



**AMENDMENT #2 TO**  
**AMENDED AND RESTATED**  
**IT SERVICES TYPE 2 WORK ORDER #CY11-008**  
**HRS BUSINESS ANALYST STAFF SUPPORT**

**IT SERVICES TYPE 2 WORK ORDER #CY11-008**

This Amendment #2 to IT Services Type 2 Work Order #CY11-008 ("**Amendment #2**") amends IT Services Type 2 Work Order #CY11-008, with an original Effective Date of October 28, 2024, by replacing, amending and restating in its entirety IT Services Type 2 Work Order #CY11-008 with the following amended and restated IT Services Type 2 Work Order #CY11-008 for the purposes of extending the end date from June 30, 2026, to June 30, 2027, and increasing authorized funding for the Services by \$187,720 from \$299,552 to \$487,272.

This IT Services Type 2 Work Order #CY11-008 ("**Work Order**") is an attachment and addition to the IT Services Agreement dated as of the Effective Date (hereinafter "**Agreement**") entered into by and between County of Orange ("**County**") and Science Applications International Corporation ("**Vendor**") and is incorporated into the Agreement by reference hereof. In the event of conflicting terms between the Agreement and this Other Services Work Order, the terms of the Agreement shall prevail and nothing in this Other Services Work Order shall modify or amend any provisions of the Agreement (including all components such as Statements of Work, Service Level Requirements, Schedules, etc.) unless such modifications or amendments and the provisions of the Agreement which they modify or amend are specifically identified in this Work Order and are approved by County. This Work Order includes any attachments hereto. Any capitalized terms not defined in this Work Order shall have the same meanings as used in the Agreement. Changes to this Work Order will be processed in accordance with the change control process as outlined in the Agreement.

All of the tasks, subtasks, Deliverables, goods, and other services required or requested by County below are included as part of the Services. This Work Order provides a description of the nature of the work required, but does not provide an exhaustive list of every task or subtask necessary for completion of this IT Services Type 2 Work Order #CY11-008.

**1. WORK ORDER NUMBER**

CY11-008

**2. EFFECTIVE DATE**

This Work Order shall be effective October 28, 2024, once it is fully executed by authorized representatives of both Parties.

**3. PROJECT NAME**

Human Resources Services ("**HRS**") Business Analyst Staff Support

**4. PROJECT SUMMARY**

County hereby requests that Vendor provide staffing resources Services to HRS, by way of one (1) full-time Business Analyst, Junior, to provide subject matter expertise related to the [REDACTED] the [REDACTED], production and maintenance of a [REDACTED], and serve as the HRS analytics subject matter expert ("**SME**") for the potential selection and installation of a new enterprise resource planning ("**ERP**") software system.

**5. BUSINESS CASE / BUSINESS OBJECTIVES SUPPORTED**

HRS requires one (1) dedicated full-time staff to provide staffing support for various HRS projects.

**6. WORK ORDER TYPE**

- Other Services only Work Order (for Work Orders that do not include base Services elements)
- Other Services and base Services combination Work Order (for Work Orders that include both Other Services and base Services elements)

As to Other Services and base services combination Work Orders, provide a description of each of the Other Services and base Services components of this Work Order:

N/A

**6.1. Staffing Resource Order**

- Staffing Resource Order Services. Notwithstanding any other provision of the Agreement, County agrees that overtime, as required by applicable law, will be paid by County for Vendor Personnel performing staff augmentation Services, only upon prior written approval by County to Vendor for overtime eligible Services to be performed by Vendor Personnel.

