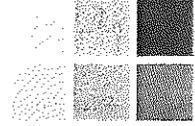


**BOARD OF PUBLIC WORKS AND SAFETY** (Form B-01-2012)  
**Agenda Request Form**

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	7/09/2013	<b>Meeting Date:</b>	7/15/2013
<b>Contact Information:</b>			
<b>Requested by:</b>	Stephanie Shepherd & Rick Littleton		
<b>On Behalf of Organization or Individual:</b>	Clerk Treasurer's Office		
<b>Telephone:</b>	317-736-3609		
<b>Email address:</b>	<a href="mailto:sshepherd@franklin.in.gov">sshepherd@franklin.in.gov</a>		
<b>Mailing Address:</b>	70 E. Monroe Street, Franklin, IN 46131		
<b>Describe Request:</b>			
KRONOS system upgrade from 6.0 to 6.3, plus an additional 50 licenses for 50 additional employee cards.			
<b>List Supporting Documentation Provided:</b>			
Summary estimate from KRONOS (8 pages) and Order Form (2 pages) outlining the associated costs for the upgrade.			
<b>Who will present the request?</b>			
<b>Name:</b>	Stephanie Shepherd	<b>Telephone:</b>	317-736-3609



## Summary Estimate

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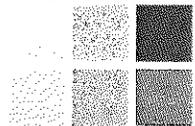
For the Workforce Timekeeper Upgrade to 6.3

Prepared for City of Franklin

<b>Salesperson</b>	Jessica Dewitt	<b>Presales Consultant</b>	
<b>Expiration Date</b>	10/29/2013	<b>SPC/VRT</b>	Nadine Theriault
<b>Customer Name</b>	City of Franklin	<b>File Name Control ID</b>	City of Franklin Upgrade Only Summary Estimate nt070813
<b>PO Required</b>		<b>Project Type</b>	Upgrade

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CONFIDENTIAL – Not to be disclosed to third parties without specific written consent from Kronos.



# 1 PROJECT DURATION, CHANGE CONTROL, DELIVERABLES AND RECOMMENDATIONS

## 1.1 PROJECT DURATION

This Services Scope Statement (also known as the "SOW") documents the agreement between Kronos Incorporated and City of Franklin concerning the services to be performed by Kronos, including the deliverables, the costs of the project, the responsibility of each party and how the project will be managed.

The intent of this project is to execute the Plan, Assess, Build, Test and Deploy Phases of this total Kronos Workforce Management Solution.

<b>Estimated Duration of Project</b>	<b>8 weeks</b>
--------------------------------------	----------------

Depending upon City of Franklin resource availability and project task capability, the duration of the project may need to be extended. This will increase the number of hours required for tasks that are performed on a weekly basis such as managing project communications, managing/updating project plans, facilitating project meetings and updating project status reports.

## 1.2 PRODUCT SUMMARY

List Products to be Upgraded or implemented below:

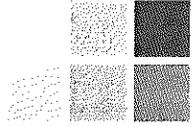
<b>Software</b>	<b>Service Type</b>
Workforce Timekeeper	Upgrade v6.3
Workforce Manager WTK	Upgrade v6.3
Workforce Employee WTK	Upgrade v6.3
Workforce Absence Manager – Accruals	Upgrade v6.3
Workforce Integration Manager	Upgrade v6.3

## 1.3 CHANGE CONTROL

If the Scope of Services defined in this document changes at any time during the course of this project, Kronos and City of Franklin will review and adjust the scope and budget of services through standard Kronos change control procedures.

Please review the Kronos Change Control Policy:

<http://www.kronos.com/professionalservicesengagementpolicies.aspx>



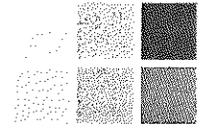
#### **1.4 ACCEPTANCE OF DELIVERABLES**

Deliverables will be considered accepted by City of Franklin unless written notification from City of Franklin of errors is provided within five (5) business days of receipt. If written notification of errors is received within five (5) business days after receipt of the deliverable, the deliverable owner will address the reported errors in a revised deliverable. City of Franklin will then have an additional five (5) business days to report that all errors have been resolved by the revised deliverable. If written notification of unresolved errors is not received, the deliverable will be considered accepted by City of Franklin.

#### **1.5 ENGAGEMENT RECOMMENDATIONS**

The Customer is responsible for developing their workforce management policies and for documenting and disseminating business procedures and policy changes to support the Kronos system prior to Kronos implementing the policies. The Customer's Project Team will attend appropriate Kronos training prior to and while participating in the implementation. The Customer understands that Kronos recommends setup of both a DEVELOPMENT and PRODUCTION environment.

