

February 2<sup>nd</sup>, 2022

Antoine Mehouelley  
 Chief Technology & Information Systems Officer  
 Peralta Community College District  
 333 East 8th Street Oakland, CA 94606

Dear Mr. Mehouelley:

Huron Consulting Services LLC (“Huron”) appreciates the opportunity to provide PeopleSoft training services to Peralta Community College District, (“Peralta” or “you” or “your”), in connection with your initiative to upgrade and enhance PeopleSoft Financial and HCM services. This Statement of Work documents the mutual agreement of the parties to the scope associated with this effort.

**Our Services and Approach**

Peralta has recently upgraded its PeopleSoft environment to version 9.2 in Phase I and is currently in Phase II implementing enhancements to its PeopleSoft HCM and Financials applications. During this phase, Peralta has experienced bandwidth and adoption challenges, and seeks an experienced partner, Huron, to work alongside the institution to train the end users on new functionality being implemented.

Based on our understanding of Peralta’s needs, the following activities are in scope for the assessment:

Huron team will help create strategy, approach, content for end user training for Peralta’s Phase II HCM and FM products. We understand that you would like the training to be developed as part of your efforts related to the planned go-live of Phase II of the upgrade project.

Based on our understanding of Peralta’s needs, the following activities are in scope for the engagement:

#	PILLAR	TOPIC	QUANTITY (IF APPLICABLE)
1	HCM	Create HCM Training Approach and Schedule	1
2	HCM	QR Guide, QR Video - MSS (37 eForms), Time and Labor approval	up to 37 guides, videos, job-aid documents
3	HCM	QRGuide- ESS (5 eForms, time entry)	up to 5 guides, videos, job-aid documents
4	HCM	Instructor-Led Training and Exercise - MSS (37 eforms), Time and Labor approval	up to 5 training sessions, 1-1.5 hours each
5	HCM	Instructor-Led Training and Exercise - ESS - Time Submission	up to 5 training sessions, 1-1.5 hours each
6	HCM	Instructor-Led Training and Exercise - ESS - Comp/OT Time Submission non-faculty	up to 5 training sessions, 1-1.5 hours each
7	HCM	Instructor-Led Training and Exercise - ESS - Hrly Time Submission non-faculty	up to 5 training sessions, 1-1.5 hours each
8	HCM	Create FIN Training Approach and Schedule	1

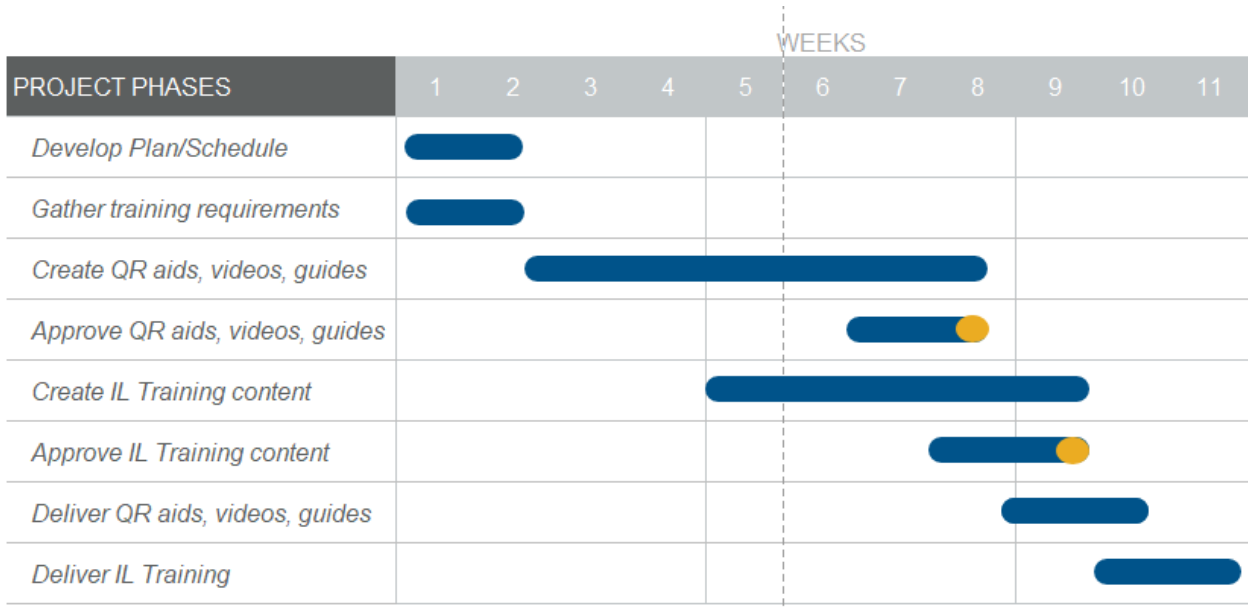
#	PILLAR	TOPIC	QUANTITY (IF APPLICABLE)
9	FIN	QR Guide, QR Video, Job-Aid Expense - Travel Policy, Create Travel Auth, Cash Adv, Exp Report	up to 4 guides, videos, job-aid documents
10	FIN	QR Guide, QR Video, Job-Aid Expense - Travel Policy, Approve Travel Auth, Cash Adv, Exp Report	up to 4 guides, videos, job-aid documents
11	FIN	Support Guide for EX Power Users	1 guide document
12	FIN	Kaiser Reimbursements Instructor-Led Training	1 training session, 1-1.5 hr.
13	FIN	AP Staff Budget Check and Approvals - EX - Instructor-Led Training	up to 5 training sessions, 1-1.5 hours each
14	FIN	Instructor-Led Training and Exercise - Expense Entry	up to 5 training sessions, 1-1.5 hours each
15	FIN	Instructor-Led Training and Exercise - Expense Approval	up to 5 training sessions, 1-1.5 hours each
16	FIN	Instructor-Led Training and Exercise - Asset Management	up to 5 training sessions, 1-1.5 hours each
17	FIN	Instructor-Led Training and Exercise - Supplier Contracts	up to 5 training sessions, 1-1.5 hours each
18	PMO	Consultant Team Coordination and General Support	N/A

