



# State of Maine Department of Administrative and Financial Services

Document Type	Contractor Name	Advantage CT or RQS Number
<b>Contract Amendment</b>	<b>KAINOS WORKSMART INC</b>	<b>20190611000000003816</b>
Department	Contract Start Date	Internal Department Contract Number
<b>18F-Controller's Office</b>	<b>7/1/19</b>	
Short Description of Goods or Services	Contract End Date	Contract Amount
<b>Information Technology Services</b>	<b>6/30/2022</b>	<b>\$107,685.00</b>
		Approval Date Time
		<b>12/23/20 9:50 AM</b>

**This contract has been approved by the Division of Purchases, Chair of the State Procurement Review Committee and encumbered by the Office of the State Controller.**

## State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		18F- FINANCIAL SERVICES	
Department Contract Administrator or Grant Coordinator:		Phillip Platt - Director of Shared Services	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 107,685	Advantage CT / RQS #:	20190611000000003816
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	07/01/2019	Effective Date:
	Previous End Date:	06/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		KAINOS WORKSMART INC WEWORK TERMINUS 100 (OFFICE 06-106) 3280 PEACHTREE ROAD ATLANTA, GA 30305	
Brief Description of Goods/Services/Grant:		Sole source need for a SaaS Test Automation Product and implementation services for the Workday Maine project.	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
<b>X</b>	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
<b>X</b>	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

## State of Maine Procurement Justification Form

### PART III: SUPPLEMENTAL INFORMATION

With the revised Workday project plan, there has been an increase in the requested testing services to be provided by Kainos through 7/1/2021. The new end date noted above reflects the service dates associated with specific deliverables and does not reflect the contract for services through 6/30/2022. Overall contract service dates are through 6/30/2022.

#### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The vendor was already selected. The purpose of this amendment is to account for additional onboarding implementation and testing services through go-live not included in the original agreement, as per CO ref SO014405.

#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

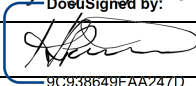
Description/Service	\$	Start date	Previous end date	New end date
Implementation phase: Automation testing, onboarding, and advisory cost	157,654.00	7/1/2019		
Support phase: 3 year Gold total subscription cost (annual subscription cost is \$173,250)	519,750.00	7/1/2019	6/30/2022	6/30/2022
<b>Total original Agreement</b>	<b>677,404.00</b>			
Amendment for Travel Expenses previously approved	5,203.53			
Amendment for Additional E2E Testing Services	101,460.00	7/1/2019	8/1/2020	10/31/2020
Amendment for Testing services through go-live	107,685.00	7/1/2019	10/31/2020	7/1/2021
<b>Total Revised Agreement</b>	<b>891,752.53</b>			

In comparison, several other automation testing tools were priced ranging from \$6,500-\$12,000 per license. The project team would require a minimum of nine licenses totaling, \$58,500-\$108,000. Additionally, the services of managing the automation framework and test case management would require a minimum of two technical staff totaling approximately \$395,200. For us to implement a service comparable to the Kainos Gold Services subscription, we estimate we would pay a minimum of \$453,700 per year, or \$1.36 million over three years.