Commitment from the Customer's upper management is crucial to the success of the project. Kronos assumes the Customer will assign a Project Executive Sponsor. The Executive Sponsor is responsible for implementing the necessary change management for the Customer to embrace using an automated Workforce Management system and for ensuring the Project Team is appropriately staffed, made available and is executing their tasks according to the Project Plan.



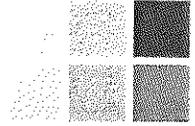
## 2 KRONOS UPGRADE PROCESS

### 2.1 UPGRADE PHASES AND ACTIVITIES

Below is a high-level summary of general upgrade phases and activities, including Kronos and Customer responsibilities. The Kronos and Customer Project Managers will work to coordinate and schedule these and any additional project-specific activities as part of the Plan phase of the project. The below assume that the Project Management level of service has been selected.

Plan Phase Activities	Resources Responsible
Project Initiation Call/ Sales to Service Call	Kronos PM
Introduction Call with the Customer	Kronos PM, Kronos Lead TC, Customer
Technical Environment Discovery (part of Intro Call)	Kronos PM, Kronos Lead TC, Customer
Provide Technical Readiness Call Agenda and Finalize Date	Kronos PM
Provide Interface Assessment Agenda and Finalize Date	Kronos PM
Provide Knowledge Pass Upgrade Learning Path	Kronos PM
Engage Education Services for End User Upgrade Education Package	Kronos PM
Review Training Schedule based on Classes outlined in SOW (if applicable)	Kronos PM
Create Initial Project Schedule	Kronos PM
<b>Milestone: Customer Assessment Readiness</b>	

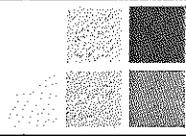
Assess Phase Activities	Resources Responsible
Server environment available and Pre-Requisites have been installed	Customer IT
Schedule Technical Readiness Call with Lead TC	Kronos PM
Schedule Interface Assessment with Interface AC	Kronos PM
Conduct Technical Readiness Call with Customer <ul style="list-style-type: none"> <li>• Discuss Test Upgrade Date</li> <li>• Verify Software Downloads</li> <li>• Verify Licenses</li> </ul>	Kronos Lead TC, Customer
Conduct System Check (may be part of TRC)	Lead TC, Customer
Conduct Interface Assessment	Interface AC, Customer
Confirm Test Upgrade Date	Kronos PM, Customer PM
Review Project Schedule (and Training Plan, if applicable)	Kronos PM, Customer PM
Enroll Customer in Courses based on agreed-upon Training Plan	Kronos PM
Assessment of New Features (if applicable)	Kronos AC



Solution Build Phase Activities	Resources Responsible
Perform Test Upgrade	Kronos TC
Test Clock Communications	Kronos TC
AC Configuration Test Upgrade <ul style="list-style-type: none"> <li>Implement new features, if applicable</li> <li>Configuration of Clocks and Testing</li> <li>Configuration of Standard Navigators, if applicable</li> <li>Validation of Test Upgrade</li> </ul>	Kronos AC
Interface Test Upgrade <ul style="list-style-type: none"> <li>Upgrade and deploy interfaces</li> <li>Review WDM configuration</li> </ul>	Kronos Interface AC
Kronos Unit Testing	Kronos Team
Attend Training Courses based on agreed-upon Training Plan	Customer Testing Team
Review Project Schedule	Kronos PM

Test and Certify Phase Activities	Resources Responsible
Test Workshop & System Overview <ul style="list-style-type: none"> <li>Review New Features (ex. Navigator)</li> <li>Review Testing Checklist</li> </ul>	Kronos AC, Customer
Validate Test Clock with Upgraded System	Customer, Kronos AC
Customer Validation	Customer
Interface Testing Workshop	Kronos Interface AC, Customer
Kronos Unit Testing	Kronos Team
Attend Training Courses based on agreed-upon Training Plan	Customer Testing Team
Review Project Schedule	Kronos PM
<b>Milestone: Solution Acceptance</b>	

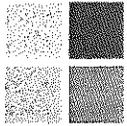
Deploy and Support Phase Activities	Resources Responsible
Deployment Readiness <ul style="list-style-type: none"> <li>Internal Project Team Go-Live Prep Call</li> <li>Go-Live Readiness Call / Review Deployment Checklist</li> </ul>	Customer, Kronos Team
Perform Production Upgrade	Kronos TC
Post-Upgrade Validation	Kronos AC, Kronos Interface AC
Customer Validation	Customer
Go-Live Support <ul style="list-style-type: none"> <li>Payroll Processing Support</li> </ul>	Kronos Team
Transition/ Project Close	Kronos PM, Customer
<b>Milestone: Production</b>	



## 2.2 SOLUTION BUILDING BLOCKS

During this phase of the project Kronos installs and builds the solution per the Solution Design documents. In addition, Kronos will perform basic unit testing to validate the build against the Solution Design document.

