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**Strata Information Group  
Statement of Work  
(CLPCCD-SOW126-HRPAYROLLSUPPORT)  
September 10, 2018**

<b>Chabot Las Positas Community College District</b>	<b>Banner® Human Resources Consulting Support</b>
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Under the terms of this Agreement, Strata Information Group (SIG) will provide consulting services for the staff of Chabot Las Positas Community College District (CLPCCD) as directed, to perform the following work.

**Description of Work:**

CLPCCD has requested remote Banner® HR consulting support. These services will be provided remotely.

**Proposed Services:**

Tasks	Hours
Functional and technical support	26
<b>Total Hours:</b>	<b>26</b>

**Summary of Estimated Costs:**

Labor:	Travel Expenses:	Total Cost:
\$4,420	\$0 (remote services)	\$4,420

**Notes:**

- Rate: \$170/hour for on-site and remote delivered services through June 30, 2019; rates may increase by \$5/hour effective July 1, 2019, and on each subsequent year.
- SIG will invoice only for the consulting hours actually used.
- The hours' estimate includes project management, preparation time, remote labor, and the development of trip reports.
- Approximate hours and costs are based on the estimated tasks to complete this project. This may vary based on the assumptions listed and changes in CLPCCD's needs.
- Travel expenses, if applicable:
  - o Travel time is capped at 8 hours per consultant/per week.
  - o Travel expenses are estimated at \$1,800 per week.
  - o SIG will make every attempt to reduce travel costs, including coach fares and the use of the client's recommended lodging.
  - o Actual travel expenses may be lower or higher than estimated. Labor costs may be adjusted to accommodate this as long as the total cost is not exceeded.
- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are: \$69.00 per full on-site day and \$51.75 per partial.

For Chabot Las Positas Community College District:

For Strata Information Group:

DocuSigned by:  
  
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sep-10-2018

Ron Gerhard  
Vice Chancellor, Business Services

Date

Henry A. Eimstad  
President

Date

### **General Outline of Services**

These services are subject to change depending on CLPCCD's priorities, needs, and availability of staff and systems.

#### **SIG assumptions and access requirements to be provided by CLPCCD, as applicable:**

- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs.
- Provide secure remote access to all required systems, software tools, or applications as required with the most current data available for SIG staff access.
- Assist with installation and configuration of necessary hardware and software agreed upon prior to SIG beginning its work.
- Provide existing documentation as determined in Initial conference calls.
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement.
- Provide timely technical support to the SIG consultant(s) when needed; SIG's ability to perform requires timely support and cooperation from the CLPCCD staff.
- Advise SIG of vacations, holidays, hardware maintenance, planned power outages, or other scheduled activities that would impact delivery of service.