#### 4. Describe the plan for future competition for the goods or services.

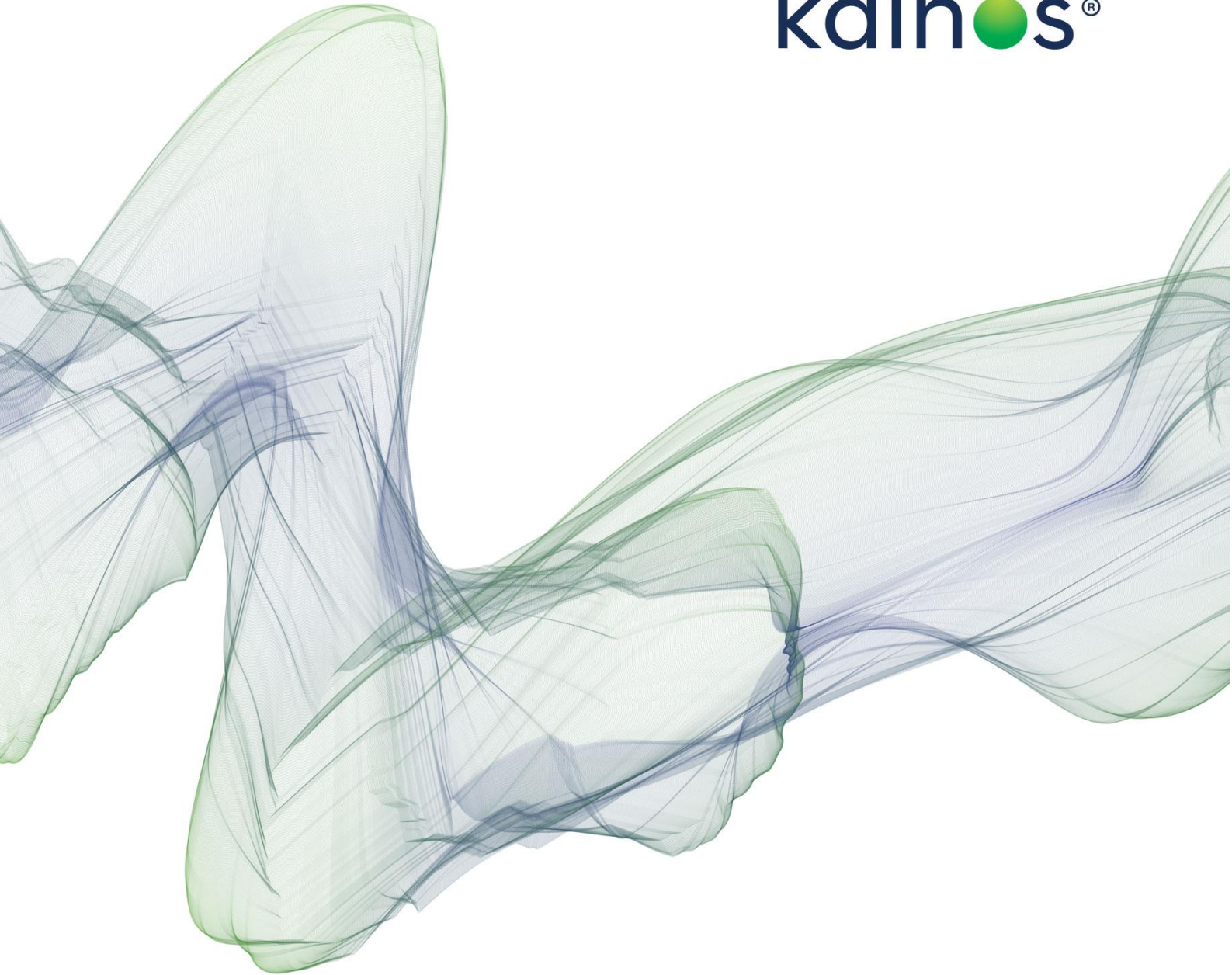
Additional testing services will be provided by Kainos and negotiated as needed.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>Do not sign by:</small> 		
<b>Printed Name:</b>	Heather Perreault	<b>Date:</b>	12/11/2020

## State of Maine Procurement Justification Form

<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i> <small>066BBD96EE5347E...</small>	
	<b>Printed Name:</b>	<b>Date:</b>
	Michelle Fournier	12/17/2020



# Kainos

# Workday Testing Services Change Control

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Status	Definitive
Security	Confidential
Version No.	1.0

**KAINOS | WORKDAY TESTING SERVICE CHANGE CONTROL****Part A**

Kainos Entity: Kainos WorkSmart Inc	Kainos Contact: Chris Murray, <a href="mailto:c.murray@kainos.com">c.murray@kainos.com</a> , +1 805 284 2635
Change Control Reference: SO015163	Original Contract Reference: SO011769
Original Contract Name: SO011769_Kainos Smart Order Form_SoM_NMP_v1.0 (countersigned)	
The Terms and Conditions of the Original Contract apply except to the extent amended in this Change Control.	