<b>Overall</b>	
Employee Licenses Count	300
Current Version	6.0
<b>Upgrade</b>	
<b>Workforce Timekeeper Upgrade</b> <i>Includes: 2 environments, Interface Assessment, Standard Upgrade of up to 3 Interfaces, WDM setup, core software configuration (WDM, etc.), Up to 3 Navigators with Up to 6 Widgets per Navigator and Terminals</i>	Yes
The database platform will be	SQL Server



### 3 PROJECT COSTS AND RATE SCHEDULES

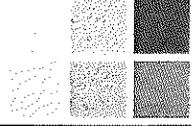
#### 3.1 PROFESSIONAL SERVICES

Professional Services				
Role	Hours	Part Number	Rate	Total
Project Manager	12	9990002-ONL	\$180.00	\$2,160.00
Application Consultant	16	9990002-ONL	\$180.00	\$2,880.00
Integration Consultant	12	9990002-ONL	\$180.00	\$2,160.00
Technology Consultant	32	9990002-ONL	\$185.00	\$5,920.00
<b>Totals:</b>	<b>72</b>			<b>\$13,120.00</b>

#### 3.2 EDUCATION SERVICES FEES

Product Education Bundles		
Product	Product	Cost
WFTK Bundle	WFTK Bundle up to 600 ees, 2500 pts	\$1,625.00
		\$1,625.00

KnowledgePass Summary	
KnowledgePass	\$1,575.00



## 4 APPENDIX

### 4.1 ENGAGEMENT GUIDELINES

Please review the Kronos engagement guidelines:

<http://www.kronos.com/professionalservicesengagementpolicies.aspx>



# ORDER FORM

**Quote#:** 365995 - 1  
**Expires:** 28-JUN-2013  
**Prepared By:** DeWitt, Jessica Lee

**Order Type:** Upgrade US  
**Date:** 22-MAY-2013  
**Page:** 1/2

**Bill To:** Attn:STEPHANIE SHEPHERD  
CITY OF FRANKLIN  
55 W MADISON ST  
FRANKLIN  
IN 46131  
United States  
**Solution ID:** 6087622

**Ship To:** Attn:STEPHANIE SHEPHERD  
CITY OF FRANKLIN  
55 W MADISON ST  
FRANKLIN  
IN 46131  
United States  
**Contact:** Stephanie Shepherd  
**Email:** sshpherd@franklin.in.gov

**Payment Terms:** N30  
**Currency:** USD  
**Customer PO Number:**

**FOB:** Shipping Point  
**Ship Method:**  
**Freight Term:** Prepay & Add

**Order Notes:**  
Contact Information:  
Stephanie Shepherd  
317-346-1163  
sshpherd@franklin.in.gov

This order is subject to the terms and conditions of that certain Sales, Software License and Services Agreement (the "Agreement") between Kronos and Customer dated 3-25-08. Notwithstanding the expiration of the Future Purchases provision of the Agreement, the parties hereby agree that the terms and conditions of the Agreement shall be extended to apply to this order.

Your Kronos solution includes:

## SOFTWARE

Item	License/Qty	Total Price
WORKFORCE TIMEKEEPER V6	50	
WORKFORCE ACCRUALS V6	50	
WORKFORCE EMPLOYEE V6	50	
WORKFORCE CONNECT V6.0,PRIMARY,EMPLOYEE	50	
	<b>Total Price</b>	<b>\$1,723.32</b>

\*Includes applicable software media

## SUPPORT SERVICES

Item	Duration	Total Price
GOLD SUPPORT SERVICE	1 YR	\$379.14
	<b>Total Price</b>	<b>\$379.14</b>

\*Support values listed above are total for all applicable products in each section of this Order Form

## QUOTE SUMMARY

Description	Total Price
Subtotal	\$2,102.46
Deposit	(\$0.00)
Tax	\$0.00
<b>Grand Total</b>	<b>\$2,102.46</b>

Kronos | Time & Attendance • Scheduling • Absence Management • HR & Payroll • Hiring • Labor Analytics

**CITY OF FRANKLIN**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**Kronos Incorporated**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

*Invoice amount will reflect deposit received. All professional services are billed as delivered with a payment term of Net Upon Receipt. Unless otherwise indicated above, this order is subject to the attached terms and conditions which the customer acknowledges have been read. THIS ORDER IS SUBJECT TO APPLICABLE TAXES. THE TAX AMOUNT SHOWN ON THIS ORDER IS ONLY AN ESTIMATE. THE ACTUAL TAX AMOUNT TO BE PAID BY CUSTOMER WILL BE SHOWN ON CUSTOMER'S INVOICE. The JBoss® Enterprise Middleware components embedded in the Software are subject to the End User License Agreement found at [http://www.redhat.com/licenses/jboss\\_eula.html](http://www.redhat.com/licenses/jboss_eula.html). Shipping and handling charges will be reflected on the final invoice.*