BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION

NO. 2014-027

TO AUTHORIZE THE CHAIR TO SIGN CAYENTA WORK ORDER 14-011, WORK ORDER 14-012, AND WORK ORDER 14-013 FOR THE PURCHASE, IMPLEMENTATION AND TRAINING OF TIME ENTRY MODULE

WHEREAS: The Public Works Department is in need of a web-based time entry system designed to interface with the current Cayenta accounting software modules; and

WHEREAS: Cayenta has developed a web-based time entry system demonstrated to interface with other Cayenta software modules currently utilized by the Public Works Department and the Auditor's Office and supported by the Information Technology Department; and

WHEREAS: Total estimated cost for the Time Entry Module is $62,845; and

WHEREAS: The Director of Public Works requests that the Chair sign Cayenta Work Order 14-011, Work Order 14-012 and Work Order 14-013 for the purchase, implementation and training of Cayenta's Time Entry Module.

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby authorize the Chair to sign Cayenta's Work Order 14-011, Work Order 14-012 and Work Order 14-013 for the purchase, implementation and training of Cayenta's Time Entry Module.

DATED this 4th day of February, 2014 at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

Chairman

Vice-Chairman

Commissioner

COUNTY COMMISSIONERS SEAL KITTITAS WASHINGTON

Attest:

Clerk of the Board

Cayenta

Phone: (604) 570-
Fax: 4300|(613) 482-

WORK ORDER: 14-011

Office Address
4200 North Fraser Way
Suite 201 Burnaby, BC
Canada V5J 5K7

Client Name: Kittitas County
Client Contact:

Work Order Type: License
Date Issued:

Project Manager:
Client PO Number:

Please fax this approval back to Cayenta at: (613) 482-4874
Attn: Client Services Coordinator

Date of Work		Description of Work	Resource Assigned	Software Versions	Tracker	Services			Travel
Start	End					Est Hours	Rate	Total Est Cost	Estimated Costs
		License for Estimated 40 to 45 Users						$ 5,000	
		Annual Maintenance is 20% and billed at installation							
					Totals			$ 5,000	

Total Estimate (including estimated travel costs)	

Note: 1. This work order is valid for 30 days from date of issue
2. Actual cost may vary from estimate

Work Commencement Authorization by: (please print)

Name: Paul Sewell

Title: BOCC Chairman

Date: 2/4/14

Signature:

Payment Terms: null

Contract Terms: null

Travel Policy: The Organization shall reimburse Harris for its direct expenses which are excluded from the the total fees described above, including, but not limited to courier services, photocopying, faxing and reproduction, all reasonable travel costs including a travel time rate of $75.00 per hour, meal expenses of not more than $65.00 per diem, and a $120.00 per diem for weekend days (no receipts provided) and a mileage charge based on the current Internal Revenue Service recommended rate per mile, long distance telephone calls, and all other reasonable expenses incurred in the performance of Harris's duties. In the event Organization fails to pay all or any portion of an invoice on or before thiry (30) days after the date of the invoice, the invoice payment shall be considered past due. Organization further agrees, at the request of Harris, to pay a late payment charge to Harris at the rate of two percent (2%) per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is past due.

Cayenta

Phone: (604) 570-
Fax: 4300|(613) 482-

WORK ORDER: 14-012

Office Address
4200 North Fraser Way
Suite 201 Burnaby, BC
Canada V5J 5K7

Client Name: Kittitas County
Client Contact:

Work Order Type: Fixed Price
Date Issued:

Project Manager:
Client PO Number:

Please fax this approval back to Cayenta at: (613) 482-4874
Attn: Client Services Coordinator

Date of Work		Description of Work	Resource Assigned	Software Versions	Tracker	Services			Travel
Start	End					Est Hours	Rate	Total Est Cost	Estimated Costs
		Discovery Prep				3	$ 185	$ 555	
		Discovery				24	$ 185	$ 4,440	
		Discovery Write Up				8	$ 185	$ 1,480	
		Configuration (Possible remote to minimize travel costs)				24	$ 185	$ 4,440	
		Functional Testing				24	$ 185	$ 4,440	
		Integrated Testing				24	$ 185	$ 4,440	
		Training				24	$ 185	$ 4,440	
		Train the Trainer Assistance				24	$ 185	$ 4,440	
		Go Live				24	$ 185	$ 4,440	
		Post Go Live - First Payroll Period				24	$ 185	$ 4,440	
		Project Management				30	$ 185	$ 5,550	
		Plus 8 on-site trips estimated @ $1,750 each							$ 14,000
					Totals	233		$ 43,105	$ 14,000