Resource Title	Name	Contact Information	Responsibilities	Location of Services Performance
Business Analyst, Junior	Jeanette Munsey	Jeanette.munsey@ocitcs.oc.gov	Described in Section 9.2	Remote

**7. COUNTY SPONSOR, ORIGINATING SERVICE REQUEST, AND COUNTY BUDGET INFO**

<b>County Sponsor</b>	Daniel Baker, Daniel.Baker@ceo.oc.gov, (714) 834-7207
<b>Service Request Number</b>	REQ0122256
<b>County Budget Info</b>	PE04A

**8. VENDOR ROLES AND RESPONSIBILITIES**

Resource Title	Name	Contact Information	Responsibilities
Business Analyst, Junior	Jeanette Munsey	Jeanette.munsey@ocitcs.oc.gov	Business Analyst Services

**9. PROJECT SCHEDULE & SERVICES**

**9.1. Schedule**

No.	Services	Start Date	End Date	Estimated Duration
1.	Provision of Targeted Resource	11/8/2024	6/30/2027	2 years and 8 months

**9.2. Services**

The Vendor will, on an hourly time and materials (“T&M”) basis:

Provide staffing resources Services by way of one (1) full-time Business Analyst, Junior to support various HRS projects as described below. The County agrees that (1) it is responsible for providing daily direction to such Vendor Personnel as to what Services the County wishes such Vendor Personnel to perform; and (2) there may be instances where Vendor cannot provide such Vendor Personnel for reasons outside of

the reasonable control of Vendor, including but not limited to illness, vacation, absences required by law and normal employee turnover.

The one (1) full-time Business Analyst, Junior will perform, but not be limited to, the following staffing resources Services:

1. Consult with functional unit management and personnel to identify, analyze, define and document business requirements related to the [REDACTED], the [REDACTED] and serve as an HRS analytics SME for the selection and installation of a new ERP software system; will also work as a liaison among stakeholders in order to elicit, analyze, communicate and validate requirements for changes to business processes; capture information using interviews, questionnaires, observation, document review and/or other methods.
2. Provide advanced business analysis support for projects that may include the [REDACTED] the [REDACTED] and other HRS specific software systems. Interface with project stakeholders to define project scope and review project activities, recommendations, and outcomes; work with other IT disciplines to ensure system integration; coordinate project testing and quality assurance process.
3. Provide input and recommendations regarding current and proposed business practices and the options for translating such practices into effective system deployments.
4. Perform gap/fit analyses and application assessments to identify potential system development and/or modification needs; document requirements, develop as-is and to-be flow diagrams to document current and future processes.
5. Review hierarchical logic charts, software requirements/specifications and procedure manuals to identify application linkages and relationships and determine the broad impact of proposed changes; prepare business rules and specifications.
6. Perform and/or coordinate system testing processes in a non-production environment; write or provide assistance in writing user acceptance test (“UAT”) cases and validate UAT; perform comprehensive application test cases and scenarios to validate application requirements, functionality and business processes; document test results.
7. Develop training material and provide training to system users regarding new or modified business systems.
8. Coordinate the release of program changes between the business users and the appropriate Information Technology staff.
9. Any other activities, reasonably related to the foregoing, as assigned by HRS.

**9.3. Training**

N/A

**9.4. Software**

N/A

**9.5. Equipment and Other Assets**

N/A

**9.6. Risks and Risk Mitigation**

No.	Potential Risk	Mitigation Strategy / Contingency Plan	Probability of Risk (%)	Consequence	Amount at Risk
1.					

**10. PRICING SUMS**

PRICING SUMS	
Maximum Project Fees	\$487,272
Key Milestone Fees	N/A

**11. ACCEPTANCE**

**11.1. Acceptance Criteria**

The Acceptance Criteria shall be as described in Section 14 (Deliverables) below as to each Deliverable under this Work Order and pursuant to the terms of the Agreement.

**11.2. Acceptance Testing**

Unless explicitly provided in this Work Order, the Acceptance Tests shall be as described in this Work Order and as otherwise defined in the Agreement.

**11.3. Final Acceptance**

Final Acceptance by the County shall be as defined in Section 8.3 of the Agreement.

