HURON

August 12, 2021

Antoine Mehouelley
Chief Technology & Information Systems Officer
Peralta Community College District
333 East 8th Street Oakland, CA 94606
Dear Mr. Mehouelley:

Huron Consulting Services LLC ("Huron") appreciates the opportunity to provide PeopleSoft optimization assessment services to Peralta Community College District, ("PCCD" or "you" or "your"), in connection with your initiative to improve your business process and operating model related to PeopleSoft Financial and HCM applications. This Statement of Work documents the mutual agreement of the parties to the scope associated with this effort.

Project Scope and Approach
PCCD has recently upgraded its PeopleSoft environment to version 9.2 in Phase 1 and is currently in Phase 2 implementing enhancements to its PeopleSoft HCM and Financials applications. During this phase, PCCD has experienced bandwidth and adoption challenges, and seeks an experienced partner, Huron, to work alongside the institution to understand and assess the current design of Phase 2 functionality against higher education industry standards and best practices. Subsequently, Huron will provide solution options for addressing gaps which will then inform an updated go-live project plan.

Upon mutual agreement, PCCD may ask to provide support to implement the agreed upon solutions as a change order to this SOW.

Based on our understanding of PCCD's needs, the following activities are in scope for the assessment:

In Scope	Out of Scope
• Review Phase 2* project artifacts and status across HCM and Finance applications • Review Phase 2 project approach and methodology • Review business processes that are in scope for Phase 2 implementation • Review Phase 2 completed and in-flight project deliverables	• PeopleSoft organizational support model • Functionality already in use within HCM and Finance • Campus Solutions functionality

* Phase 2 business processes are documented in Appendix A

Huron's PeopleSoft Assessment Methodology for consists of five phases designed to identify, analyze & document data with a goal of producing a detailed roadmap. The phases and associated activities are described in detail below.

| Phase 1 IDENTIFY | Phase 2 COLLECT | Phase 3 ANALYZE | Phase 4 VALIDATE | Phase 5 DELIVER |
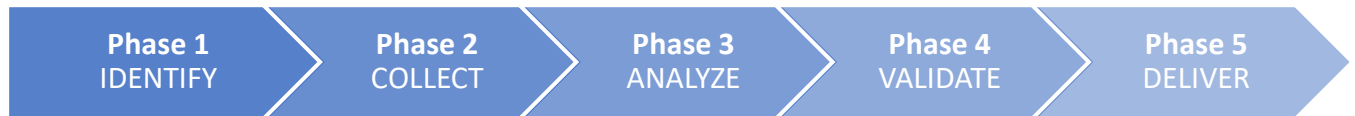
Phase 1: Identify

Huron will meet with leadership, including project sponsors and key stakeholders, to reaffirm/define project vision, timeline of activities, resource mobilization, critical elements of the business case for change, and critical success factors.

Huron will work with PCCD sponsors to create a timely project announcement communication and conduct a brief project kick-off with the stakeholders and SMEs that will be included in project activities.

Phase 2: Collect

Huron will rapidly assess current implementation overall health and Phase 2 functionality by conducting interviews with key stakeholders, including functional and technical subject matter experts.

Here is an example list of interviewees likely required for this project:
- CFO and/or Controller
- CIO/CTO
- VP of HR and/or deputy
- PeopleSoft 9.2 Upgrade PCCD HR Lead
- PeopleSoft 9.2 Upgrade PCCD FIN Lead
- Subject Matter Experts from HR, Payroll, Finance, Supply Chain areas
- Subject Matter Experts from IT

Interviews and artifact reviews will focus on in-scope business processes to understand how the current implementation is positioned to meet the institution's requirements and identify any gaps in the solutioning process. We will also seek to understand broader pain points, implementation work plan, deliverables, methodology and approach to assess how potential solutions will align with the overall implementation.

Phase 3: Analyze

Using the data collected, discussions with PCCD leaders, and Huron-developed tools, we will evaluate Phase 2 functionality based on PeopleSoft implementation best practices and develop options for completing the project successfully. While analyzing options, Huron will also aim to identify which opportunities can and should be accomplished near-term and which may have a longer runway.

Phase 4: Validate

The Huron team will review our observations and potential solutions contained in the 'Opportunities Inventory' organized by business process with PCCD sponsors on a weekly basis. This exercise will be used to validate our findings, select a solution and timeline, and refine our messaging and deliverables. Examples of solution disposition categories may include business process change/workaround, redesign feature, training, or defer.

Phase 5: Deliver

Huron will present a consolidated roadmap for the remainder of the implementation. This document will reflect the solutions chosen by PCCD to address the opportunities identified throughout the engagement.

Project Schedule

The anticipated start date of this project is August 16th, 2021. The anticipated duration is 4 weeks. All work is expected to be conducted remotely.

The specific tasks in our approach are dependent upon availability of PCCD leaders and subject matter experts. We will work the week prior to the engagement to schedule all meetings and workshops according to availability.

The table below provides a description of the key activities and deliverables within each phase of our methodology.

