



---

MEMO

TO: Cass County Commission  
FROM: Bob Henderson, IT Director  
DATE: 11/28/2022  
SUBJECT: ERP Replacement Project Change Order

---

Dear Commissioners,

Enclosed is a change order proposal from HSO, our consultant on our ERP replacement.

**Background:** Our initial proposal from HSO to implement Microsoft Dynamics was scheduled to take 12 months, and be broken down in three phases. Phase 1 was to cover Budgeting, Phase 2 was to cover Accounts Payable and Accounts Receivable, and Phase 3 was to cover Projects and Work Order Management.

Phase 1 was completed within timeline successfully. However, while working through Phase 2, it was determined by both our Finance staff and HSO that to complete successfully, we would need to implement two modules Projects and Asset Management, that were not part of the initial scope. The attached change order adds the time required to implement these modules successfully.

This change order is a time and materials change order, meaning if we do not use the time presented, we will not be billed for it.

**This is a non-budgeted request.** This change order has come in after budget submittal and is therefore not reflected in the 2023 budget as stands.

**SUGGESTED MOTION:**

Approve change order proposal from HSO Enterprise and an accompanying budget adjustment to line item 101-1804-412.33-09 in the amount of \$98,450 for budget year 2023.

Bob Henderson  
Information Technology Department



the results company



**Prepared By:**

HSO Enterprise Solutions  
350 5<sup>th</sup> Ave., Suite 6902  
New York, NY 10118

**Prepared for:**

Cass County Government,  
North Dakota

**Change Request**

Microsoft Dynamics 365 for Finance and Supply Chain Implementation

November 11, 2022

This document and its supporting materials are proprietary and confidential.  
The information may not be disclosed to a third party without the express permission of HSO.

The contents of this document are confidential and proprietary to HSO and Client. This information may be used by employees of Client solely for internal evaluation purposes and may not be disclosed to other parties.

**Copyright**

Copyright© 2022 HSO this document is unpublished, and the foregoing notice is affixed to protect HSO in the event of inadvertent publication. All rights reserved. The information contained in this document is confidential and proprietary to HSO and may not be used or disclosed except as expressly authorized in writing by HSO.

**Trademarks**

Product names that are mentioned and, in this document, may be trademarks or registered trademarks of their respective companies and are hereby acknowledged.

**Disclaimer**

This document has been prepared by HSO as a guide for the services to be provided by HSO.

This document and all services performed by HSO hereunder are and shall remain subject to the provisions of the underlying agreements between HSO and Client.

**Contributors**

Name	Role	Company
Aaron Shabansky	Project Manager	HSO

**Revision History**

Version	Section	Content Change	Date
1.0	All	Initial Release	11/4/2022

# CHANGE REQUEST

This Change Request is pursuant to the Statement of Work (SOW) dated 12/1/2021 between HSO and Cass County Government. The terms of the SOW are incorporated herein by this reference.

- Impacted Area:**
- Business Process Analysis
  - Data Migration
  - Timeline extension for March 24<sup>th</sup> go-live
  - Setup and Configuration
  - Testing and Training
  - Cut Over and Deployment.

**Date initiated:** 11/4/2022

**Date required:** 11/28/2022

**Requested by** Bob Henderson

**Contact email:** HendersonB@casscountynd.gov

**Description of Change Request:** The purpose of this CR is to define and create BR3, which adds scope to the project for Project and Asset Management modules, and the additional hours needed for the successful delivery of added scope, including, business process analysis, setup and configuration, data migration, testing, deployment activities, bug-fixing, go-live, deployment and additional training.

**Reason for Change Request:** The original scope contained within BR1 and BR2 for this project implementation is greater than anticipated. The Project Core Team needs additional hours, defined as BR3, to implement two additional modules.

**Work Arouds:** None.

## Project Impacts

**Scope Change:** The implementation of BR3, which adds two additional modules, Project and Asset Management, and the activities required to deliver added scope, such as additional Functional Testing and Support prior UAT, Additional Training & Configuration, a go- live timeline extension to March 24<sup>th</sup>, 2023.

**Resource Change:** Extend Functional Solution Architect(s)  
 Extend Project Execution– Project Manager  
 Extend Associate Consultant(s)

**Schedule Change:** The Go-Live date will be revised from February 28<sup>th</sup>, 2023, to March 24<sup>th</sup>, 2023, adding four weeks in total, dependent on several constraints around availability of resources from HSO and Cass County.

**Budget Change:** Increase in budget based on estimated effort and weekly burndown, see details below.

Est. Hrs.	Microsoft Dynamics 365 for Finance & Supply Chain	Total
126	Project Management	\$28,125.00
50	Business Process Analysis	\$9,750.00
127	Setup and Configuration	\$24,225.00
75	Data Migration	\$13,875.00
32	System Testing	\$6,200.00
16	Conference Room Pilot	\$3,200.00
27	User Acceptance Testing	\$5,275.00
20	Training - Core Team	\$4,000.00
19	Training - Train-the-Trainer	\$3,575.00
<b>492</b>	<b>Total Professional Services</b>	<b>\$98,450.00</b>

**Assumptions**

- Out of the box and no custom code or customizations.
- Additional requirements for Field Service may be identified and require a separate change request.
- D365 environments are ready to use.
- The CR hours are time. If the hours are not consumed, it will not be billed to Cass County.
- Actual hours billed against this Change Request – additional billing line in the billing system (WBS) to track.
- Proposed Go-Live is in March 2023.

**Resource Fees**

Resource	Time (hours)	Rate / Hr.	Estimated Cost
Shirley Adams	121	\$225.00	\$27,225.00
David Lewis	245	\$175.00	\$42,875.00
Aaron Shabansky	126	\$225.00	\$28,350.00
<b>TOTAL ESTIMATED COST:</b>			<b>\$98,450.00</b>

**Approval**

---

**By signing below, we agree to the functional changes and accept the schedule and budget impacts.**

**CASS COUNTY, ND**

**BY:** \_\_\_\_\_

(Authorized Signature)

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**HSO**

**BY:** \_\_\_\_\_

(Authorized Signature)

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_