**11.4. Final Acceptance Sign-Off Procedure**

N/A

**12. PROJECT REPORTS**

Provide the following Reports:

- Weekly Project status reports
  - The Project status report shall include, but not be limited to, the following details for the Staffing Resource:
    - Hourly Rate
    - Number of Hours
- Project kickoff event summary report
- Project close-out cost and key learning report
- As needed written reports as may be reasonably requested by County to monitor the status of the Services under this Work Order
- Other (provide description):

None.

**13. ADDITIONAL REQUIREMENTS**

- The Vendor Personnel identified in Section 6.1 (Staffing Resource Order) above shall only use a County issued device(s) to perform the Services outlined in Section 9.2 (Services) to this Work Order.

[Remainder of page intentionally left blank]

**14. DELIVERABLES**

DELIVERABLES			
No.	Deliverable Name	Deliverable Date	Acceptance Criteria
1.	Provision of Targeted Resource	N/A	▪ Provision of Services as described in Section 9.2

**15. MILESTONES**

MILESTONES									
No.	Milestone Name	Key Milestone? (Y/N)	Milestone Date	Included Deliverables	Key Milestone Allocation (Percentage)*	Key Milestone Allocation (Dollars)	Holdback Amount	Key Milestone Scheduled Duration (Months)	Monthly Key Milestone Payment
1.	Provision of Targeted Resource	N	N/A	▪ Deliverable 1	N/A	N/A	N/A	32	N/A

\* The sum of this column should equal one-hundred percent (100%).

**16. KEY MILESTONES PAYMENTS TABLE**

N/A

[Remainder of page intentionally left blank]

**17. INVOICING**

**17.1. Fees**

**[Option 1 – Fixed Fee]**

The total Fees to be paid by County to Vendor for the Deliverables and other Services to be provided by Vendor pursuant to this Work Order shall be \$\_\_\_\_\_ (the “Fixed Fee Fees”). For the avoidance of doubt, Vendor agrees that this is a Fixed Fee arrangement in which Vendor, subject to the other limitations in this Work Order and the Agreement, will provide all services necessary to provide the Services described in this Work Order for the Fixed Fee specified herein, regardless of the actual number of hours required or actually worked by Vendor to provide such Services.

Vendor shall specify the percentage and dollar allocations of the Fixed Fee Fees and estimated hours for each Milestone.

No.	Milestone	Est. Rate	Est. Hours	Est. Proportion	Est. Total
1.					
<b>Est. Total Labor</b>					
<b>Fixed Fee Fees</b>					

**Option 2 – Time and Materials**

County will be billed on an hourly basis pursuant to the rates and Approved pricing set forth in Appendix 3.1 to Schedule 3 based upon the actual hours worked by Vendor Personnel to provide the Services and in accordance with the payment schedule provided below or attached. Vendor estimates that the Fees for all Time and Materials to complete the Services under this Work Order are \$487,272. The foregoing represents Vendor’s best, good faith estimate of the Fees required to perform the Services described in this Work Order. In the event it is anticipated that the estimate set forth above will be exceeded, Vendor will provide written notice to County and obtain County’s written approval in advance of incurring such excess cost. County has no obligation with respect to any amounts (1) invoiced by Vendor for work rendered in excess of the above estimate prior to the County’s written approval of additional Fees in excess of Vendor’s estimate, or (2) in excess of the Maximum Project Fees.

Vendor shall specify the percentage and dollar allocations for the Time and Materials estimate and estimated hours for each Milestone by role. Vendor’s hourly rates must be consistent with rates set forth under Appendix 3.1 to Schedule 3.