**Part B**

Company Name: State of Maine	
Customer Reference:	
Raised By: Nicole Drisko, <a href="mailto:Nicole.Drisko@maine.gov">Nicole.Drisko@maine.gov</a> , 207.592.3654	
Priority: Standard	Date Required: November 1 <sup>st</sup> 2020
Title of Change Control: Extended Smart Test Services Support (Phase 2)	

**Part C****Fixed Price:**

Cost	\$117,810
Discount	\$10,125
Total	\$107,685

Invoiced on signature of this Change Control

**Details of Change:****Overview**

Customer has an updated go-live date for Workday and has requested additional testing services from Kainos. This is in two phases, and this Change Control covers the second phase (Phase 2), which will take Customer up to the end of their go live:

- Project and Test Manager Throughout
- Payroll Parallel
- UAT Scenario Staging
- Knowledge Transfer

**Project and Test Management**

- Project Manager – 2 hrs per week
  - Governance and Oversight
  - Reporting
  - Scheduling and Planning
  - Escalations
  - Commercials
  - Resource Management
- Test Manager – 5 hrs per week
  - Test Consultancy as required
  - Planning
  - Customer Test Plan Integration
  - Ongoing support and weekly interaction as SME point of contract
  - Test Deliverables Oversight and QA

**Payroll Parallel**

- Dedicated support for Parallel Cycle 3 & 4
- Two 5-week Cycles:
  - Week 1: Five days full time support
  - Week 2: Ten Hours part time support
  - Week 3: Ten Hours part time support
  - Week 4: Five days full time support
  - Week 5: Ten Hours part time support

- Scope includes:
  - Mapping of legacy data to Workday
  - Triage of legacy to Workday data mapping issues
  - Execution / Re-execution of Pay Calcs as required by SoM for each pay group
  - Provision of high-level data requirements such as pay group and pay component totals
  - Support SOM in creating final metrics and close out report

**UAT Scenario Staging**

- Up to 200 scenarios staged for UAT to:
  - Alleviate State of Maine data mining/staging overhead
  - Provide consistent and accurate data for UAT scenarios
  - Allow for re-use of scenarios by leveraging Kainos Smart ability to re-stage data
  - Scenario Staging: Kainos will create workers with the appropriate criteria for each member of the UAT end users to execute a business process
    - Example: SOM has 8 HR Partners who need to execute a Personal Information Change for an Employee

**Knowledge Transfer**

- This is for the is for the Business Leads who will ultimately support the application in production:
  - **Intro to Smart**
    - 1hr foundational information session
    - Product overview, demonstration and navigational information
  - **Security**
    - 1hr Security module and test pack creation deep dive
    - Full review of SoM security test coverage
  - **HCM & Recruiting**
    - 2hr HCM & Recruiting module and test pack creation deep dive (inc. Integrations / Compensation / Absence / Benefits)
    - Full review of SoM HCM & Recruiting module test coverage
  - **Payroll**
    - 2hr Payroll module and test pack creation deep dive (inc. Eligibility, Calculations, Future Period and Retro payment testing)
    - Full review of SoM Payroll module test coverage

**Assumptions/Dependencies:**

- Project Phase ends on 7/1/2021

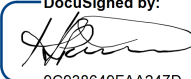
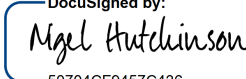
**Amendment to Original Contract**

In summary, the Original Contract is amended as follows to account for: (i) the additional services requested by Customer under this Change Control; and (ii) travel costs of \$5,203.53 contracted for under a previous amendment to the Original Contract:

1. Section 1 of Rider B-IT: Agreement Amount shall be amended to \$891,753
2. Section 2 of Rider B-IT: Invoices and Payments shall be amended to include the following wording:
 

"4. Additional Onboarding Implementation services as per Change Request (ref SO015163) – Total \$107,685.

