase 3 and Phase 4. Also, the team executed Controller Test Scenarios and uncovered Complexities. Additionally Phase 5 Components grooming has also resulted in increase in overall scope of the functionality and automation. In order to develop, test and release all of the above, the APAS team needs additional time.</p> <p><u>Publicis Sapient (PS) – ACRE Shared Cost</u></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Total hrs.</th> <th>Blended Rate</th> <th>Total</th> <th>ACRE</th> <th>PS</th> </tr> </thead> <tbody> <tr> <td>Phase 4 Late Discoveries/Business Process Changes</td> <td>8,198</td> <td>\$ 135</td> <td>\$ 1,106,757.00</td> <td>\$ 553,378.50</td> <td>\$ 553,378.50</td> </tr> <tr> <td>Phase 3 Late Discoveries / Business Process Changes / Added Complexity</td> <td>7,124</td> <td>\$ 135</td> <td>\$ 961,740.00</td> <td>\$ 480,870.00</td> <td>\$ 480,870.00</td> </tr> <tr> <td>Phase 5 Added Complexity and Automation</td> <td>7,423</td> <td>\$ 135</td> <td>\$ 1,002,105.00</td> <td>\$ 501,052.50</td> <td>\$ 501,052.50</td> </tr> <tr> <td>Total</td> <td>22,745</td> <td></td> <td>\$ 3,070,602.00</td> <td>\$ 1,535,301.00</td> <td>\$ 1,535,301.00</td> </tr> </tbody> </table> <p>NOTE:</p> <ol style="list-style-type: none"> For Phase 4 Late Discoveries/Business Process Changes includes approximately 5200 hours of the 8198 hours from January 2023 – June 2023. Remainder of the hours are for July 2023 – November 2023 					Description	Total hrs.	Blended Rate	Total	ACRE	PS	Phase 4 Late Discoveries/Business Process Changes	8,198	\$ 135	\$ 1,106,757.00	\$ 553,378.50	\$ 553,378.50	Phase 3 Late Discoveries / Business Process Changes / Added Complexity	7,124	\$ 135	\$ 961,740.00	\$ 480,870.00	\$ 480,870.00	Phase 5 Added Complexity and Automation	7,423	\$ 135	\$ 1,002,105.00	\$ 501,052.50	\$ 501,052.50	Total	22,745		\$ 3,070,602.00	\$ 1,535,301.00	\$ 1,535,301.00
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2. APAS team is in agreement that above hours are as per plan, and adjustment of hours may be necessary between the phases, and will be reviewed and agreed by APAS Leadership team.
3. ACRE and Sapient Management agreed that with the addition of CR# 25, Sapient will be able to finish Phase 3, 4, & 5B and in-progress 5A scope items including additional complexity/Late Discovery/In scope enhancements and complete the production rollout of all Phases. Remaining Phase 5A items needs to be groomed and scheduled.
4. The details of the CR-025 shared cost are identified in SharePoint folder under Change Requests:
 - a. Phase 3 user stories → [Stories - All RP - Added Scope Since Build Complete 20230515 attached to CR 25.xlsx](#)
 - b. Phase 4 user stories → [Stories - All BPP - Added Scope Since Oct 01, 2022 attached to CR 25.xlsx](#)
 - c. Phase 5B user stories → [Stories - Phase 5B attached to CR 25.xlsx](#)
5. Sapient will maintain the staffing level as required to meet the delivery dates outlined in APAS HLP and Heatmap.

These risks and challenges have been tracked and reported in the monthly APAS Executive Steering Committee and are as follows:

Reference#	Description
APAS-R-067	APAS Interface discussion with Controller and the Tax Collector Systems need to be closely monitored and testing needs to be synchronized between the three Departments. A key difficulty that exists is the APAS project is agile based and the Controller's is legacy. This inherently introduces some scheduling challenges that need to be closely monitored.
APAS-R-074	Phase 4 QA & UAT testing identified some business process changes which will result in additional effort, which is under discussion. Additionally, Sapient has a concern that Phase 5 can't be completed by June 2023.

In order to address the issues and challenges identified above, additional time will be required to complete the development, testing and release of the APAS application. The effort required to do so has been carefully estimated and reviewed.