PHASE ACTIVITIES	ESTIMATED TIME	DELIVERABLES
Pre-engagement Logistics + Schedule meetings with sponsors and key stakeholders + Request and receive Phase 2 implementation documentation	Before Project Start	+ Interview Calendar + Phase 2 implementation documentation
Phases 1, 2, 3: Identify, Collect, Analyze + Reaffirm/define project vision, objectives, and success factors + Establish final project timeline and resource requirements + Gather and review PCCD documents/artifacts resulting from data request + Conduct interviews with functional & technical Subject Matter Experts + Review Phase 2 artifacts, including business processes and Fit/Gap documentation	3 weeks	+ Project Kickoff Presentation + Assessment work plans, schedule, staffing requirements, and milestone dates + Weekly report-out of findings and project status

PHASE ACTIVITIES	ESTIMATED TIME	DELIVERABLES
Phases 4 and 5: Validate & Deliver + Validate initial findings with PCCD stakeholders and Sponsors + Refine final roadmap + Deliver presentation on findings, impacts, and opportunities	1 week	+ Final Opportunity Inventory (Includes selected solutions by business process, as well as change management and project plan impacts) + Final Roadmap Power Point

Project Staffing

The Huron team's roles, responsibilities, and time commitments are outlined in the table below.

Project Role Title	Role/Responsibilities	Commitment
Supervising Managing Director	+ Point of contact and Huron Executive Sponsor + Validate that the project is meeting objectives expected and set by PCCD and the Huron team	Up to 4 hours per week
Project Lead	+ Provide appropriate product, methodology, business processes and delivery knowledge + Provide thought leadership and leading practices for continuous improvement based on similar work experience with other higher-ed and related complex environments + Facilitate HCM & FSCM interviews to collect key information + Develop and present final deliverable	16-20 hours per week
FSCM and HCM Functional Consultants (1 each)	+ Lead HCM & FSCM interviews to collect key information + Provide expertise in the areas of Finance, Supply Chain, Human Resources, Payroll, Talent Management, etc. + Gather & document requirements and policy considerations, as needed Assist in developing and refining deliverables	20-32 hours per week

PCCD Responsibilities

In connection with this engagement, PCCD will perform the tasks, furnish the personnel, provide the resources, and undertake the responsibilities specified below:

• PCCD will designate an employee or employees within its senior management who will make or obtain all management decisions with respect to this engagement on a timely basis.

- To maximize the value of Huron's work and to keep the project moving on schedule, PCCD agrees to comply with all of Huron's reasonable requests and to provide Huron timely access to all information and locations reasonably necessary to perform the services.
- PCCD will provide support-role access to non-production environments and read-access to the production environments.

Huron's services are based on the following assumptions, representations and information supplied by PCCD:
- PCCD will provide a Project Manager to facilitate and enable coordination
    - Meeting scheduling
    - Technology enablement
- Throughout the duration of the project, Huron's team will be provided access to shared drives containing data and documentation necessary for this engagement, e.g. business process documentation, reports, PeopleSoft non-production environments, etc.
- Huron will conduct data gathering interviews only during the first week of the assessment. Therefore, availability of PCCD staff is important during this week.
- Both parties will proactively identify issues and recommend solutions

The successful delivery of services, and the fees charged, are dependent on (i) PCCD's timely and effective completion of its responsibilities, (ii) the accuracy and completeness of any assumptions, and (iii) timely decisions and approvals by PCCD's management. PCCD will be responsible for any delays, additional costs, or other liabilities caused by any deficiencies in the assumptions or in carrying out PCCD's responsibilities.

Business Terms
This Statement of Work will be governed by the Master Agreement dated June 26, 2020 ("Master Agreement"), between the Foundation for California Community Colleges and Huron Consulting Services, LLC.

ACKNOWLEDGED AND ACCEPTED:

PERALTA COMMUNITY COLLEGE DISTRICT   **HURON CONSULTING SERVICES LLC**

Signed By:	Signed By:
Print Name:	Print Name: **LAURA ZIMMERMANN**
Title:	Title: **MANAGING DIRECTOR**
Date:	Date:

Appendix A: PeopleSoft Phase 2 Business Processes

Huron will review the following business processes from Phase 2 implementation as part of this engagement.

Finance

Asset Management
- Plan Capital Assets
- Acquire Assets
- Prepare and Deploy Assets
- Utilize Assets
- Maintain Assets
- Retire Assets
- Evaluate Asset Performance

Expenses
- Maintain Employee Profile
- Request Travel Authorization
- Approve Cash Advance and Travel Authorization
- Enter Expense Report
- Approve Expense Report
- Audit Expense Report
- Process Expense Reimbursements

Supplier Contracts
- Manage Supplier Contract Standards
- Create Supplier Contract
- Negotiate Supplier Contract
- Approve Supplier Contract
- Execute Supplier Contract
- Amend Supplier Contract
- Manage Contract Deliverables

HCM

Position Management
- Position Control
- Change Existing Position - MSS
- Change Position Funding - MSS
- Add new position - MSS

Commitment Accounting
- Manage Encumbrances
- Manage Funding - Mass Loads
- Manage Funding - MSS
- Manage Funding - Overrides

- Manage Payroll Accounting - Distribution
- Chart Of Accounts/Combo-codes

Time and Labor
- Enroll Time Reporters, Assign Schedules and Setup TCD
- Review Schedules and Forecasts
- Report Time
- Request Overtime and Obtain Approvals
- Request Absences and Approvals
- Review and Resolve Time Entry Exceptions
- Create Payable Time
- Resolve Time Administration Exceptions
- Approve Time
- Distribute Time Information
- Review and Adjust Time Summaries

Manager Self Service *(also see above processes with MSS notation)*
- Terminate an employee
- Transfer an employee
- Pay rate Updates
- Additional Pay