

## CHANGE ORDER No. 1 to Contract No. DMS 14/15-011

Human Resources Outsourcing Contract No. DMS 14/15-011 dated as of November 18, 2015, by and between the STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES (Department) and NorthgateArinso, Inc. (Service Provider) is hereby amended as follows:

1. **Changes to Contract No. DMS 14/15-011 as described in NorthgateArinso (NGA) State of Florida Item 7516533 (Attachment 1), which includes:**
  - a. Add a new custom field into the EEO Veterans GUI screen that will capture the employee self-identification of disability of the employee.
  - b. Update the SAP extract program to capture the employee self-identification of disability and send the selected options to the Data Warehouse tables.
  - c. Create a new interface program that will generate a requisition file from SuccessFactors and load into the Data Warehouse tables.
  - d. Update employee stage and base tables to include the options of employee self-identification of disability.
  - e. Create a new Data Warehouse table that will be created and appended to by a monthly feed from SuccessFactors.
  - f. Create the Recruitment table and the SuccessFactors Recruitment Data view. The access to this view will initially only be given to the DMS People First Team with Statewide Data Warehouse access.
2. **Implementation Activities and Timeline:** Changes to the EEO-Veteran screen and Data Warehouse (except loading of applicant data) must be implemented by December 31, 2016. Creation of new table and load program to load applicant data in the data warehouse must be implemented by January 31, 2017.
3. **Impact to Contract:** The proposed changes associated with this Change Order No. 1 will be incorporated into the Human Resource Outsourcing – People First Contract No. DMS 14/15-011.
4. **Resource and Cost Estimation:** \$18,360 (108 hours x \$170/hr.) Estimations are presented in NGA Item 7516533 (Attachment 1).
5. **Risk Exposure:** Not implementing these changes could jeopardize the State of Florida's compliance with changes made to Section 110.107, Florida Statutes (F.S.) during the 2016 legislative session (see Other Information section for details).
6. **Other Information:** This Change Order No. 1 effectuates People First system changes necessary to comport with changes to Section 110.107, F.S, regarding the Department

of Management Service's and executive agencies' annual reporting requirements on the number of individuals who have a disability in the state workforce.

Services	Fees/ Hour
IT Development – 108 Hours	\$170
Learning Development – N/A	\$85

Except as otherwise specifically provided herein, all other terms and conditions of the Contract remain unchanged. This Change Order shall constitute an integral part of the Contract following its execution and delivery.

IN WITNESS WHEREOF, the Parties have duly executed this Change Order effective as of the 11 day of November, 2016.

Department of Management Services

By: 

Name: ERIN G. ROCK

Title: Chief of Staff

Date: 11-14-16

NorthgateArinso, Inc. (Service Provider)

By: 

Name: Nathan McCardle

Title: CFO, Products & Services

Date: November 7, 2016

# State of Florida – ITEM 7516533

## Updates to EEO-Veteran Screen

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### In Scope:

This purpose of this document is to estimate of the number of System Enhancement Hours required to make the following system enhancements to the People First system. The changes are to SAP and the People First Data Warehouse to capture the Voluntary Self-Identification of Disability of state of Florida employees in the EEO Veterans screen. In addition, a new interface program will be developed that will create a requisition data file from SuccessFactors that will be sent to the Data Warehouse.

### SAP Development:

- A new custom field will be added into IT0077 EEO Veterans GUI screen that will capture the employee self-identification of disability of the employee. This field will be displayed in the Business Server Pages (BSP) screen for the employee.
- Update the SAP extract program to capture the employee self-identification of disability and send the selected options to the Data Warehouse tables.
- Create a new interface program that will generate a requisition file from SuccessFactors and load into the Data Warehouse tables.

### Data Warehouse Development:

- Update employee stage and base tables to include the options of employee self-identification of disability.
- Update the following Data Warehouse views for each option of employee self-identification of disability:
  - ALL\_CER\_EMP\_REPORT
  - APPOINTMENT\_ACTIVE
  - APPOINTMENT\_ACTIVE\_SW
  - DWSOF\_ALL
  - DWSOF\_ALL\_SW
  - DWSOF\_ALL\_ACTIVE
  - DWSOF\_ALL\_ACTIVE\_SW
  - DWSOF\_ALL\_INACTIVE
  - DWSOF\_ALL\_INACTIVE\_SW
  - EMPLOYEE\_ACTIVE
  - EMPLOYEE\_ACTIVE\_SW
- A new Data Warehouse table named Recruitment\_FY will be created and appended by a monthly feed from SuccessFactors. Monthly Data will not be verified and the assumption is that new monthly data will not replace any existing data. Each July, the prior fiscal year's data will be moved into a static view called Recruitment\_FY\_YY\_YY where YY\_YY will be the start and ending fiscal year (e.g., in July 2017, the view will be named Recruitment\_FY\_16\_17).