CR Type	CR ID	CR Details	Cost to ACRE	Cost Absorbed by Sapient
Technical	CR-013	Setup, Maintenance and Operational Support (M&O) of new End-to-End ACRE QA Environments	\$75,000.00	\$35,000.00
	CR-018	New Scope of building Translator Utility to Generate Controller Office data file	\$56,640.00	\$37,760.00
General (Others)	CR-014	Addition of Organizational Change Management (OCM) Resource	\$53,700.00	\$53,700.00



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		CR-020	Additional resources being added to APAS project team in order to meet the delivery timelines		\$2,142,112
	Data Conversion	CR-016	New Scope of Cleansing and Migration of data from GIS Source for Land Characteristics	\$64,415.00	\$ -
		CR-017	Expanded Scope of Cleansing and Migration of data for Additional Parcel Characteristics		\$48,415.48
		CR-019	New Scope of Cleansing and Migration of NOTES and LEOPS Data	\$84,570.00	
	Proposed 6-month Extension	CR-022	Proposed Sapient and ACRE Cost Sharing	\$1,716,172.31	\$1,716,172.32
	Data Project Alignment cost	CR-022	Proposed Sapient and ACRE Cost Sharing	\$0	\$594,995.63
	COVID Contingency Onshore Resources	CR-022	Proposed Sapient and ACRE Cost Sharing	\$0	\$625,968.00
	APAS Project Extension 2.5 months	CR-023	Amendment #6 to extend the Development Project by 2.5 months from July 1, 2022 to September 15, 2022	\$0	\$0
	APAS Project Extension 9 ½ months	CR-024	Amendment #7 to extend the Development Project by 9 ½ months from September 16, 2022 to June 30, 2023	\$1,461,619.00	\$4,452,685.00
	APAS Project Extension 5 months	CR-025	Amendment #8 to extend the Development Project from July 01, 2023 to November 30, 2023	\$1,535,301.00	\$1,535,301.00

Schedule, Timeline, and Cost Impact

- PS estimate for project extension till November 30, 2023 (Exhibit A, SOW # 1) is \$3,070,602 divided equally between ACRE and Sapient

Relative benefit of accepting the change request:

Addressing all the challenges faced by the APAS project team and ensuring the development and implementation of all of the business requirements necessary to meet ACRE's goal of transforming the business processes of the Assessor Division and retiring the EZ Access System.

Relative cost of rejecting the change request:

The APAS project team will not be able to retire the EZ Access system and achieve the goal of the modernization and transformation of the Assessor business operations.



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CR Evaluation Results (Completed by Evaluator)

Date Evaluation Completed	May 18, 2023
Work Effort Impact	None
Deliverable Impact	None
Schedule Impact	Exhibit A, SOW # 1 extended till November 30, 2023
Functional/Solution Impact	None
Resource/Cost Impact	\$3,070,602
Impact on Other tracks/ modules	None
Impact to Other External Systems	None
Other Comments	None
Overall Recommendation	Approved

Scope / Execution Risk Assessment (Completed by APAS Program Manager)

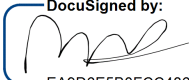
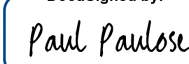
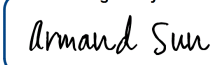
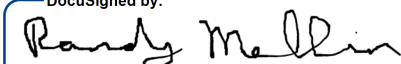
Total Cost:	\$3,070,602	
Is this shared scope risk?	No	
Is this scope increase or decrease the overall cost to the project?	Increased Cost: \$3,070,602	Decreased Cost: None
ACRE Cost:	\$1,535,301.00	
Sapient Absorbed Cost:	\$1,535,301.00	
Sapient Non-absorbed Cost:	N/A	

CCB Review Results (Completed by APAS Program Manager)

CR Review Completed	May 18, 2023
Review Findings	None
New Scope Cap/Limit	None
Other Comments	None
Overall Recommendation	Approved



Approval Signatures

Sapient Project/Program Manager	DocuSigned by:  EA9D6E5B0ECC486
ACRE Project/Program Manager	DocuSigned by:  53B643C8099E48A...
ACRE Chief Appraiser (supporting APAS)	DocuSigned by:  5AEC6B52DEA3431
ACRE IT Director	DocuSigned by:  F494E446EA7A4D4...