#### Engagement Plan and Timeline

Our understanding is that the development and delivery of training needs to occur before April 30th, 2022. Our proposal is based on starting the engagement on February 14th, 2022. The delivery dates are expected to change based on the actual start date of the engagement.

During the first two weeks of the engagement, Huron leads will work with Peralta counterparts to finalize the training plan and schedule. This plan will clearly define the timeline for developing content for each of the training sessions as well as supporting training tools, such as Job-aids, quick reference videos and quick reference guides.

The overall timeline for the engagement is as follows:



**Project Staffing**

Huron’s team will consist of a mix of PeopleSoft subject matter experts and training leads.

**Roles & Responsibilities Summary**

ROLE	VALUE TO PERALTA	TOTAL HOURS
<b>Training Coordinator</b>	<ul style="list-style-type: none"> <li>Lead training planning with Peralta team</li> <li>Lead Huron’s engagement by serving as main point of contact for Peralta</li> </ul>	143
<b>HCM Lead</b>	<ul style="list-style-type: none"> <li>Provide subject matter expertise related to ESS, MSS, Time and Labor</li> <li>Conduct instructor-led training sessions</li> </ul>	216
<b>FIN Lead</b>	<ul style="list-style-type: none"> <li>Provide subject matter expertise related to ESS, MSS, Time and Labor</li> <li>Conduct instructor-led training sessions</li> </ul>	246
<b>Training Analyst</b>	<ul style="list-style-type: none"> <li>Create course content</li> </ul>	432

**Project Assumptions**

Some key assumptions are listed below:

- Instructor-led sessions are expected to start 2 weeks before Phase II go-live and conclude around the go-live date.
- All work, including instructor-led training, will be conducted remotely using Zoom audio/video calls
- Job-aid documents are meant to be concise references and therefore contain up to 10 pages per document.

- Peralta will designate an employee or employees within its senior management who will make or obtain all management decisions with respect to this engagement on a timely basis. Any delays in decisions required for Huron’s work on the project may result in change order with extension of cost and/or schedule.
- Peralta will provide a Project Manager for this engagement to provide guidance to the consultant.
- Peralta functional analysts will assist with setup of data required for preparation of course material.
- Peralta business area SMEs will identify training courses and topics that are meaningful for end-users.
- Peralta business area SMEs will help facilitate instructor-led courses by answering questions pertaining to Peralta processes.
- Peralta will be responsible for all logistics related to scheduling and execution of training courses, repository of quick reference guides, videos or other training material, and any updates required post-delivery by Huron.

The successful delivery of services, and the fees charged, are dependent on (i) Peralta’s timely and effective completion of its responsibilities, (ii) the accuracy and completeness of any assumptions, and (iii) timely decisions and approvals by Peralta’s management. Peralta will be responsible for any delays, additional costs, or other liabilities caused by any deficiencies in the assumptions or in carrying out Peralta’s responsibilities.

**Fees and Expenses**

This agreement reflects Huron’s strong interest in supporting Peralta in working toward enabling effective use of its applications through training the organization while in pursuit of leveraging its investment in the PeopleSoft applications.

Accordingly, our professional fees for this engagement will be as follows:

Considering the scope, duration, staffing, and our strong desire to deepen our relationship with Peralta, our professional fees for this engagement are **\$215,018** on a fixed-fee basis, and we expect to complete delivery in eleven (11) weeks based on the total hours per resource and assumptions noted above. Huron expects this work to be completed remotely and therefore no travel expenses are planned.

As compensation for providing the services hereunder, payments shall be based on the following billing schedule:

<b>Billing Description</b>	<b>Fees to be Billed</b>	<b>Billing Milestone</b>
Initial Billing	\$50,000	At the beginning of the project
Progress Billing 1	\$65,000	Upon delivery of training approach
Final Billing	\$100,018	Upon completion of project

Any change orders needing time and material billing will be based on our rates under Master Agreement with the Foundation for California Community Colleges. The table of agreed upon rates is below.

<b>ROLE</b>	<b>HOURLY BILLING RATE</b>
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<b>Engagement Executive</b>	\$375
<b>Senior Director</b>	\$320
<b>Director</b>	\$275
<b>Manager</b>	\$240
<b>Associate</b>	\$210
<b>Analyst</b>	\$175


**Business Terms**

This Statement of Work will be governed by the Master Agreement dated June 26, 2020 (“Master Agreement”), between the Foundation for California Community Colleges and Huron Consulting Services LLC.

**ACKNOWLEDGED AND ACCEPTED:**

**PERALTA COMMUNITY COLLEGE DISTRICT**

**HURON CONSULTING SERVICES LLC**

Signed By:	 Signed By:
Print Name:	Print Name: <b>LAURA ZIMMERMANN</b>
Title:	Title: <b>MANAGING DIRECTOR</b>
Date:	Date: 02/03/2022