No.	Milestone	Level	Location	Rate	Est. Hours	Est. Proportion	Est. Total
<b>Milestone 1 – Provision of Targeted Resource</b>							
1.	Business Analyst (CY10 & CY11)	Junior	Onsite (Customer)	\$92.00	3,256	N/A	\$299,552
2.	Business Analyst (CY10 & CY11)	Junior	Onsite (Customer)	\$95.00	1,976	N/A	\$187,720
<b>Milestone 1 Totals</b>					<b>5,232</b>	<b>N/A</b>	<b>\$487,272</b>

No.	Milestone	Level	Location	Rate	Est. Hours	Est. Proportion	Est. Total
<b>Est. Total Labor</b>					<b>5,232</b>	<b>N/A</b>	<b>\$487,272</b>
<b>Fixed Fee Fees</b>					<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**[Option 3 – Pass Through Plus Mark-Up]**

County will be billed on a pass through plus Mark-Up basis, pursuant to Section 3.1.7. of Schedule 3, for third party goods and services acquired on behalf of County by Vendor. Vendor estimates that the Fees for all pass through plus mark-up Deliverables are collectively \$\_\_\_\_\_. The foregoing represents Vendor’s best, good faith estimate of the Fees required to perform the Services described in this Work Order. In the event it is anticipated that the estimate set forth above will be exceeded, Vendor will provide written notice to County and obtain County’s Approval in advance of incurring such excess cost. County has no obligation with respect to any amounts invoiced by Vendor for work rendered in excess of the above estimate prior to the County’s Approval of additional Fees in excess of Vendor’s estimate.

Vendor shall specify the percentage and dollar allocations for the pass through plus mark-up Fees by line item as provided in the sample below. Vendor’s hourly rates must be consistent with rates set forth under Appendix 3.1 to Schedule 3.

No.	Line Item	Quantity	Pass Through Cost (Each)	Pass Through Cost (Total)	Total Including Mark-Up (7%)
1.					
<b>Total Pass Through Plus Mark-Up Fees</b>					

**17.2. Invoices**

Invoices will be sent to County in accordance with the invoicing Requirements described in Section 11.3 of the Agreement.

**17.3. Pass Through Expenses**

No.	Line Item	Pass Through Expenses
1.		
<b>Total Pass Through Expenses Fees</b>		

**18. ATTACHMENTS**

N/A

**19. CHANGES**

No changes to a Type 1 Work Order shall be effective without prior County Approval. Any change in price to a Type 1 Work Order that increases the price of a Type 1 Work Order to an amount greater than the then current County Contract Policy Manual §3.3-102(1)(a) will require written approval from the County’s Board.

No changes to a Type 2 Work Order shall be effective without prior County Approval. Any increase in price to a Type 2 Work Order will require written approval from the County's Board.

**20. VENDOR PERSONNEL COSTS**

Pursuant to Schedule 3, there shall be no Fees to County under this Work Order for any entertainment, vacation, sick time, holidays, paid time off, or other similar costs or expenses in connection with the Vendor Personnel.

**21. TERMINATION**

Pursuant to Section 14.2 (Termination by the County for Convenience) of the Agreement, County may terminate this Work Order for convenience upon providing Vendor with three (3) Business Days prior written notice. Upon any such termination of this Work Order, County's sole liability shall be the payment of any undisputed Fees incurred through the effective date of termination. For the avoidance of doubt, there shall be no termination fee for County's termination of this Work Order pursuant to Section 14.2 (Termination by the County for Convenience) of the Agreement.

[Signatures provided on the following page]

IN WITNESS WHEREOF, the undersigned have caused this Amendment #2 to be duly executed and effective as of the Effective Date.

**Science Applications International Corporation**

**County of Orange**

Signed by: *Kellam White*  
Signature: \_\_\_\_\_  
09001011730A42A...

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

Authorized Representative

Authorized Representative

Name: Kellam White

Name: KC Roestenberg

Title: Manager, Contracts and Subcontracts

Title: Chief Information Officer

Date: 4/22/2026

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

**APPROVED AS TO FORM**

**COUNTY COUNSEL**

Signed by:  
*David Obrand*  
FA04F003450445E...

David Obrand, Deputy County Counsel