Total Estimate (including estimated travel costs)	$ 57,105

Note:
1. This work order is valid for 30 days from date of issue
2. Actual cost may vary from estimate

Client Name:	Kittitas County	Work Order Type:	Fixed Price	Project Manager:	
Client Contact:		Date Issued:		Client PO Number:	

Please fax this approval back to Cayenta at: (613) 482-4874
Attn: Client Services Coordinator

Work Commencement Authorization by: (please print)

Name: Paul Jewell
Title: BOCC Chairman

Date: February 4, 2014
Signature:

Payment Terms: All fees shall be paid within thirty (30) days of invoice date. Customer shall pay all applicable shipping charges and sales taxes, exclusive of Cayenta's income and corporate franchise taxes, in addition to the fees for services separately listed above. Travel and living expenses will be invoiced as incurred as per Cayenta's current travel policy.Invoices will be issued as on a weekly basis as work is performed.

Contract Terms: Where the services outlined on this work order require: a) consultants travel to the client site for delivery, OR b) remote delivery where both Cayenta and the client participation is required and has been pre-scheduled, then all arrangements must be confirmed two weeks prior to delivery. If the client cancels or alters the scheduled dates with two weeks of the Start dates on the Work Order, then they will be liable for any travel expenses or cancellation fees incurred and 50% of the total estimated service costs on this Work Order (plus any applicable taxes).

Travel Policy: The Organization shall reimburse Harris for its direct expenses which are excluded from the the total fees described above, including, but not limited to courier services, photocopying, faxing and reproduction, all reasonable travel costs including a travel time rate of $75.00 per hour, meal expenses of not more than $65.00 per diem, and a $120.00 per diem for weekend days (no receipts provided) and a mileage charge based on the current Internal Revenue Service recommended rate per mile, long distance telephone calls, and all other reasonable expenses incurred in the performance of Harris's duties. In the event Organization fails to pay all or any portion of an invoice on or before thiry (30) days after the date of the invoice, the invoice payment shall be considered past due. Organization further agrees, at the request of Harris, to pay a late payment charge to Harris at the rate of two percent (2%) per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is past due.

Cayenta

Phone: (604) 570-
Fax: 4300|(613) 482-

WORK ORDER: 14-013

Office Address
4200 North Fraser Way
Suite 201 Burnaby, BC
Canada V5J 5K7

Client Name: Kittitas County
Client Contact:

Work Order Type: Fixed Price
Date Issued:

Project Manager:
Client PO Number:

Please fax this approval back to Cayenta at: (613) 482-4874
Attn: Client Services Coordinator

Date of Work		Description of Work	Resource Assigned	Software Versions	Tracker	Services			Travel
Start	End					Est Hours	Rate	Total Est Cost	Estimated Costs
		Go Live Technical Install				4	$ 185	$ 740	
					Totals	4		$ 740	
					Total Estimate (including estimated travel costs)				

Note:
1. This work order is valid for 30 days from date of issue
2. Actual cost may vary from estimate

Work Commencement Authorization by: (please print)

Name: Paul Jewell

Title: BoCC Chairman

Date: February 4, 2014

Signature:

Payment Terms: All fees shall be paid within thirty (30) days of invoice date. Customer shall pay all applicable shipping charges and sales taxes, exclusive of Cayenta's income and corporate franchise taxes, in addition to the fees for services separately listed above. Travel and living expenses will be invoiced as incurred as per Cayenta's current travel policy.Invoices will be issued as on a weekly basis as work is performed.

Contract Terms: Where the services outlined on this work order require: a) consultants travel to the client site for delivery, OR b) remote delivery where both Cayenta and the client participation is required and has been pre-scheduled, then all arrangements must be confirmed two weeks prior to delivery. If the client cancels or alters the scheduled dates with two weeks of the Start dates on the Work Order, then they will be liable for any travel expenses or cancellation fees incurred and 50% of the total estimated service costs on this Work Order (plus any applicable taxes).

Travel Policy: The Organization shall reimburse Harris for its direct expenses which are excluded from the the total fees described above, including, but not limited to courier services, photocopying, faxing and reproduction, all reasonable travel costs including a travel time rate of $75.00 per hour, meal expenses of not more than $65.00 per diem, and a $120.00 per diem for weekend days (no receipts provided) and a mileage charge based on the current Internal Revenue Service recommended rate per mile, long distance telephone calls, and all other reasonable expenses incurred in the performance of Harris's duties. In the event Organization fails to pay all or any portion of an invoice on or before thiry (30) days after the date of the invoice, the invoice payment shall be considered past due. Organization further agrees, at the request of Harris, to pay a late payment charge to Harris at the rate of two percent (2%) per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is past due.