Total Onboarding and 3-year Gold Subscription Service plus incurred expenses = \$891,753."
3. The 'On boarding Implementation Customers' section of Rider A shall be amended to include the scope of the services as well as the Assumptions/Dependencies outlined in this Change Control.

Signed by the Buyer		Signed by the Supplier	
Signature:  <small>DocuSigned by: 9C938649EAA247D</small>		Signature:  <small>DocuSigned by: 50704CE9457C436</small>	
Print Name	Heather Perreault	Print Name	Nigel Hutchinson
Title	Deputy Commissioner of Finance	Title	VP North America

Date	11/12/2020	Date	30-10-2020   11:33 AM PDT
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AMENDMENT

DATE: 11/25/2020

ADVANTAGE CONTRACT #: CT 18F 20190611000000003816

DEPARTMENT AGREEMENT #: NA

AMENDMENT AMOUNT: \$ 107,685

This Amendment, is between the following Department of the State of Maine and Provider:

State of Maine DEPARTMENT

DEPARTMENT: 18F-Controller's Office

Address: 45 Commerce Drive

City: Augusta State: ME Zip Code: 04330

PROVIDER

PROVIDER: Kainos Worksmart Inc

Address: WEWORK TERMINUS 100 (OFFICE 06-106) 3280 PEACHTREE ROAD

City: Atlanta State: GA Zip Code: 30305

Provider's Vendor Customer #: VC0000235259

Each signatory below represents that the person has the requisite authority to enter into this Contract Amendment. The parties sign and cause this Contract Amendment to be executed.

Department of Administrative and Financial Services

Kainos Worksmart Inc

DocuSigned by:

DocuSigned by:

*[Signature]*

*Nigel Hutchinson*

12/16/2020

Signature Date 03-12-2020 | 4:50 AM PST

Signature Heather Perreault Deputy Commissioner of Finance Date

Department of Administrative and Financial Services, Office of Information Technology

DocuSigned by:

*[Signature]*

12/16/2020

Signature Frederick Brittain, Chief Information Officer Date

<b>AMENDMENT</b>
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The contract is hereby amended as follows: (Check and complete all that apply)

<input type="checkbox"/>	<b>Amended Period:</b>	Original Start Date: Click or tap to enter a date. Current End Date: Click or tap to enter a date. Amendment Start Date: Click or tap to enter a date. New End Date: Click or tap to enter a date.  Reason: .
<input checked="" type="checkbox"/>	<b>Amended Contract Amount:</b>	Amount of Adjustment: \$ <b>107,685</b> New Contract Amount: \$ <b>891,752.53</b>  Reason: With the revised Workday project plan, there has been an increase in the requested testing services to be provided by Kainos through 7/1/2021. The new end date noted above reflects the service dates associated with specific deliverables and does not reflect the contract for services through 6/30/2022. Overall contract service dates are through 6/30/2022.
<input type="checkbox"/>	<b>Amended Scope of Work:</b>	The Scope of work in Rider A is amended as follows:
<input type="checkbox"/>	<b>Other:</b>	Reason:

All other terms and conditions of the original contract and subsequent contract amendments remain in full force and effect.

<b>CODING</b>
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LINE TOTAL	FUND	DEPT	UNIT	SUB UNIT	OBJ	PROGRAM	PROGRAM PERIOD	BOND FUNDING	FISCAL YEAR
\$107,685	010	18F	2208	01	5560	HRMS	S2021		2021

LINE TOTAL	FUND	DEPT	UNIT	SUB UNIT	OBJ	PROGRAM	PROGRAM PERIOD	BOND FUNDING	FISCAL YEAR
\$									

**(Departments - Attach separate sheet as needed for additional coding.)**