




October 22, 2018

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Authorization to extend the Workday Student Go-Live date

Item Description

This item requests that the District Board of Trustees authorize the College to execute Change Order Agreement #00165747.0 to Tallahassee Community College Statement of Work #107125 Student Phase 3 with Workday to extend the "Go-Live" date of Workday Student to the Spring of 2020. The current contract date through 2023 remains.

Overview and Background

This request to extend the go live date of the Workday Student Information System is being proposed to ensure the ultimate success of the system at TCC. We are recommending this delay to ensure product maturity and post-implementation success with our student experience. It is the recommendation of the Workday consulting team and also the TCC implementation team. This will accommodate necessary institutional restructuring and increased support required to effectively implement the Student Information System.

Past Actions by the Board

On August 19, 2013, the College became a Design Partner with Workday for their new Student Information System. On May 19, 2014 the College executed a Professional Services Agreement and Statement of Work with Workday for the implementation of the Workday Student System to go live on September 18, 2017. On February 20, 2017, the Board authorized the College to extend the go live date to September 2018. On August 17, 2017, the Board approved a change order to extend the go live date to Spring of 2019.

Funding/Financial Implications

The current terms and conditions of the contract, including the annual subscription rate, will remain the same. However, the annual subscription fee will be credited for 2018 (\$453,589) and waived for 2019 (\$453,589) thereby extending the agreement an additional year through 2024. The extension of the go live date includes continued development services and implementation support with Workday representatives onsite. The cost of the extension is not to exceed \$1,681,000 plus approved travel not to exceed 15% of implementation fees.

Staff Resource

Barbara Wills

Recommended Action

Approve the recommendation to authorize the College to execute the Statement of Work #00165433.0 to Professional Services Agreement and amendment to order form with Workday to extend the "Go-Live" date of Workday Student to the Spring of 2020.



CHANGE ORDER

Customer Name	The District Board of Trustees of Tallahassee Community College
Workday Entity Name	Workday, Inc.
Name of Agreement (PSA)	Professional Services Agreement
Agreement Effective Date	May 19, 2014
SOW Effective Date / SOW #	Thursday, June 16, 2016 / SOW # 107125
Change Order Effective Date	The later of the dates beneath the parties' signature below
Target Change Order Close Date	October 31, 2018
Currency	USD
Fee Type	Time and Materials

Customer/Partner Project Manager	Mike Robeck
Project Name	Tallahassee Community College SOW #107125 Student Phase 3
Project Sponsor	Dr. Sheri Rowland and Bret Ingerman
Workday Engagement Manager	Roman Cortes
Summary of Change Type	Extending project timeline to support new go-live date. Adding extra hours needed to support project.
Impact Assessed by	Windsel McCray
Workday Region	Education & Government

Fees:

Any travel and other expenses associated with the Professional Services set forth in this Change Order are subject to the terms of the SOW or the Agreement to which the SOW is subject, as the case may be.

- This Change Order on Professional Services shall not extend past September 30, 2020.

Professional Services Resource Table

Professional Services Resource Title	Estimated Hours	Standard Hourly Rate	Discounted Hourly Rate	Total Estimated Fees
Engagement Management	2050	\$275	\$205	\$420,250
Engagement Management (Workday Investment)	2050	\$275	\$205	\$420,250
Consultant, Student Records	2460	\$205	\$205	\$504,300
Consultant, Student Records (Workday Investment)	2460	\$205	\$205	\$504,300
Consultant, Student Financials	1230	\$205	\$205	\$252,150
Consultant, Student Financials (Workday Investment)	1230	\$205	\$205	\$252,150
Consultant, Financial Aid	1230	\$205	\$205	\$252,150
Consultant, Financial Aid (Workday Investment)	1230	\$205	\$205	\$252,150
Consultant, Technical	1230	\$205	\$205	\$252,150
Consultant, Technical (Workday Investment)	1230	\$205	\$205	\$252,150
SubTotal Professional Services Estimated Fees (Rate Discount):				\$3,362,000
*Professional Services Estimated Workday Investment:				\$1,681,000
Total Professional Services Estimated Change Order Fee:				\$1,681,000



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* The Workday provided investment shall apply exclusively to the Services set forth under this SOW and may not be used towards: (i) any other Workday professional services not specifically set forth hereunder, (ii) to be held as a credit for future services under any additional engagement with Workday, (iii) training, (iv) subscription services, or (v) as a credit to be applied by Customer towards services rendered by any subsequently chosen implementation partner. This investment is a “maximum cap” investment and may be applied towards Professional Services provided by Workday to Customer for the various Project Roles. Any investment hours not utilized by one of these aforementioned Project Roles shall expire upon the completion of this project. No refund due to the customer.

Project related travel expenses are not included in the estimated fees above and will be billed as actuals up to a total amount of \$500,000.

Amendment:

This Change Order amends the SOW identified above. Except as expressly amended by this Change Order, the terms of the SOW shall remain in full force and effect.

Change Order Reason(s):
<input checked="" type="checkbox"/> Change approach: other

Changes to Tasks in Scope:

- n/a

Changes to Deliverables:

- n/a

Changes to Project Schedule:

- This change order will modify the existing project plan to support a new go-live date for Workday Student.

Changes to Go Live Date:

- This change order will modify the go-live dates for the following modules/areas of Workday Student:
 - Financial Aid – October, 2019
 - Curriculum Management – October, 2019
 - Academic Advising – January, 2020
 - Student Records – March, 2020
 - Student Financials – May, 2020
 - Final Data Conversion – September, 2020



CHANGE ORDER

Impact Assessment:

Project Activities Affected	All
Tasks removed from Original SOW	N/A
Tasks modified from Original SOW	N/A
Project Schedule Impact	Extending project to support go-live for Academic Year 20/21 (Fall 2020)
Estimated Level of Effort (Hours):	16,400
Estimated Fees	\$1,681,000 USD

Customer Contact Information	Billing Contact	Ship to	Project Contact
Contact Name	Dr. Sheri Rowland	Dr. Sheri Rowland	Mike Robeck
Street Address City, State /Province, Zip	444 Appleyard Drive Tallahassee, FL 32304-2895	444 Appleyard Drive Tallahassee, FL 32304-2895	444 Appleyard Drive Tallahassee, FL 32304-2895
Phone/Fax #	(850) 201-6205	(850) 201-6205	850-201-8546
Email	rowlands@tcc.fl.edu	rowlands@tcc.fl.edu	robeckm@tcc.fl.edu

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Change Order as of the later dates beneath the parties' signatures below.

**The District Board of Trustees of Tallahassee
Community College**

Workday, Inc.

Signature

Signature

Name

Name

Title

Title

Date Signed

Date Signed