## State of Florida – ITEM 7516533

### Updates to EEO-Veteran Screen

- Create the Recruitment table and the SuccessFactors Recruitment data view. The access to this view should only be given to the Department of Management Services (DMS) People First Team with statewide Data Warehouse access.
- Data elements for the input to the Recruitment table are:

Recruitment Data	Data Warehouse Field	Value
Applicant Name	Applicant Name	Last name, first name, middle initial
Gender	Gender	1 = Male, 2 = Female
Date of Birth	Date_of_Birth	MM/DD/YYYY
Race/Ethnicity	Race	Alpha
Disability	Disability	Y or N
EEO-4 Job Category	EEO-4_Job_Category	01, 02, 03, 04, 05,06, 07, 08
Requisition Number	Req_Number	00000000
Position Number	Pos_num	00000000
Olo Code	Olo_Code	0000, example 7200
Employee Type	Employee_type	2 digits = 01, 02, 04, 05
Pay Plan	Pay_Plan	2 digits
EE Group	Employee_Group	2 digits
EE Subgroup	Employee_Sub_Group	2 digits
Requisition Title	Req_Title	Requisition Title
Position Title	Position_Title	Working position title
Hired Indicator	Hired_Ind	Y or N
Interviewed Indicator	Interveiwed_Ind	Y or N
Run Date	Run_Date	YYYYMM
Applicant Submit Date	Applicant_Submit_Date	MM/DD/YYYY

#### Assumptions:

- The Employee Self-Identification of Disability will be captured in a custom field in IT0077 and the employee selection will be sent to the Data Warehouse for reporting purposes. No other interfaces will be updated as part of the changes in this document.
- The existing Disability flag/indicator currently used by the Benefits team in PeopleFirst Service Center for Medicare determination will not be impacted by this change. There is no correlation between the existing Disability flag/indicator and the Employee Self-Identification of Disability field.
- Upon implementation of this item, the employee self-identification of disability field for all employees will be blank.

## State of Florida – ITEM 7516533

### Updates to EEO-Veteran Screen

Phase	Tasks/Considerations	Hours
Functional Design Document	<ul style="list-style-type: none"> <li>• Create functional design documentation</li> <li>• Walkthrough with DMS</li> <li>• Resolve any discrepancies on documentation and finalize for DMS signature</li> <li>• <i>Projected Resources: PA Functional Analyst, SAP Developer, Project Oversight</i></li> <li>• Support Quality Assurance</li> <li>• <i>Prototype demo</i></li> </ul>	Hours = 16
Development: SAP/DW	<p>SAP</p> <ul style="list-style-type: none"> <li>• Update PA0077 screen to add new custom field to capture the EE self-identification of disability</li> <li>• Update BSP screen to reflect the new custom field</li> <li>• Generate an updated URCSM spreadsheet</li> <li>• Update DW stage extract to send EE self-identification of disability to DW</li> </ul> <p>DW</p> <ul style="list-style-type: none"> <li>• Update DW tables, views and load programs to capture the options for EE self-identification of disability</li> </ul> <p>SAP/DW</p> <ul style="list-style-type: none"> <li>• Unit testing of development changes</li> <li>• Support Quality Assurance</li> <li>• Production verifications</li> <li>• <i>Projected Resources: SAP Developer</i></li> <li>• <i>Code review/walkthrough</i></li> </ul>	Hours = 65
Quality Assurance	<ul style="list-style-type: none"> <li>• Scenario identification and documentation</li> <li>• EEO Veterans screen testing with different security role codes, PAR, and EEO Veterans screen testing</li> <li>• Test Execution</li> <li>• <i>Project Resources: Quality Assurance Tester, PA Functional Analyst support</i></li> <li>• <i>Complete QA checklists</i></li> </ul>	Hours = 22
User Acceptance Testing Support	<ul style="list-style-type: none"> <li>• Support to Ops and Client</li> </ul>	Hours = 3
Project Management/Implementation	<ul style="list-style-type: none"> <li>• Project Management support throughout all project phases.</li> <li>• Implementation/post migration support and validation</li> <li>• <i>Project Resources: Project Manager, PA Functional Analyst and Developer for Post migration validation</i></li> </ul>	Hours = 2
<b>Total</b>		<b>Hours = 108</b>